



**OFFICE OF THE  
DSP/CHIEF PATROL OFFICER (HQ)  
NATIONAL HIGHWAYS AND MOTORWAY POLICE  
N-5 (NORTH-I) KHAIRABAD  
Ph # 0923-695044  
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## **TENDER NOTICE FOR PURCHASE OF ENGINE OIL**

National Highways & Motorway Police Sector N-5 (North-I) Khairabad invites sealed bids from well reputed firms / venders registered with Income Tax and Sales Tax Departments and are an Active Taxpayers in List of the Federal Board of Revenue, for procurement of Engine oil for 56 official vehicles and 06 official Generators of Sector N-5 North-I for the financial year 2021-22. Bids shall be submitted on prescribed tender documents containing detailed specification of items and terms & conditions. Tender documents can be obtained, free of cost, from the office of DSP/CPO Lines Headquarter N-5 (North-I) Khairabad District Nowshera during office hours before the stipulated date. No tender document will be issued on the date of tender opening.

Tender documents are also available at NHMP website ([www.nhmp.gov.pk](http://www.nhmp.gov.pk)) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) In case opening date is declared as a Public Holiday by the Government, the next working day shall be deemed to be date for submission and opening of tender at the same time and place. The successful bidders will have to provide samples of items for evaluation. The bids and samples should reach the office of **DSP/CPO Lines Headquarter N-5 (North-I) Khairabad District Nowshera** complete in all respect by 1100 hours by **17-12-2021 (Friday)** that will be opened on the same date and venue at 1130 hours, in the presence of accredited representatives of the firms.

The NHMP reserves the right to reject any/all bids at any time prior to acceptance of a bid in accordance with PPRA Rule 2004.

**ADEEL SHAHZAD**  
Secretary Purchase Committee  
NHMP Lines HQ Khairabad  
Ph # 0923-695044

**NATIONAL HIGHWAYS AND MOTORWAY POLICE  
LHQ, N-5 (NORTH-I) KHAIRABAD DISTRICT NOWSHERA**



**Tender document for purchase of Engine oil  
(Financial year 2021-22)**

Tender document for	Purchase of engine oil for vehicles of Sector N-5 North-I
Tender document No.	No. 1(Tender) MTO/HQ /N-5 (NORTH-I)/21-22/
Total pages	05
Detail of pages	Page 1-2 General instructions for bidders
	Page – 3 Form “A” Technical proposal
	Page 4-5 Form “B” Financial proposal

