



# **National Bank of Pakistan**

**STATIONERY & STORES DEPARTMENT**

**HEAD OFFICE**

**KARACHI**

## **TENDER NOTICE**

### **NATIONAL BANK OF PAKISTAN INTENDS TO BULK PURCHASE OF 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/Divisional Head (LS&ED), 3<sup>rd</sup> Floor, National Bank of Pakistan, Head Office, Karachi on Tender opening date i.e. 20.02 20 12 up:11.00 Hours.

Sealed Tender(s) will be opened on same day i.e. 21.02.2012 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 BALOCH)**  
**AVP/INCHARGE (SSD)**



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT

HEAD OFFICE KARACHI

## TERMS & CONDITIONS

**TENDER NO. SSD/STY/HO/2012//21 TO BE OPENED ON 21.02.2012.**

### 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 favor 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 placed in the Chamber of 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 **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. Sample of items must be reached in Stationery & Stores Department, on or before Tender Opening date.
13. The Bank reserve the right to reject any one or all offers before issuance of purchase order.
14. All Offers should accompany a pay order equilent to 3% of quotation amount
15. **Make and Brand name of the items quoted should be mentioned along with Price offered**

**(SHER MUHAMMAD)**  
AVP/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 DEPTT.  
HEAD OFFICE, KARACHI.**

**BILL OF QUANTITY**

| S.<br>No. | Description  | Quantity<br>Received | Unit<br>price<br>Inclusive<br>165GST | Total<br>amount<br>inclusive<br>all taxes | Brand<br>and Make<br>of items<br>Qouted. |
|-----------|--|----------------------|--------------------------------------|---|--|
| 1         | Alba Ring File 1" Inch   | 1000                 |                                      |   |  |
| 2         | ATM Consumer Roll for diebold Machine<br>Preprinted ATM Receipt Printer Termal Roll<br>for Dibold Machine <u>with bank products</u><br>Advertising<br>Siz 80mmx25mmx75mm(7"Diameter Roll<br>Good Quality Standard Grade Thermal Paper<br>4 Color Printing on Both Side (Transaction and<br>Non Transaction Side) 10 Rolls in One Box<br>with Moister and Dust Free Packing on Each<br>Roll | 2000                 |                                      |   |  |
| 3         | Ball Pen Doller Cliper with Bank Name and<br>Logo current date   | 6000                 |                                      |   |  |
| 4         | Calculator 14 Digit (Casio)  | 500                  |                                      |   |  |
| 5         | CD ® (Sony) 10 Peace per pkt.  | 500                  |                                      |   |  |
| 6         | Computer Paper 11x15 70 gr. Imported Paper<br>(each 2000 Sheets)   | 5000                 |                                      |   |  |
| 7         | Envelope 9x4 (Craft Paper 70 gr)one coler<br>Printing & Bank Logo  | 200000               |                                      |   |  |
| 8         | Led Pencil Ordinary (Bank Name Logo)   | 1000                 |                                      |   |  |
| 9         | LQ Ribbon (Epson 2080/2180)  | 1000                 |                                      |   |  |
| 10        | LQ Ribbon (Epson-2090)   | 600                  |                                      |   |  |
| 11        | Masking Tape ¾ inch OR 20mm  | 500                  |                                      |   |  |
| 12        | PVC Folder (Large)   | 500                  |                                      |   |  |
| 13        | PVC Set Separators   | 2000                 |                                      |   |  |
| 14        | Register 200 Pages (Best Quality VIP size)   | 2000                 |                                      |   |  |
| 15        | Register 240 Pages (Best Quality VIP size)   | 2000                 |                                      |   |  |
| 16        | Stapler Pin 23x17  | 2000                 |                                      |   |  |
| 17        | USB 4=GB (Kingston)  | 1000                 |                                      |   |  |
| 18        | USB 8=GB (Kingston)  | 500                  |                                      |   |  |
| 19        | Photocopier Paper (size A-4 80 gr.<br>imported Cutting and Paking 500 sheets each<br>In paking of 5 packets  | 1000box              |                                      |   |  |