

GOVERNMENT OF PAKISTAN
HQ NATIONAL LOGISTIC CORPORATION
INVITATION TO TENDER FOR AUCTIONEER
INSTRUCTION TO TENDERERS - WORDS OF CAUTION

1. Sealed registered tender is invited from the firms, envelope duly marked with red ink as Tender for “**Auctioneer Agreement**” duly completed in all respect should be submitted through registered mail to HQ National Logistic Cell Harding Road R A Bazar GHQ Rawalpindi by ____ **November 2026**. The tender will be opened on the same date in the presence of board of officers for eval and pre qual. Tender will be submitted in original without any amendment along with quoted rates.

2. **Eligibility / Bid Qualification Criteria**

- a. The bidder must prove his eligibility by completing the Bid Qualification Criteria as listed in **Annex ‘A’** and offer must be accompanied by the schedule to tender placed at **Annex ‘B’**.
- b. The bidders must be on active tax payer list with a valid NTN number
- c. The bidders must have a minimum 10 years’ experience of being auctioneer otherwise the bid will be cancelled.
- d. Bidders involved in litigation with NLC or any other organization will be rejected.
- e. The commission rate must not be in minus. Any bidder who will quote commission rates in minus will be rejected.

3. **Delivery of Tender**. The original copy of the tender is to be enclosed in single cover which should be sealed and bear tender Enquiry Number and date of opening. **“THE RIGHT TO IGNORE ANY TENDER WHICH FAILS TO COMPLY WITH THE ABOVE INSTRUCTIONS IS RESERVED”**

4. **Date and Time for Receipt of Tender**. Tender must reach HQ NLC GHQ Harding Road RA Bazar Rawalpindi by the date and time specified in the schedule of tender (**Form NL-2 attached**). NLC will not be responsible for delay occurring in post, in the receipt of invitation to tenders by firm, or return of complete tenders.

5. Firms to provide Rs 100 affidavit that firm is never black listed.

6. **Commission Rates**

- a. **The firms must quote commission rates as per the schedule to tender (Inclusive of all Taxes)**
- b. The price must be quoted in **PAK RUPEE** in figures and words at the appropriate space of the schedule to tender. Additional information, if any, must be linked with entries on the Schedule to Tender.
- c. Quoted rate should be firm and final.
- d. Quoted rate shared be as per Para 2e.

6. **Arbitration.** In case of any dispute regarding the terms and conditions, decision of the Director General HQ NLC will be considered as final and binding on the suppliers.

7. **Validity of Offers.** The validity period of quoted rates must be indicated and should be at-least 30 days from the date of opening the tender without any condition, extendable for further processing of the case, if required.

8. **Special Conditions.** Offers not complying with the above instructions/conditions will NOT be entertained.

SPECIAL INSTRUCTIONS

TENDER NOT CONFORMING TO THE INSTRUCTIONS GIVEN IN FORM NL-1. NL-2 & NL-3 WILL BE LIABLE TO REJECTION. INCOMPLETE OFFERS WILL ALSO BE NOT CONSIDERED. PLEASE READ THESE INSTRUCTIONS CAREFULLY AND COMPLY WITH THEM

For & On behalf of the
President of Islamic Republic of Pakistan

General Manger Procurement
HQ NLC

HEADQUARTERS NATIONAL LOGISTIC CELL
GENERAL CONDITIONS GOVERNING CONTRACT

1. **TIME, DATE AND PLACE OF OPENING OF TENDER** (1130 hours on ____ November 2026 at Headquarter NLC Harding Road GHQ Rawalpindi)
2. The bids shall comprise of a single package containing one envelopes containing the “**COMMERCIAL OFFER**” Date of opening of “**COMMERCIAL OFFER**” will be the same as the date of submission”.
3. **Zones for Auction**
 - a. **Zone 1**. Sindh and Balochistan
 - b. **Zone 2**. Punjab, KPK and Gilgit Baltistan (GB)
4. **Duties of Auctioneer**
 - a. Wide publicity of auction.
 - b. Facilitate the bidders to examine / inspection the vehicles / stores / lot prior to the auction.
 - c. Will ensure maximum participation in NLC auction.
 - d. Conduct of auction to include: -
 - (1) Announcing of complete specification / details of each lot including applicable taxes etc.
 - (2) Carryout bidding and take the bid to the max price.
 - (3) Close the bid on approval by the president of Auction board.
 - (4) Collection of 25% advance on close of bid and issue receipt.
 - (5) Deposited of 25% amount in NLC account within 24 hours after auction.
 - e. **Post Auction**
 - (1) Furnish detail of complete sale to the president of the Board.
 - (2) Deposit of collected amount in **NLC Main account** on same day and show receipt to president of the board.
 - (3) Collection of balance 75% amount from bidder within prescribed timeframe. (15 X Days)
 - (4) Issue delivery order to successful bidder after deposit of complete amount incl taxes etc within 2 x Days.
 - (5) Ensure lifting of stores within specified time (15 x Days)
5. **Tender Fee / Bid Security**

RESTRICTED

- a. Bid security Rs 500,000/- to deposited with the tender. Same will be refunded on termination of contract in case of successful firm, whereas as in case of unsuccessful bidders same will be returned after approval.
 - b. Tender fee Rs 2000/- non-refundable will be deposited.
 - c. Both the above mentioned amounts will be deposited in shape of Bank draft in favor of **National Logistic Corporation HQ Main Account**.
6. **Rejection of Bids**. The procuring agency “may reject all bids or Proposals at any time prior to the acceptance of a bid or proposal.

General Manager Procurement
For Director General NLC

BIDS QUALIFICATION CRITERIA

Ser	Check List	Yes / No
1.	Tender Fee	
2.	Earnest Money	
3.	Copy Of NTN Cert	
4.	Experience as Auctioneer with proof (10 X Years)	
5.	30 x Days Offer Validity	
6.	Not Blacklisting affidavit	
7.	Valid Registration with Armed Forces (Navy / PAF/ Army)	

SCHEDULE TO TENDER

Tender No: _____ Auction/NLC/2026

Opening Date and Time: _____ Nov 2026 at 1130 Hours

Ser	Items	Disposal Value Range	Commission %	
			Zone 1 (Sindh and Balochistan)	Zone 2 (Punjab, KPK and Gilgit Baltistan (GB))
1.	Auction of NLC stores / vehicles / eqpt	(1,000,000 - 100,000,000)		

Note:

- Firm must submit their financial offer as per above mentioned schedule to tender
- Price must be inclusive of all taxes, as applicable in respective zones by Govt.