



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE KARACHI

## TERMS & CONDITIONS

**TENDER NO. SSD/PTG/HO/01/Jan/2013 TO BE OPENED ON. 24.01.2013.**

### **DESCRIPTION**

#### **NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF ANNUAL ACCOUNTS 2012 & BANK'S STANDARD 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 **07 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 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.

**(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

### PRINTING OF ANNUAL ACCOUNTS DECEMBER 2012

S. No.	DESCRIPTION	QTY	UNIT PRICE INCLUSIVE ALL TAXES	TOTAL AMOUNT
01.	<b><u>BLACK &amp; WHITE REPORTS.</u></b> Size 11.7" x 8.28" to be printed on 90 grams Mat Paper both side one colour printing, Cover 310 grams Art Card with mat lamination with 04 colour printing. Hot glue binding (the Rate should be quoted on per page basis) and supply should be made within 07 days from the date of order.	18,700 Books 270 pages approximat ely.		
02.	<b><u>COLOUR REPORTS.</u></b> Size 11.7" x 8.27" to be printed 115 grams matt paper both sides four colour printing, 25 Spot pages UV on picture side. Cover 310 grams Art Card with matt lamination 1 side 04 colour printing+ spot U.V. Hot glue binding. (The rate should be quoted on per page basis) and supply should be made within 07 days from the date of order.	1,500 Books 300 pages approximat ely		
03.	<b><u>ENVELOPS.</u></b> Size 12" x 8.50" to be printed on 100 grams Matt Paper with one colour printing. supply should be made within 07 days in order receipt.	18,000 envelops		
04.	<b><u>ENVELOPS.</u></b> Size 12" x 8.50" to be printed on 100 grams Matt paper with four colour printing;.	500 Envelops		

Signature & Seal of the  
Firm / Supplier