



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE
KARACHI

TENDER NOTICE

Tender # SSD/PTG/ 24 /2012

TENDER FOR PRINTING & SUPPLY OF WRITING PAD FOR BOARD ROOM, FILE FOLDER AND BANK'S STANDARD FORMS.

Sealed Tenders are invited from Pre-qualified printers, to print and supply of Bank's Standard Books/Forms.

Interested party can 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 Senior Vice President / Divisional Head (LS&ED); Logistic & Engineering Group, at NBP, Buliding 3rd Floor, Head Office, Karachi on 05.06.2012 up-to 11.00 hours.

The sealed Tender will be opened on same date 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.

(S.SAEEDUZ ZAFAR)
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/ 24 /2012 TO BE OPENED ON. 05.06.2012

DESCRIPTION

NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF BANK'S STANDARD BOOKS/FORMS.

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 **15 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 Senior Vice President (LS&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.

(S.SAEEDUZ ZAFAR)

AVP/Incharge

Stationery & Stores Department,
National Bank of Pakistan,
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

S. No.	DESCRIPTION	QTY	UNIT PRICE INCLUSIVE ALL TAXES	TOTAL AMOUNT
01.	F-15 RBV Size: 7½ x 8½ printed on 70 gms. Imported white paper, 1 st leave in red and 2 nd leave in blue colour, duly automatic machine numbered pin to pin printing required bounded in pads craft paper on top and 08 oz. straw board on back. Format & layout as per our specimen.	5000 Pads Of 100 Set Each Set Containing 02 Leaves		
02.	F-15 RBV Size: 7½ x 8½ printed on 70 gms. Imported white paper, 1 st leave in red and 2 nd leave in blue colour, duly automatic machine numbered pin to pin printing required bounded in pads craft paper on top and 08 oz. straw board on back. Format & layout as per our specimen.	5000 Pads Of 100 Set Each Set Containing 02 Leaves		
03.	F-65 Specimen Signature Card. Size 3" x 5" to be printed on 210 grams superior quality card, both side 04 colour printing (English and Urdu).	1000 Packets. (100 Cards each Pkt)		
04.	ADVANCE SALARY FORM. Size 13.5" x 8.5" to be printed on 80 gram imported paper both side four colour printing, bound in pad craft paper on top and 08 OZ straw board on back. Format & layout as per our specimen.	1,000 Pad (100 leaves in each pad)		
05.	PENSION FORM. Size 13.5" x 8.5" to be printed on 70 grams white imported paper one side one colour printing Perforated in 01 place, bound in pad craft paper on top & 08 OZ straw board on back. Format & Layout as per our specimen.	2,000 Pads (100 leaves in each pad)		
06.	WRITING PAD FOR BOARD ROOM. Size 8" x 5" To be printed on 80 gram offset paper with one colour printing top 04 coulour 10 leaves in each pad bound in pad 08 OZ Straw board on back.	10,000 Pad (10 leaves in each pad)		
07.	File Folder. Size 12" x 9" to be printed on 340 grams bleach card with one colour printing. Format & layout as per our specimen.	10,000 Folder		

Signature & Seal of the
Firm / Supplier