**Secretary Purchase Committee  
NHMP Lines HQ Khairabad  
Ph # 0923-695044**

## GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

1	Only those firms are allowed to participate in the tender who have petrol pump network, after sales service facility and are general sales tax (GST) registered and have National Tax Number (NTN)
2	Bidders must have sound financial position (proof required), sufficient experience (min 03 years), well reputed and capability for timely completion of supply. Detail of similar work done in last 03 years. Bank statement duly attested.
3	Bidder must attach 3% of the complete bid/offer (cost with GST 17%) as earnest money (refundable) in the shape of pay order; call deposit receipt, bank draft in favor of Sector Commander N-5 North-I Khairabad, NHMP
4	Bids found without 3% of the complete bid/offer (cost with GST 17%) as earnest money in the shape of pay order, call deposit receipt, bank draft will not be considered and will stand rejected. Quoted rates will valid 30 <sup>th</sup> June-2022 and the quantity of lubricants can vary.
5	Bids with 3% earnest money in the form of cheque shall not be acceptable.
6	<b>(a). In order to evaluate the standard and specification of lubricants, a test of lubricants will be conducted before use from HDIP. The fee for such test shall be paid by the respective bidders. Every bidder shall provide sample of 04 ltrs each of engine oil (Diesel &amp; Petrol) in 04 ltrs packing along with technical offer.</b> <b>(b). A lubricants test from HDIP will also be conducted after agreement at random from any supply. The fee for such test shall be paid by the successful bidder.</b>
7	No bidder will be allowed to submit his second or third offer with the same bid.
8	Only those bids will be considered which will be submitted on the NHMP tender documents.
9	<b>Bid opening procedure</b>
	Single state – two envelope procedure will be adopted to evaluate the offers.
	The bid shall comprise a single package containing two separate envelopes each should contain separately the “Technical Proposal” and “Financial Proposal”.
	Two separate envelopes shall be marked as “Technical Proposal” and “Financial Proposal” in bold and legible letters.
	Offers/items which will not be found according to the standard/specifications and evaluation criteria shall not be accepted and “Financial Proposal” of such firms will be returned unopened on spot.
	“Financial Proposal” will be opened only of those firms whose offers/items would be found as per specifications and laid down criteria.
10	The offered unit price of items should be inclusive of 17 % GST and income tax will be deducted at the time of payment.
11	The successful bidder shall deposit 5 % of the total value of contract as performance warranty which will be retained by the department till expiry of warranty period (01 year) which will be started from the date of delivery of items.
12	A separate agreement shall be executed with successful bidder.
13	The quantity of items can vary subject to availability of funds more so NHMP reserves the rights to reject any or all the tender without assigning any reason to accept full or part of the tender as its discretion.
14	The delivery shall be completed within the time specified as per the agreement not later than 30 days from the date of signing of the agreement.
15	Liquidated damage: If the supplier fails to deliver any or all of the items of the specified standard in the specified time period, the supplier shall deposit without prejudice to other remedies under the contract, liquidated damages i.e. sum equal to 0.5 % per week and maximum up to 20 % of the total value of contract.
16	Penalty for failure of supply: If the firm fails to supply all or any of the items as per specifications and required standard, 5 % security will be forfeited and unsupplied items must be purchased on the risk and cost on supplied concerned, apart from that, action for black listing of the firm will be initiated.
17	All items shall be inspected at NHMP lines HQ Khairabad District Nowshera.
18	Items which will not be found according to required specifications/ standard shall not be accepted.
19	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will lie on the supplier firm.
20	Tender will be opened in the office of <b>DSP/CPO Lines Headquarter N-5 (North-I) Khairabad District Nowshera.</b>

**Signature & Seal of Bidder**

## INSTRUCTIONS

1	The store would have to be supplied by the supplier in <b>04 LITERS PACKING</b> within 30 days of placement of orders/signing of contract. However, this period may be extended in consideration of special circumstances with the consent of both, the supplier and purchaser.
2	Bidder must quote rates on the prescribed bid form attached with these documents. Cash receipts (in original or photo copy) in token of having purchased the tender documents must accompany the offer.
3	Tenders should be addressed to Secretary Purchase Committee.
4	Bidders should quote their firm and final rates both in words as well as in figures.
5	Against indigenous stores bidders, who are manufacturers, must indicate name and address for the works in Pakistan from where they intend to supply the store.
6	Any conditional, ambiguous or incomplete offer in any respect shall be ignored.
7	The bidders shall enclose catalogues /leaflets/literature and other technical data, if any in respect of store offered by them.
8	The bidders shall specifically indicate their NTN and GST registration No.
9	Any erasers/cutting/crossing etc; appearing in the offer must be properly signed by the person signing the bid.
10	A certificate shall be given by the bidder that he will be responsible for the free replacement of store if the same are found to be substandard and or at variance with the specifications given in the tender enquiry.
11	Stores should be brand new and in original manufacturers packing.
12	<b>Tender samples where needed should be submitted by the bidders along with their offers. No technical offer will be entertained without samples.</b>
13	In case of stores of imported origin”
i	A certificate should be given by the bidders that the spares parts/stores shall be genuine, brand new and in the original packing of the manufacturer.
ii	A certificate should be given by the bidder that he will be responsible for free replacement of item if not found suitable for the engine, machinery or its ancillary equipment or demand.
iii	Manufacturer name, in whose packing the stores will be offered for inspection must be given in the offer.
iv	Import documents shall be produced at the time of inspection to ensure that stores offered for inspection are imported, brand new and in the original packing of the manufacturer.
v	The bidder should undertake that the security may be forfeited if they fail to furnish the import documents on inspection as at (iv) above.
vi	The consignee will allow 100% payment on receipt of inspected and accepted stores.
14	Testing charges of samples shall be borne by the bidders.
15	In case of any scheme launched by company during financial year, benefits of such scheme will also be admissible on supply of product to NHMP.

**Signature & Seal of Bidder**

**TECHNICAL PROPOSAL FOR PURCHASE OF ENGINE OIL**

Name of firm \_\_\_\_\_

Complete address with ph # and fax # \_\_\_\_\_

S#	Item Description & Specification	Firm must write the complete detail and information of item being offered as mentioned against
01	Multi-grade engine oil for Petrol engine API- SN 10W40	
02	Multi-grade engine oil for Diesel engine API-CH-4/CI 20W50	

PETROL ENGINE OIL		
S#	Specification	Required standard
1	Flash point	200 Minimum
	Kinematic Viscosity @ 100 °C	16.3 Minimum & 21.9 Maximum
	Viscosity index (VI)	120 Minimum
	Pour point °C	< -18
	Copper strip corrosion @ 100 °C for 03 hours	1 a Maximum
	Sulphated Ash wt %	To be reported

DIESEL ENGINE OIL		
S#	Specification	Required standard
1	Flash point	210 Minimum
	Kinematic Viscosity @ 100 °C	16.3 Minimum & 21.9 Maximum
	Viscosity index (VI)	140 Minimum
	Pour point °C	< -18
	Copper strip corrosion @ 100 °C for 03 hours	1 a Maximum
	Sulphated Ash wt %	To be reported

**EVALUATION CRITERIA**

1	1 <sup>st</sup> Evaluation criteria (Technical specification offered vs requirement)
2.	2 <sup>nd</sup> Evaluation criteria (Test without use)
3	3 <sup>rd</sup> Evaluation criteria (3% Earnest money) cheques not acceptable
4	4 <sup>th</sup> Evaluation criteria (Previous experience)

**Signature & Seal of Bidder**

**FINANCIAL PROPOSAL FOR PURCHASE OF ENGINE OIL**

Name of firm \_\_\_\_\_

Complete address with ph # and fax # \_\_\_\_\_

<b>S#</b>	<b>Item Description and specification</b>	<b>Qty</b>	<b>Rate per liter</b>	<b>17 % GST</b>	<b>Per liter price with GST</b>	<b>Total bid cost (inclusive of all taxes)</b>
1	Multi-grade engine oil for Petrol engine API-SN 10W40	1400 Ltrs				
2	Multi-grade engine oil for Diesel engine API-CH-4/CI 20W50	2000 Ltrs				
<b>Total amount inclusive of 17 % GST and all taxes</b>						

**Signature & Seal of Bidder**

## GENERAL INSTRUCTIONS & CONDITIONS (FINANCIAL PROPOSAL)

1	Pay order / call deposit receipt/bank draft of Rs._____ bearing No. _____ dated _____ of bank _____ in favor of Sector Commander N-5 NORTH-I Khairabad, NHMP is attached in original as 3% earnest money. (cheques not acceptable)
2	The bids is/are valid for _____ days.
3	An offered price is/are inclusive of 17 % GST.
4	Payment will be claimed on completion of 100 % supply as per tender specifications and approved samples.
5	Successful bidders shall deposit 5 % of the total value of contract money as performance warranty in shape of pay order, call deposit receipt, bank draft, which will be retained by the department till expiry of warranty period for one year from the date of delivery of items.
6	A separate agreement shall be executed with successful bidder.
7	The bidder must attach GST registration certificate & National Tax No. and mention its: Bank account No. _____ Name of Bank _____ Address of Bank _____
8	The quantity of items can vary subject to availability of funds.
9	The delivery shall be completed within stipulated period from the date of signing of the agreement.
10	All items shall be inspected at NHMP lines HQ Khairabad
11	Items which will not be found according to required specifications/standard shall not be accepted.
12	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will lie on the supplier firm.

**Signature & Seal of Bidder**