

INSTRUCTIONS TO BIDDERS FOR ENQUIRIES (RFQ'S)
ISSUED THROUGH NRL WEBSITE

A). FOR NEW SUPPLIERS :

New suppliers who are not registered in NRL should send their quotation alongwith following documents:-

- ❖ Duly signed & Stamped Registration Form available at NRL Website
- ❖ Complete Company Profile including :-
 - a) List of major customers
 - b) Bank Statement of last 6 months
 - c) Copies of major purchase orders supplied in Pakistan
 - d) NTN & GST Registration Certificate
 - e) Complete description of specialized products (specialty of your business / specific field)
 - f) Literature of products if any
 - g) Authorization letter from foreign supplier in case of imported material.

Without the fulfillment of the above requirement, offers will not be entertained. Based on the above information provided by the vendors / suppliers, they will be considered for Registration & once registered, they will not be required for sending Registration Forms for all future Enquiries.

B). QUOTATION & INVOICING:

- ❖ All the quotation must be in local currency (Pak Rupees)
- ❖ In case of Local Agent of Manufacturer, Authorization Letter from Principal is required to be submitted.
- ❖ Country of Origin should preferably be mentioned in case of deviation from NRL requirement.

- ❖ Non-compliance with NRL Specification, wholly or partly should be clearly mentioned in the offer.
- ❖ Our requirement for validity of offer is 45 days. In case of deviation, it should be clearly mentioned, otherwise it will be assumed that the validity of 45 days is acceptable.
- ❖ Every effort should be made to adhere to the delivery period as mentioned in purchase order except for some special conditions which is beyond the control of the supplier.
- ❖ Payment will be made after 21 days of receiving of material at NRL Warehouse subject to Inspection of material okayed by the concerned department.
- ❖ MSDS of Chemicals / Technical Brochure of Equipments (where required) shall be provided.
- ❖ Please quote prices according to our specifications preferably on our “Request for Quotation”.
- ❖ Alternate offer if quoted / Deviations from NRL Specifications should be clearly mentioned.
- ❖ Cutting / Alteration in the RFQ will not be accepted.
- ❖ GST must be clearly mentioned. If not mentioned it is assumed to be inclusive in the offer.
- ❖ Any other charges if applicable should be clearly specified.
- ❖ Quotation are to be submitted only in sealed envelope with NRL Reference No. and Due Date (as mentioned in our RFQ) duly specified on the envelope without which the offers will not be entertained.
- ❖ Quotation received on Fax & E-mail will not be considered.
- ❖ The suppliers NTN & GST No. on all Sales Tax Invoices is required to be mentioned without which bills/invoices will not be processed.
- ❖ Quotations must be signed by an authorized representative & must have Company Stamp.
- ❖ NRL reserves the right to reject any or all offers without assigning any reasons whatsoever.

C). DELIVERY OF MATERIAL

- ❖ Material delivery is the responsibility of the supplier. In case the material has not to be delivered by the supplier it should be clearly mentioned in the offer.
- ❖ Entry of CNG / LPG Fitted vehicle are not allowed inside NRL Premises.
- ❖ Driver alongwith other staff deputed for material delivery must have valid CNIC.
- ❖ Driver must have valid Driving License.
- ❖ Vehicles should have valid Fitness Certificate.
- ❖ Delivery of Goods should be properly packed & marked alongwith Delivery Challan.
