



NATIONAL REFINERY LIMITED

7-B, Korangi Industrial Zone, Korangi, Karachi-74900, (Pakistan)
P.O.Box No. 8228
PABX: 5064981-86 Dir. 5060842 Fax No. (92-21) 5054679 & 5054663

NRL-FAF-LRU-001

Rev.: # 00

Dt.: 28-07-2003

Request For Quotation

Our Ref No.46175

No. 6000142724

Dated 28.04.2023

Please return this form duly completed and signed by authorized person in the sealed envelope. The due date for submission of tenders is

Due Date: 15.05.2023

Tel :
Fax :
Vendor No. 102518

PLEASE DROP YOUR QUOTATION IN BOX NO. 1

MANAGER LOCAL PURCHASE

Please quote your lowest prices for the following items. Your offer should remain valid for 45 DAYS. Please drop your quotation in above mentioned Box No. kept at NRL Reception Office. Please quote your GST No. and mention prices are inclusive or exclusive of GST. If not it will be assumed to be inclusive.

Delivery: 1 * Free delivery at our Ware House
Requirement: 1 * Within 7 days of our Purchase Order

* Collect Ex-Your Shop/Premises

* Immediate

Item	Material	Description	Unit	Quantity	Unit Pr.	Sales Tax	Total Amount Inclusive GST
00010	28-022-001	COVERALLS STEEL GRAY SMALL SIZE. CONSISTING OF ONE PANT & ONE BUSH COAT	NO	400			
00020	28-022-002	COVERALLS STEEL GRAY MEDIUM SIZE. CONSISTING OF ONE PANT & ONE BUSH COAT	NO	1,000			
00030	28-022-003	COVERALLS STEEL GRAY LARGE SIZE. CONSISTING OF ONE PANT & ONE BUSH COAT	NO	500			
00040	28-022-004	COVERALLS STEEL GRAY EXTRA LARGE SIZE. CONSISTING OF ONE PANT & ONE BUSH COAT	NO	300			
00050	28-022-005	COVERALLS STEEL GRAY SPECIAL EXTRA LARGE NO CONSISTING OF ONE PANT & ONE BUSH COAT		100			
<p>NOTE :</p> <ol style="list-style-type: none">1. BID SHALL BE OPENED ON DUE DATE AS MENTIONED ABOVE AT LEAST THIRTY MINUTES AFTER DEADLINE FOR SUBMISSION OF BID.2. BIDS SHALL BE OPENED PUBLICLY IN THE PRESENCE OF THE BIDDERS OR THEIR REPRESENTATIVE WHO MAY CHOOSE TO ATTEND.3. PLEASE QUOTE PRICES ACCORDING TO OUR SPECIFICATION PREFERABLY ON OUR REQUEST FOR QUOTATION, HOWEVER OFFER ON THE SUPPLIER'S OWN FORMATE/LETTER HEAD WILL ALSO BE ACCEPTABLE.4. CUTTING/ALTERATION IN THE RFQ MUST BE AVOIDED AS FAR AS POSSIBLE. HOWEVER IN CASE CUTTING/ALTERATION IS INEVITABLE, THE SAME MAYBE CARRIED OUT WITH PROPER SIGNATURE/STAMP OF THE SUPPLIER.5. IF YOU DO NOT MENTION G.S.T IN YOUR QUOTATION, IT WILL BE ASSUMED TO BE INCLUSIVE.6. PLEASE MENTION YOUR NTN & GST NO. AS WELL AS OUR GST AND NTN NO. ON ALL OF YOUR SALES TAX INVOICE AS PER GOVT INSTRUCTION.7. ENTRY OF CNG / LPG FITTED VEHICLES ARE NOT ALLOWED INSIDE NRL PREMISES DUE							

YOUR REF. NO.

DATE:

PAGE 1 OF 2

AUTHORIZED SIGNATURE



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Delivery: * Free delivery at our Ware House

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Requirement: * Within 7 days of our Purchase Order

