



STATIONERY & STORES DEPARTMENT
Logistic Support & Engineering Division
HEAD OFFICE
KARACHI

TENDER NOTICE

Tender # SSD/PTG/ 03/Feb; 2014

**TENDER FOR PRINTING & SUPPLY OF HAJJ APPLICATION
FORM & ALLIED STATIONERY FOR HAJJ-2014**

Sealed Tenders are invited from Pre-qualified printers, to print and supply of Hajj Application Forms and Allied Stationery for Hajj-2014.

Interested parties may obtain the Tender Documents having details of items together with Terms and Conditions from the office of Incharge, Stationery & Stores Department, 1st Floor, Meher Sons Estate Building, Talpur Road, Karachi at the Tender cost Rs.1,000/- (Non-Refundable) payable in bank's name by Payment order/Bank Draft.

Sealed envelopes along-with a Payment Order or Bank Draft being 3% of earnest money of entire value of the Tender offer should be attached with the Tender and it must be dropped in the Tender box placed in the office of Executive Vice President / Divisional Head (LSS&ED); Logistic Support Security & Engineering Group, at NBP, Buliding 3rd Floor, Head Office, Karachi on 27.02.2014 up-to 11.00 hours.

The sealed Tender will be opened on same day at 11.30 a.m. by the bank's Tender/Purchase Committee in presence of the participants, who will remain available at its opening time.

For more detail please contact to the Incharge Stationery & Stores Department, 1st Floor, Meher Sons Estate Building, Talpur Road, Karachi on Telephone No. 021-32416425, 021-32418657 Fax No.021-32425802.

AVP/INCHARGE

Stationery & Stores Deptt;
National Bank Of Pakistan
Credit Management Group,
Head Office,
Karachi



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE KARACHI

TERMS & CONDITIONS

TENDER NO. SSD/PTG/HO/03/Feb/2014 TO BE OPENED ON. 27.02.2014.

DESCRIPTION

NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF HAJJ APPLICATION FORMS FOR HAJJ-2014

1. The Pre-qualified Printers are eligible to participate in the Tender, who have Registered in Income Tax and Sales Tax Department, having valid certificates and Registration Number.
2. Supply of above items must be reached within **07 days** from the date of our firm order, failing which the Bank reserve the right to cancel the order, imposing the suitable penalty on bill(s) or forfeited the earnest money or Security Deposit in bank's favour or if the firm found involved indulging in any mall practice would be black listed and the bank will reserve the right to claim damages and losses from the defaulter firm.
3. Rates once quoted can-not be taken back. The rates should be inclusive of all Taxes and leaves of the Government of Pakistan.
4. Rates should also be included of free delivery at in Godown of National Bank of Pakistan at Karachi and all seen/un-seen costs, charges regarding supply of above items.
5. Rates/Offer should be submitted in sealed envelope and must be dropped in Tender Box at Executive Vice President (LSS&ED) Office, 3rd floor, Head Office, Karachi latest by the given date and time, mentioned in our advertisement.
6. Necessary **Samples of Paper duly stamped and signed** must be submitted with the quotations. None of offer/quotations will be entertained found without Samples of paper.
7. Cutting/Over writing is not allowed, unless/until authenticated under proper signature of the authorized person.
8. At the opening time of the Tender on date, authorized representative of the firm can attend the meeting if desired.
9. Supply should strictly be made as per specification of articles already mentioned in "Bill of quantity", regarding articles and its packing etc.
- 10. Quotations must be valid at least 90 days from the date of its opening.**
11. The Bank reserves the right to accept the quotations either in whole or in part.
- 12. No tender will be accepted without payment order of 3% earnest money of the total value of Tender.**
- 13. Part payment will not be allowed to the printer.**
14. Conditional Offers/Quotations/Tenders not to be acceptable to the bank.

(Sher Muhammad)

AVP/Incharge
Stationery & Stores Department,
Head Office, Karachi

We thoroughly read/understand
the above referred Terms and
Conditions and accepted.
Signature & Seal of Printer



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT

HEAD OFFICE,

KARACHI.

BILL OF QUANTITY

PRINTING OF HAJJ APPLICATION FORMS & ALLIED STATIONERY

S. No.	DESCRIPTION	QTY	UNIT PRICE INCLUSIVE ALL TAXES	TOTAL AMOUNT
01.	<u>Hajj application form under Govt. Scheme (including instruction for Bank Officers).</u> Size legal to be printed on 80 grams imported colour paper both side one colour printing in English & Urdu duly check digit with numbering and UV, format & layout as per our specimen.	95,000 Forms containing 05 leaves in each form		
02.	<u>Hajj Application Forms of Private Scheme (including instruction for Bank Officers).</u> Size Legal to be printed on 80 grams imported Pink colour paper both side one colour printing in English and Urdu duly check digit numbering and UV, format & layout as per our specimen.	2,500 Forms containing 05 leaves in each form		
03.	<u>Hajj Applications Daily Collection Statement (Govt. Scheme)</u> 8 ½” x 11 ¼” to be printed on 70 grams white imported paper (04 leaves in each set) pin to pin printing one side one colour printing in different colour bound in pad 08 OZ straw board on back and craft paper on top. (Format & layout as per our specimen).	2,000 Pads 04 leaves in each set. & 25 set in each pad 1 st Green Printing 2 nd Blue 3 rd Cyan 4 th Black		
04.	<u>Hajj Applications Daily Collection Statement (HGOs Scheme)</u> 8 ½” x 11 ¼” to be printed on 70 grams white imported paper (04 leaves in each set) one side one colour printing in different colour bound in pad 08 OZ straw board on back and craft paper on top. (Format & layout as per our specimen).	200 Pads 04 leaves in each set. & 25 set in each pad 1 st Green Ink Printing 2 nd Blue Ink 3 rd Red Ink 4 th Black Ink		

Contd...P/2.

05.	<u>Hajj dues Stickers. Size 2'' x 2 1/2'' to be printed PVC Paper (One sheet 5 1/2'' x 7= 3 stickers)</u>	80,000 Sheets		
06.	<u>Receipt of Hajj dues.</u> Size A-4 to be printed on 70 grams white imported paper both side one colour printing with perforation (format & layout as per our specimen).	16,000 sets each set containing 02 leaves.		
07.	<u>Code Lists (Education code list and Distt. Code Lists).</u> Size A-4 to be printed on 70 grams pink imported paper (04 leaves in each set) format & layout as per our specimen.	2,000 Forms & 04 leaves in each set		
08.	<u>Envelopes for Govt. Scheme</u> Size 12'' x 15'' (file size) to be printed on 120 grams craft paper (Format & layout as per our specimen)	8,000 Envelops		
09.	<u>Envelopes for HGOs Scheme</u> Size 12'' x 15'' (file size) to be printed on 120 grams craft paper (Format & layout as per our specimen)	200 Envelops		
Total: -				
3% earnest money Payment Order No.		Dated.		
Grand Total: -				

Signature & Seal of the
Firm / Supplier