



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

TENDER NOTICE

Tender # SSD/HO/PTG/2015

**Tender For Printing & Supply Of Bank's Standard
Forms And Placement Of Product Brochure**

Sealed Tenders are invited from Pre-qualified printers, to print and supply of Placement of Products Brochure.

Interested parties may obtain the Tender Documents having details of items together with Terms and Conditions from the office of VP/ Head, 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 (LSS&ED); Logistic Support Security & Engineering Group, at NBP, Buliding 3rd Floor, Head Office, Karachi on 06.05.2015 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 VP/ Head Stationery & Stores Department, 1st Floor, Meher Sons Estate Building, Talpur Road, Karachi on Telephone No. 021-32416425, 021-32418657 Fax No.021-32425802.

VP/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/2015 TO BE OPENED ON. 06.05.2015.

DESCRIPTION

NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF BANK'S STANDARD FORMS PLACEMENT OF PRODUCT BROCHURE

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 **20 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 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/ Divisional Head (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)

VP/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 & SUPPLY OF BANK'S STANDARD FORMS & PLACEMENT OF PRODUCT BROCHURE

S. No.	DESCRIPTION	QTY	Unit Price Inclusive Taxes	TOTAL AMOUNT
01.	Placement of Product Brochure. Size 8 ¼" x 25" to be printed on 135 gram matt finish paper both side 04 colour printing, fold in 05 places. Format & layout as per our specimen.	2,250,000 Brochure		
02.	F-86 (Revised) Size 7 ¼" x 5 ½" to be printed on 55 grams imported NCR paper both side 01 colour printing 1 st copy white and 2 nd green duly machine numbered bound in pad craft paper on top and 08 OZ straw board on back. Format & Layout as per our specimen.	200,000 Pads two leaves in each set & 100 sets in each pad		
03.	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.	5,000 Pads Of 100 Set Each Set Containing 02 Leaves		
04.	F-16 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.	5,000 Pads Of 100 Set, Each Set Containing 02 Leaves		
05.	F-50 Debit Voucher Size 7.5" x 4.5" Printed on 70 gram Imported white Paper one side 01 colour printing, 08 oz straw board on back craft paper on top. Format & layout as per our specimen.	10,000 Pads Of 100 Leaves Each.		
06.	F-51 Credit Voucher Size 7.5" x 4.5" Printed on 80 gram Green Colour Imported Paper one side 01 colour printing, 08 oz straw board on back craft paper on top. Format & layout as per our specimen.	10,000 Pads Of 100 Leaves Each.		
07.	IBT-02 INTER BRANCH TRANSACTION PAY-IN-SLIP. Size 10 ½" x 8 ¼" to be printed on 63 grams NCR imported paper one site 04 colour printing 1 st copy white and 2 nd copy pink colour bound in pad craft paper on top and 08 OZ straw board on back. Format & Layout as per our specimen.	5,000 Pads 02 leaves in each set & 100 sets in each pad		
			Total: -	

Payment Order No. _____ dated. _____ for Rs. _____

Drawn on _____

Signature & Seal of the
Firm / Supplier