NATIONAL LOGISTICS CORPORATION
INVITATION TO TENDER FOR SALE OF USED OIL
INSTRUCTIONS TO TENDERERS - WORDS OF CAUTION

1. The tender will be opened at the **Support Branch (Basement Conference Room)** HQ National Logistics Corporation Harding Road Rawalpindi, on the date and at the time mentioned in the newspaper advertisement.
2. Quotation in sealed envelope is invited from firms having valid NTN /Tax registration and Registration certificate from **Reclamation Plant from Ministry of Petroleum & Natural Resources (Photocopy of Registration Certificate Must be attached with the Bid)**. Resellers can participate and attend under authorization of firm with valid certificate / license.
3. The bidders are requested to attend opening of the tenders at the given date and time along with authority letter of the firm.
4. **Terms & Conditions**. The used engine oil will be sold on following terms & conditions: -
   a. The Used Oil will be lifted from locations as per "**Annex-A**".
   b. The estimated quantity of used engine oil is approx. **112,719 x Liters.**
   c. Tender fee Rs. **2,000**/- (non-refundable) and bid security amounting to Rs **500,000**/- (refundable) in the shape of Bank Draft in favor of **National Logistics Corporation HQ Main Account** must be provided otherwise offer can be rejected.
   d. Loads will be lifted within 7 x days after deposit of amount by the firms.
   e. Units concerned will inform the firm about the lifting schedule / exact quantity of used oil held under intimation to HQ NLC Procurement Section.
   f. No container / barrel of packing will be provided by unit to carry the used oil.
   g. The firm at the time of lifting will hand over the demand draft in favor of **National Logistics Corporation HQ Main Account** for the value of quantity being lifted. Accordingly, SBU will forward demand drafts direct to F&A Branch duly compiled under intimation to Support Branch (Procurement Section).
   h. As per PPRA Rule 32 c (iv), 15% of value of CA can be additionally lifted by the firm on the same rates/conditions and with mutual consent of the seller and purchaser.

i. The buyer will lift the offered used oil from the seller (NLC) all stations within 30 x days starting from the date of LOA.

5. **Price**. The firms will submit quotation including all Taxes i.e Sales Tax @ 18% and income tax @ 10%.

6. **Printed Quotation**. The firm is required to submit rates in printed form generated electronically. Handwritten rates on the firm's letterhead will not be accepted.

7. **Payments.** Payment will be deposited in advance against the quantity of used oil offered by the concerned SBU / unit of HQ NLC for lifting.

8. **Rejection of Tender.** NLC reserves the right to cancel / reject any or all offers without assigning any reason at any time prior to the acceptance of an award or proposal. NLC shall upon request will communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but NLC is not required to justify those grounds.

9. **Validity of Offers**. The validity period of quoted rates must be indicated and should be at-least **60 x days** from the date of opening the tender without any condition, extendable for further processing of the case, if required.

10. **Delivery of Tender**. The bidders are requested to submit bids in original copy as per PPRA rule 27 (a) – Single Stage One Envelope Procedure. The outer cover of envelope should be mentioned **COMMERCIAL OFFER,** along with clearly bear tender enquiry number, date of opening and address of this office without any indications.

11. Tenders to be addressed at follows: -

Assistant Manager Inventory
Support Branch
HQ NLC, Harding Road, Rawalpindi
Tel : 051-9052536-Extn : 536

HQ NLC (Proc Section)
Hardinge Road Rawalpindi
Tel: 051-9052536-Extn 536

Annex "A"

SALE OF USED OIL

Ser	SBU/ Unit	Quantity (Approx.) (Liters)	Exact Location / City
1.	Base Workshop NLC Karachi	70,000	Karachi
2.	R&M Sec Rawalpindi	18,719	Rawalpindi
3.	TFS Lahore	24,000	Lahore
Total		**112,719**	

Note: Quantities can be increased or decreased by NLC.