* Immediate

Item	Material	Description	Unit	Quantity	Unit Pr.	Sales Tax	Total Amount Inclusive GST
		TO SAFETY REQUIREMENT.THE SUPPLIERS ARE THEREFORE ADVISED TO DELIVER THE ORDERED MATERIALS THROUGH NON CNG/LPG FITTED VEHICLE 8.THE VEHICLES DELIVERING GOODS MUST HAVE VALID FITNESS CERTIFICATE(IF APPLICABLE)VALID/ORIGINAL DRIVING LICENCE OF THE DRIVER & VALID/ORIGINAL CNIC OF OTHER STAFF OF THE SUPPLIER.NRL SAFETY & SECURITY PROCEDURES MUST BE STRICTLY FOLLOWED BY DRIVERS & ALL OTHER STAFF OF THE SUPPLIER 9. QUOTATION ARE TO BE SUBMITTED PREFERABLY IS SEALED ENVELOP PROVIDED BY NRL ALONG WITH THIS RFQ HOWEVER IF SUPPLIERS ARE SUBMITTING OFFER IN THEIR OWN ENVELOPE,REFERENCE NO WITH DESCRIPTION OF MATERIAL AS MENTIONED IN OUR RFQ MUST BE MENTIONED ON THE ENVELOPE. 10. QUOTATION RECEIVED ON FAX & E-MAIL WILL NOT BE CONSIDERED. 11. QUOTATIONS MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE AND MUST BE STAMPED WITH COMPANY STAMP. 12. THE VEHICLES DELIVERING GOODS SHOULD BE EQUIPED WITH FIRE EXTINGUISHER. 13. THE VEHICLES DELIVERING GOODS SHOULD HAVE SPARK ARRESTOR AT THE SILENCER. 14.ORDER FOR PARTIAL QUANTITY MAY ALSO BE PLACED BASED ON LOWEST QUOTED RATES OF EACH ITEM BY DIFFERENT SUPPLIER. 15.AS PER ATTACHED BID DOCUMENT REF PUR/46175/2023					

YOUR REF. NO.

DATE:

PAGE 2 OF 2

AUTHORIZED SIGNATURE



NATIONAL REFINERY LIMITED

7-B, Korangi Industrial Zone - Korangi, Karachi
Phone: 021-35064981 (5 lines) / 111-675-675, Fax: 021-35054663

BID DOCUMENT **FOR SUPPLY OF COVERALLS – IN TWO PIECES** **(SET OF PANT & JACKET) – STEEL GRAY COLOR**

1. ITEM: **COVERALLS – IN TWO PIECES**
(SET OF PANT & JACKET) – STEEL GRAY COLOR
2. QUANTITY: 2300 Nos. in two pieces (consisting of Pant & Jacket), as per size-wise quantity given below:

SIZE-WISE QUANTITY REQUIRED:

SIZE	IN TWO PIECES (PANT+JACKET)
SMALL	400 NOS.
MEDIUM	1000 NOS.
LARGE	500 NOS.
EXTRA LARGE	300 NOS.
SPECIAL EXTRA LARGE	100 NOS.
TOTAL	2300 NOS.

Total quantity and/or size-wise quantity can be increased or decreased. Total quantity to be supplied in two installments.

1. First installment of about 1150 coveralls (50% of orders quantity) comprising of any or all sizes may be required to be supplied immediately after issuance of Purchase order.
2. Second installment of about 1150 coveralls (50% of orders quantity) comprising of any or all sizes may be required to be supplied after 06 months from issuance of Purchase Order.
3. The above supply schedule may be changed if required by NRL.
3. SPECIFICATION OF CLOTH & COVERALL:
 - 3.1 Coverall to be supplied in two-pieces consisting of set of Pant & Bush Coat, as per size-wise measurement and sketch of Pant & Bush Coat given in ANNEX-1(A & B) attached to this Bid Document.
 - 3.2 Cloth / fabric must be 100% cotton.
 - 3.3 Cloth should be washed /shrunk before cutting & stitching so that coveralls size matches with measurements & sketch of Coverall (Pant + Bush Coat) as per ANNEX-1 (A&B).
 - 3.4 Supplier's logo & size tag to be fixed on every Bush Coat & Pant.

