



National Bank of Pakistan

**STATIONERY & STORES DEPARTMENT
HEAD OFFICE
KARACHI**

TENDER NOTICE

NATIONAL BANK OF PAKISTAN INTENDS TO PURCHASE VARIOUS STATIONERY ITEMS FROM BANK'S PRE-QUALIFIED STATIONERS/SUPPLIERS

Sealed Tenders are invited from Bank's Pre-qualified Stationers/Suppliers for supply of Various Stationery items as per details mentioned in the bill of quantity.

Pre-qualified stationers/suppliers can obtain the Tender Documents, containing details of items and laid-down Terms and Conditions at Tender Cost of Rs.500/- in-shape of Payment Order (Non-refundable) from the office of Incharge, Stationery & Stores Department, Meharsons Estate Building, Talpur Road, Karachi on any working day, during office time.

Sealed Tender completed in all aspects, duly signed and stamped by the authorized person, should be dropped in Tender Box placed in the office of Senior Vice President (LS&ED), 3rd Floor, National Bank of Pakistan, Head Office, Karachi on Tender opening date i.e. 11.07.2011 up-to 11.00 Hours.

Sealed Tender(s) will be opened on same day i.e. 11.07.2011 at 11:30 a.m. by the Tender Purchase Committee.

For more details please contact to the under-signed on following Telephone Numbers 021-32418610, 32416425, 32418657 or Fax No.021-32425802.

(SHER MUHAMMAD)

Acting HEAD OF SSD.

Logistic Support & Engineering Div;

Head Office,

Karachi.



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE KARACHI

TERMS & CONDITIONS

TENDER NO. SSD/STY/HO/2011/09 TO BE OPENED ON 11.07.2011.

DESCRIPTION

NATIONAL BANK OF PAKISTAN INTENDS FOR PURCHASE VARIOUS STATIONERY ITEMS.

1. The Pre-qualified Stationer/Supplier(s) 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 30 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 placed in the Chamber of Executive Vice President (LS&SW) Office, 3rd floor, Head Office, Karachi latest by the given date and time, mentioned in our advertisement.
6. Necessary **Specimen/Samples of items duly stamped and signed** must be submitted with the quotations. None of offer/quotations will be entertained found without Samples/Specimen.
7. Cutting/Over writing are not allowed, unless/until authenticated under proper signature of the authorized person.
8. At the opening date and time of the Tender on 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. **Part payment will not be allowed.**
13. **Sample of items must be reached in Stationery & Stores Department, on or before Tender Opening date.**

(SHER MUHAMMAD)

Acting INCHARGE (SSD)

NBP Stationery & Stores Department

HO. Karachi

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



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT

HEAD OFFICE, KARACHI.

BILL OF QUANTITY

S. #	DESCRIPTION	QTY	UNIT PRICE INCLUSIVE 17% GST	TOTAL AMOUNT (INCLUSIVE ALL TAXES)
1.	Alba Ring File (2") Clip	1000 Files		
2.	Calculator 14 Digit Casio Japan	500 Pieces		
3.	Envelop size A-4 70 grams Craft paper with one colour printer of Bank's Name & Insignia	100000 Pieces		
4.	PVC Top Transparent File A-4 size	1000 Pcs		
5.	PVC Cobra File local (3" Clip)	2000 Pcs		
6.	Stapler Machine (1368 Big Size)	2000 Pcs		
7.	USB Kingston 04 GB Original	500 Pcs		
8.	<u>ATM Consumer Rolls for Wincore Machine</u> <u>Size.</u> 80mmx25mmx175mm (7" Diameter Roll) <u>Paper Quality.</u> Good Quality Standard Grade Thermal Paper. <u>Printing.</u> 4 Colout Printing on Both Side (Transaction & Non Transaction Side) <u>Packing.</u> 10 Rolls in One Box each Roll should be packed in Moister & Dust Free Packing.	500 Rolls		
9.	File Board Best quality	10000 Pcs		
10	Ball Pen Dollar Clipper with Printing of Bank's Name & Insignia & date of supply 10 Pieces in each Packet.	6000 Pckts		
11	QL Printer Ribbon (Mx-80/300) Original	300 Pcs		
12	Masking Tape 1/2" (20 meters) Best quality	2000 Roll		
13	Writing Pad (Large size) Offset paper 50 Pages in each pad	5000 Pads		
14	Writing Pad (Small size) Offset paper 50 Pages in each pad	5000 Pads		
15	Photocopier Paper A-4 size imported 80 grams 500 sheets in each Packet & 05 Packet in each Box (Supply made in SSD Karachi)	6000 Packets		
16	Photocopier Paper legal size imported 80 grams 500 sheets in each Packet & 05 Packet in each Box (Supply made in SSD Karachi)	2000 Packets		
17.	Photocopier Paper legal size imported 80 grams 500 sheets in each Packet & 05 Packet in each Box (Supply should be made in SSD Lahore)	2000 Packets		
18	Photocopier Paper A-4 size imported 80 grams 500 sheets in each Packet & 05 Packet in each Box (Supply should be made in SSD Lahore)	1500 Packets		
19.	Photocopier Paper legal size imported 80 grams 500 sheets in each Packet & 05 Packet in each Box (Supply should be made in SSD Islamabad)	3500 Packets		

Signature & Seal of the
Firm / Supplier