

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

A). FOR NEW SUPPLIERS :

New suppliers who are not pre-qualified vendor for NRL should send their quotation alongwith following documents:-

Complete Company Profile including :-

- a) List of major customers all over the world
- b) Copies of reference list to whom material supplied in Pakistan alongwith copy of purchase orders (preferable)
- c) Complete description of specialized products (specialty of your business / specific field)
- d) Literature of products if any
- e) Bank Statement of last 6 months/ Latest financial statement

Without the fulfillment of the above requirement, offers may not be entertained. Based on the above information provided by the vendors / suppliers, they will be considered for pre-qualification, and shall not be required for sending th above mentioned information for all future Enquiries.

B). QUOTATION & INVOICING:

- 1) All the quotation must be in line with our attached RFQ.
- 2) Quotations to be submitted only in sealed envelope (mandatory requirement) to ensure the transparency of bidding process. Offer through e-mail will only be entertained if send at the address of:
smgr_procurement@nrlpak.com (Senior Manager Procurement)
Offer through e-mail at any other address and on fax will not be entertained.
- 3) In case of Local Agent of Manufacturer, Authorization Letter from Principal is required to be submitted alongwith quotations.
- 4) Country of Origin should be mentioned on items-wise basis.
- 5) Please quote prices according to our specifications preferably also on our "Request for Quotation". Non-compliance with NRL Specification, wholly or partly should be clearly mentioned in theoffer. Alternate offer if quoted then deviations from NRL Specifications should be clearly mentioned.
- 6) Our requirement for validity of offer is 90 days. In case of deviation, it should be clearly mentioned, otherwise it will be assumed that the validity of 90 days is acceptable.

- 7) 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.
- 8) Payment will be made in line with State Bank of Pakistan's defined/ allowed payment term and in case of FOR offer i.e after 21 days of receiving of material at NRL Warehouse subject to Inspection of material okayed by the concerned department.
- 9) MSDS of Chemicals / Technical Brochure of Equipments (where required) shall be provided.
- 10) Cutting / Alteration in the quote should be endorsed by sign and stamp.
- 11) For FOR based offers 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.
- 12) Vendor affirms the compliance with the consolidated list of banned entities and individuals which can be accessed at <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>
- 13) Vendor also affirms that the airport/ sea port of loading or any air/ sea port in transit should not be in any country banned by Government of Pakistan or any sanctions by the United Nation's Security Council.
- 14) In case of FOR based offers the suppliers NTN & GST No. on all Sales Tax Invoices is required to be mentioned without which bills/ invoices will not be processed.
- 15) Quotations must be signed by an authorized representative & must have Company Stamp.
- 16) NRL reserves the right to reject any or all offers without assigning any reasons whatsoever.
