



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE  
KARACHI

## TENDER NOTICE

**Tender # SSD/PTG/17/Dec; 2013**

### **TENDER FOR PRINTING & SUPPLY OF ENVELOPS & BANK'S STANDARD BOOKS**

Sealed Tenders are invited for entire items mentioned in the Bill of Quantity from Pre-qualified printers, to print and supply of Envelops and Bank's standard books.

Interested party can obtain the Tender Documents having details of items together with Terms and Conditions from the office of Incharge, Stationery & Stores Department, 1<sup>st</sup> 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 (LS&ED); Logistic & Engineering Group, at NBP, Building 3<sup>rd</sup> Floor, Head Office, Karachi on 04.12.2013 **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, 1<sup>st</sup> 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

Logistic & Engineering Group,

Head Office,

Karachi



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE KARACHI

## TERMS & CONDITIONS

**TENDER NO. SSD/PTG/HO/17/Dec;/2013 TO BE OPENED ON. 04.12.2013**

### **DESCRIPTION**

#### **NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF ENVELOPS & BANK'S STANDARD BOOKS.**

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, 3<sup>rd</sup> 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.
15. Items No. 3, 4 and 5 rates should also be included of free delivery at in National Bank of Pakistan, Stationery & Stores Department Lahore.

**(S.Saeeduz Zafar)**

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

S. No.	DESCRIPTION	QTY	Unit Price inclusive All Taxes.	TOTAL AMOUNT
01.	<b><u>B-1 ATTENDANCE REGISTER.</u></b> Size 10" x 15" to be printed on 80 grams imported white paper both side two colour printing, duly ruled bond with 48 OZ straw board with leather binding. (50 leaves in each Register). Format & Layout as per our specimen	300 Register (50 leaves in each register)		
02.	<b><u>B-3 (Bank Cash Scroll)</u></b> Size. 8.5" x 13" to be printed on 80 grams white imported Paper, both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding. Format & layout as per our specimen.	500 Register (200 pages in each register)		
03.	<b><u>B-59 CASHIER'S PAYMENT BOOK.</u></b> Size. 8 1/4" x 13 1/4" to be printed on 80 gram Imported white paper both side two colour printing, duly ruled bond with 32 OZ straw board with Penchowal binding. Format & layout as per our specimen.	1,500 Books of 200 folios		
04.	<b><u>B-60 CASHIER'S RECEIPT BOOK.</u></b> Size. 8 1/4" x 13 1/4" to be printed on 80 gram Imported white paper both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding. Format & layout as per our specimen.	1,500 Books of 200 folios		
05.	<b><u>Window Envelops.</u></b> Size 9" x4" to be printed on 80 grams white imported paper with 04 colour printing, design would be approved by the bank. Packing should be moisture free corrugated boxes. Each box containing 5000 envelopes of 100 pieces separately countable packing.	100,000 Envelops		
			<b>Total: -</b>	

N.B.

Item No. 03, 04 and 05 rates, should be inclusive of C & F at, NBP. Stationery & Stores Deptt; Multan Road, Lahore.

Signature & Seal of the  
Firm / Supplier