- 3.5 Bush Coat should be prepared in two pieces as shown in the sketch provided with the tender document.
- 3.6 NRL monogram/logo should match with actual color of NRL monogram/logo.
- 3.7 Open soft collar (one piece) to be used in the Bush Coat. Stiffed collar in two pieces will not be acceptable.
- 3.8 The sleeves of the Bush Coat must be provided with cuff & button instead of elastic. Proper patti to be given over the cuff.
- 3.9 Zip to be provided on front pockets under the flaps of the Bush Coat. Bush Coat also including collar, pocket flap & shoulder.
- 3.10 Front button of Bush Coat should be covered with flap.
- 3.11 All parts of Bush Coat and Trouser should be double stitched.
- 3.12 Loops to be provided for belt on the Trouser.
- 3.13 Elastic should be provided only on back sides (from side to side stitching) of the belt position of Trouser.
- 3.14 Elastic used in pant must of good quality within the elasticity 2 to 4 inch
- 3.15 Button must be properly tightly stitch or rapped.
- 3.16 Pant loops must be properly stitch.
- 3.17 Reflector must be a good quality
- 3.18 Pocket size in accordance to the specimen.
- 3.19 Pant flies must be in accordance to the specimen
- 3.20 Vendor must acknowledge the product requirements compliance for each consignment.
- 3.21 Good Quality Reflection Strips Shall also be provided (As shown in the sketch, Annexure-I (A) on the bush coat having light gray color, size: 1¹/₄ duly stitched on the bush coat so that the person wearing the coveralls is easily visible in night.
4. **SUPPLY/DELIVERY:** Within one week of placing of order, a stitched sample of Coverall to be provided by supplier for approval of quality of stitching and cloth after shrink. All supplies/ deliveries to be made as per specification, measurement and approved sample, which shall be subject to inspection/approval by NRL. Defective supplies or not as per the given specification/ measurement/sample will be subject to replacement at supplier's own risk and cost (within 15 days).
5. **WARRANTY:** The offered Coveralls should carry warranty of replacement, should any tear/spilt/fade any time during the 6-months period from the supply date (last supply)

6. VALIDITY OF BID: Quotation should be valid for 45 working days for our consideration. The validity may be extended for 15 working days if required by NRL.
7. PRICE QUOTATION: Price should be quoted as exclusive of Sales Tax which shall be reimbursable by NRL at actual against invoice. The quoted price should be inclusive of any other tax & duty and transport/ handling charges, so as to make free delivery at NRL Warehouse located at the above mentioned address. Price quotation should be made on the attached "**PRICE QUOTATION FORMAT (ANNEX-2)**".
8. PRICE VALIDITY: The quoted price should be valid for supply of the offered Coveralls till the complete delivery after issuance of Purchase Order.
9. EARNEST MONEY / SECURITY DEPOSIT:
 - 9.1 Bid Money of Rs.100,000/- in the shape of Bank Pay Order/Demand Draft favoring National Refinery Limited A/C Company Name mentioned on Pay order, 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 successful bidder will be retained by NRL as security deposit till completion of supply & till validity period.
 - 9.3 Bid Money of those bidders whose bids are technically not responsive/not acceptable shall be returned as soon as possible or within validity period.
10. PAYMENT TERMS: Payment by NRL will be made in Pak Rupees (Rs.) as per standard terms & condition which is 21 days after delivery & inspection of material. Supplier will submit bill / invoice along with delivery acknowledgement by NRL Warehouse.
11. SUBMISSION OF BIDS: Bids to be submitted as under:
 - 11.1 **Technical Bid** consisting of:
 - i) One sample of Coverall (set of Pant + Jacket) of medium size stitched as per size measurement given in ANNEX-1 and as per required specification of cloth and coverall given in clause-3 above. The samples should bear bidder's sticker or their name with un-washable ink on the inner side of the collar.
 - ii) Earnest Money of Rs.100,000/- as required in clause- 9.1 above.
 - iii) National Tax / Sales Tax Registration (please attach copies of registrations).All the above should be enclosed in one envelope marked as TECHNICAL BID.
 - 11.2 **Commercial Bid** should be submitted on the prescribed COMMERCIAL BID format, attached as ANNEX-2 to this Bid Document. Price should be quoted as exclusive of Sales Tax. Sales Tax will be reimbursed at actual against sales invoices. The quoted price should be valid for supply of the offered Coveralls till the complete delivery after issuance of Purchase Order.

The commercial bid should be enclosed in separate sealed envelope marked as COMMERCIAL BID.

- 11.3 Both Technical and Commercial Bids, complete in all respect and duly signed by authorized person with seal of the bidder and sealed in separate envelopes respectively marked as TECHNICAL BID and COMMERCIAL BID, should be personally submitted in the office of Manager Local Purchase before the Due Date & Time, i.e. 15-05-2023 by 2: 30 PM Both the envelopes, that is, Technical Bid and Commercial Bid should bear Bidder's Name and duly marked and addressed as given below. The samples should also bear bidder's sticker or their name with un-washable ink on the inner side of the collar.

