

NATIONAL REFINERY LIMITED

7-B, Korangi Industrial Area, Karachi. P.O.Box.No.8228, Karachi – 74900

Phone (PABX): 35064977-79, 35064981-86 FAX: 35054663

TERMS & CONDITIONS OF BIDS FOR DISPOSAL OF USED COMPANY'S FAX MACHINES (09 MACHINES)AND CONCRETE MIXING MACHINE (01 MACHINE)

1. Fax Machines and concrete mixing machine mentioned in the Tender Form are available for disposal on "**AS IS WHERE IS BASIS**". Bidders may inspect the Machines which are available in NRL on above mentioned address. The Inspection of the Machines has been scheduled on 21-11-2024 between 9:30 A.M to 11:30 A.M and 2:00 P.M to 4:00 P.M. The buyers who have been issued this tender document shall be allowed to inspect the Machines.
2. Only 1 – 2 persons per party will be allowed to inspect the Machines. No visit will be allowed after the above scheduled date and time.
3. The purpose of the visit for inspection of Machines is to facilitate bidders to check physical condition of Machines before submitting their bid.
4. **Submission of Bids:-**
 - 4.1 Offer should be in sealed envelope duly marked "Purchase of Used Machines – 2024 (6)"– Due date: 27-11-2024 (3: 00 P.M.).
 - 4.2 Offer may personally be submitted / dropped in Tender Box which is available at NRL reception on any working day from 21-11-2024 to 26-11-2024 during 9:30 A.M up to 4:30 P.M and bid can also be submitted on due date i.e. on 27-11-2024 till 2:30 P.M.
 - 4.3 Offers by post or courier will also be acceptable provided it is received on any working day from 21-11-2024 till due date 27-11-2024 till 2:30 P.M in sealed envelope. Offer by fax & e-mail will not be accepted / considered. No offer will be accepted / considered after due date & time.
 - 4.4 Bids opening will be held on 27-11-2024 at 3:00 P.M in the presence of NRL Bid opening committee and bidders or their representative who may wish to attend the bid opening. Successful bidders will be informed accordingly through letter or through email.
5. As per the BOQ, rate/price (**exclusive of all taxes**) offer is required to be quoted as net price of each separate lot. In case any bidder quote rates including taxes then their offer is not considered and the same is clarified / corrected at the time of tender opening, incase if bidder is not present then consent / clarification will be made after tender opening.
6. GST, Income Tax, SED & other Government Taxes if applicable at the time of handing over the Machines, shall be payable extra in addition to the quoted rates.
7. Bidder should quote readable **Price offer** avoiding overwriting.
8. Quoted rate/price offer shall be valid for 45 days from due date 27-11-2024; the validity may be extended for further 15 days, if required by NRL.
9. **BID MONEY:**
 - 9.1 Bid Money will be submitted @15% of total bid amount (exclusive of all taxes) against each lot in the shape of Bank Pay Order/Demand Draft favoring National Refinery Limited A/C

mentioned company name drawn on a first class scheduled bank of Pakistan is required to be submitted at the time of bid opening. Cash/ Cheque/ Bank Guarantee will not be accepted.

- 9.2 The Bid Money of 1st & 2nd highest bidder will be retained by NRL as security deposit.
- 9.3 The bid money of the remaining bidders will be returned within 10 working days after bid opening. Earnest Money will be returned to bidder personally who have signed on BOQ or Bidder request/authorize any other person to collect bid money in such case it is mandatory to bring application for releasing bid money on their behalf, while bid money of 1st and 2nd highest bidders will be returned after handing over the vehicles to successful bidder.
10. Full advance payment will be received by Manager Local Purchase / his authorized representative at NRL Korangi, through Pay Order in favor of M/s. National Refinery Limited A/C Company name or buyer's name mentioned on Pay order. After completion of necessary formalities, the Machines will be handed over to the successful bidder(s).
11. The successful bidder(s) shall be required to deposit the full quoted amount within Ten (10) working days from acceptance of offer, in the shape of Pay Order/ Bank Draft in favor of National Refinery Limited A/C Company name or buyer's name mentioned on pay order from any scheduled bank, failing to which the amount of the Earnest Money will be forfeited.
12. If the successful bidder(s) withdraws his offer, their bid money will be forfeited.
13. Bids received after the due date and time specified above or without earnest money, will not be considered.
14. Handing over of the Machines by NRL to successful bidder(s) will be on **“AS IS WHERE IS BASIS”** from our Management Block Korangi Karachi office.
15. National Refinery Limited (NRL) reserves the right to accept or reject any or all offers without assigning any reason.

NATIONAL REFINERY LIMITED

B.O.Q.

(PRICE OFFER FOR USED FAX MACHINES AND CONCRETE MIXING MACHINE)

Lot #	DESCRIPTION.	Quantity	Total Amount Offer (Rs.)/ Lump Sum
1	<u>Used Fax Machines</u> 1. Fax Machine Panasonic Model No. KX-F1000BX 2. Fax Machine Panasonic Model No. KX-F1050BX 3. Fax Machine Panasonic Model No. KX-F1050BX 4. Fax Machine Panasonic Model No. KX-F1050BX 5. Fax Machine Panasonic Model No. KX-F1050BX 6. Fax Machine Panasonic Model No. KX-F1050BX 7. Fax Machine Panasonic Model No. KX-F1050BX 8. Fax Machine Panasonic Model No. UF-4600-YC 9. Fax Machine Panasonic Model No. UF-4600-YC	09 Nos.	
2	<u>Concrete Machine</u> AGRO 177279 Model SD 1100	01 No.	

Declaration:

- The above quoted rates/amount is **exclusive of all taxes**, if applicable at the time of delivery of Machines, shall be paid extra in addition to above quoted rates.
- CNIC No. _____
- Cell / Mobile No. _____
- GST No. _____
- NTN No. _____
- The Pay Order / Demand Draft, as detailed below, is enclosed as earnest money:

No. _____ dated _____ for Rs. _____

Issued by (Bank & Branch) _____

SIGNED BY AUTHORIZED PERSON _____

(Name) _____

Address _____

SEAL OF THE BIDDER: