

TENDER ENQUIRY

PUR/WNP/LP/6988

November 6, 2024

Subject: **REQUIREMENT OF A-4 PAPERS (70 GRAMS)**

Dear Sir.

Quotations are required for the items mentioned below with detail specification and quantity required.. **Quotation must be submitted on 21.11.2024** at our official email address "**tenderenquiry@wahnobel.com**".

Required item: **A-4 PAPERS (70 GRAMS) – 300 REAMS Required**

Specification of material

Brand: BLC

Special Instructions:-

- 1. In all respect, the complete quotation should be submitted on or before the closing date and time 1400 HRS at PST otherwise quotation will be not accepted. Submit your quotation/offer ONLY at our official email address tenderenquiry@wahnobel.com. Quotation/offer received on any email other than this email ID will not be accepted.**
- 2. Supplier/manufacturer/s may submit their quotation through sealed bidding with tender number and item detail to the IT department on due date and time explicitly. Quotation received after the closing date and time 1400 HRS at PST will not be accepted/considered.**
- 3. Commercial rates Must Not be copied to any other email from Wah Nobel else the offer may be rejected.**
- 4. Kindly submit only one quotation for the same origin with in the tendering time. In case if more than one quotation are received from the same origin and same supplier, only latest/lowest quotation will be considered.**
- 5. Kindly mentioned complete Tender number / item name in the subject.**
- 6. For any technical query bidder may contract on email of the concerned Procurement Representative mentioned in the tender document.**
- 7. New Supplier/manufactures are requested to submit sample along with complete specification ONE WEEK before opening of Commercial Offer. Commercial Offer**

shall only be accepted if the sample is passed by our QC department before the opening of commercial offer.

8. In case new supplier / source is lowest in rate with sample approved/satisfactory quality ,order shall be placed on credit terms based and payment shall only be made after the inspection of material at our factory premises otherwise only small quantity trial order may be placed .

1. **GENERAL INSTRUCTION REGARDING PREPARATION OF QUOTATIONS**

1.1 Quotations should be based on Wah Cantt delivered basis.

1.2 Validity of offer should be clearly indicated in the quotation and should be minimum 07 working days.

1.3 Delivery schedule should be clearly indicated in quotation.

1.4 Offer should include complete specification.

1.5 Also provide following information in your offer.

- | | |
|----------------------------|--|
| a) Signature of the Tender | b) Name of Signatory |
| c) Position/ Designation | d) Contact Detail Contact Details |
| e) NTN and sale Tax No. | F) Mentioned Price is inclusive of GST or exclusive. |

2. **INSPECTION**

After receipt of goods at our store, inspection will be carried out by our QC Dept. In case of any major discrepancy/ deviation, material shall be rejected.

3. **ACCEPTANCE OF OFFERS**

The right to accept or reject any offer in full or in part without assigning any reason or to negotiate price without prejudice to the original offers hereby reserved.

4. **PAYMENT TERMS**

Payment will be made as per company SOP.

Yours faithfully,

Senior Manager Procurement

Wah Nobel (Pvt) Ltd

Office 0514-545243-6 Ext 250

Email for Financial offer only “tenderenquiry@wahnobel.com”

Email for Technical queries only “tariq@wahnobel.com”