Marked as: TENDER REF: PUR/46175/2023(COVERALLS)
DUE DATE & TIME: 15-05-2023 (3:00 P.M)

Addressed to: MANAGER LOCAL PURCHASE
NATIONAL REFINERY LIMITED
7-B, KORANGI INDUSTRIAL ZONE
KARACHI (PAKISTAN)

- 11.4 Bids sent by mail/courier should reach NRL at least one day before the "Due Date & Time" as mentioned in clause # 11.3. However, NRL bears no responsibility for the bids sent by mail OR improperly marked.
- 11.5 Bids sent by e-mail will not be accepted.
- 11.5 Bids received after the Due Date & Time will not be accepted or considered.
- 11.6 NRL reserves the right to extend the bid opening date in case of in-sufficient offers are received or due to any other reason
12. BID OPENING: Bids received as above shall be opened as under:
- 12.1 Initially, only Technical Bid envelopes will be opened on 15-05-2023 at 3:00 P.M in the presence of the NRL bid opening committee and bidders or their representative who may wish to attend the bid opening on due date and time.
- 11.2 The Commercial Bid envelopes shall be retained in custody of NRL without being opened and shall be opened at a later date within the validity period after evaluation and approval of technical offers / samples. The Commercial Bids of only those bidders would be opened in the presence of NRL Bid opening committee and bidders or their representative who may wish to attend the bid opening whose technical offers are found responsive/acceptable as per NRL requirement. The commercial bids of those bidders whose offers are technically non-responsive shall be returned un-opened to the respective bidders.
13. BIDS EVALUATION CRITERIA: Bids shall be evaluated as per following criteria:
- 13.1 Bids without required samples of Coverall (one sets of Pants + Jacket) will be rejected.
- 13.2 Bids without required amount of Earnest Money will be rejected.

- 13.3 Bids without complete information/enclosures as required vide clause-11.1 may not be considered.
- 13.4 Bidder who will provide evidence of supplying similar material to major oil and gas companies in Pakistan will be given preference.
- 13.5 Past performance of the bidder will also be considered while evaluating the bids.
- 13.6 The bids offering lowest rate subject to the conditions mentioned in 13.1 to 13.5, above, shall be preferred.
14. PENALTY: It is to be clearly understood that supply of goods as per NRL specification and delivery schedule is very essential. Accordingly, in case of any deviation in the material specification and delivery schedule and/or refusal to supply the material once order is placed shall liable to:
- 14.1 Cancellation of order and forfeiture/encashment of bidders/suppliers Earnest Money / Security Deposit/Performance Guarantee, as the case may be.
- 14.2 Debarring/black-listing of such bidders from doing business/future tendering with NRL in future.
- 14.3 If the coveralls (including the Reflector Strip) tear/spilt/fade within validity/ warranty period the amount of that coverall will be deducted from the suppliers security deposit accordingly.
- Above penalties will also be liable in case of any information/document submitted if found false or incorrect at any time after placing of order.
15. NRL reserve the right to accept or reject any or all bids without assigning any reason whatsoever.

ONE COPY OF THIS BID DOCUMENT TO BE SIGNED/ STAMPED & RETURNED ENCLOSED WITH TECHNICAL BID IN ACCEPTANCE OF THE ABOVE TERMS & CONDITION AND UNDERTAKING BY THE BIDDER AS UNDER:

- 1) *We undertake to ensure supply of Coveralls as per the above terms and condition.*
- 2) *We understand order may be awarded to one or more bidder.*
- 3) *Acceptance of bid will be subject to approval of sample of coverall.*

SIGNATURE & SEAL

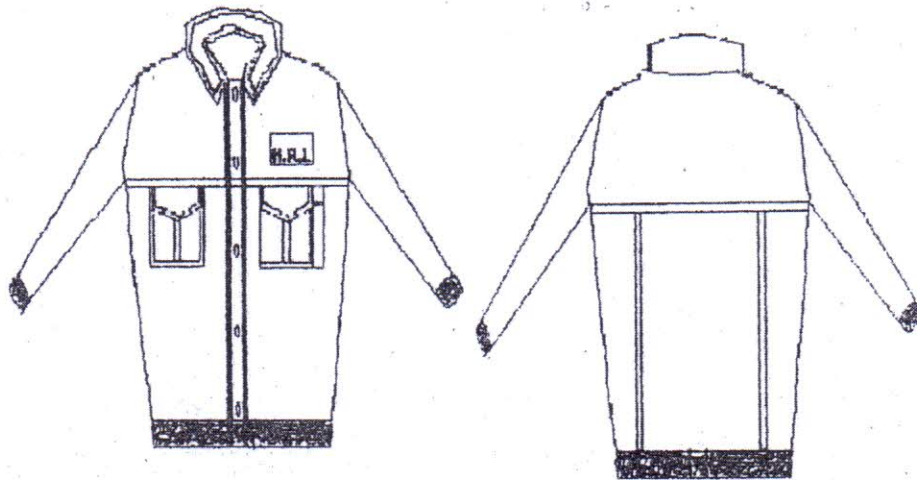
SIGNATURE: _____

SIGNED BY: _____

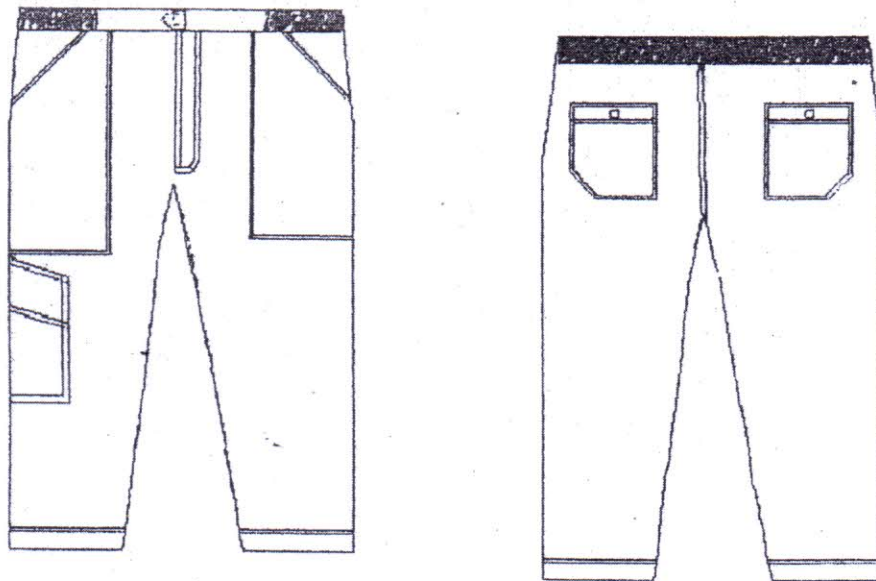
SEAL OF THE BIDDER:

Sketch of COVERALL
JACKET

ANNEK1 (A)



PANT



NATIONAL REFINERY LIMITEDSIZE-WISE MEASUREMENT OF COVERALL

SR. NO.	DESCRIPTION	SIZE				
		Small	Medium	Large	Extra Large	Sep. Ex-Large

PANTS

(Measurements in Inches)

1	WAIST	29 / 31	32 / 34	35/37	38/41	42/45
2	LENGTH	39	42	43	44	44
3	HIP	44	50	54	58	62
4	FLY	7½	8½	9	10	11
5	BOTTOM	18	19	20	20	21

BUSH COATS

(Measurements in Inches)

1	COLLAR	14½	15½	16½	17½	18
2	SHOULDER	18	19	20	21	22
3	SLEEVE	23	24	25	26	26½
4	CHEST READY	46	48	50	53	56
5	LENGTH	27	29	30	31	32
6	WAIST	44	46	48	50	52

POCKETS TO BE PROVIDED IN PANTS:

- | | | |
|-------------------------|--------|-----------------------|
| ▪ HIP POCKETS | 2 NOS. | SIZE: 6-1/2" x 6-1/2" |
| ▪ SIDE POCKETS | 2 NOS. | SIZE: W=7"; L=14-1/2" |
| ▪ POCKET ON RIGHT THIGH | 1 NO. | SIZE: W=3-1/2"; L=11" |

POCKETS TO BE PROVIDED IN BUSH COATS:

- | | | |
|-----------------|--------|----------------------|
| ▪ CHEST POCKETS | 2 NOS. | SIZE: W=5-1/2"; L=6" |
|-----------------|--------|----------------------|

ADDITIONAL PORTION FOR PEN WITH LEFT CHEST POCKET AND ONE POCKET FOR HOLDING PEN ON SHOULDER TO BE PROVIDED.

NATIONAL REFINERY LIMITEDCOMMERCIAL BID (PRICE QUOTATION)
COVERALLS IN TWO-PIECES (STEEL GRAY COLOR)

ITEM	SIZE	QTY.	UNIT	RATE/UNIT (Delivered NRL, Excl. Sales Tax)	TOTAL AMOUNT (Excl. Sales Tax)
				Rs./Coverall	Rs.
COVERALLS (TWO PIECES) IN DARK BLUE COLOR	SMAL	400	NO.		
	MEDIUM	1000	NO.		
	LARGE	500	NO.		
	EXTRA LARGE	300	NO.		
	SP. EXTRA LARGE	100	NO.		
TOTAL		2300	NOS.		

NOTE: Above quoted price is exclusive of sales tax / SED which will be reimbursable at actual against invoices.

Undertaking by the bidder:

The above quoted rate will be applicable till the complete delivery after issuance of Purchase Order.

SIGNATURE & SEAL

SIGNATURE: _____

SIGNED BY: _____

SEAL OF THE BIDDER)_