



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE
KARACHI

TENDER NOTICE

Tender # SSD/SD/18/ December 2011

TENDER FOR PRINTING & SUPPLY OF SECURITY DOCUMENTS

National Bank of Pakistan, intends to invite sealed Tender for bulk printing and supply of various Security Instruments on "NBP Water Marked" security paper.

Well reputed Security Printing Press in Pakistan registered in SalesTax/ Income Tax Departments having valid/proven "No Objection Certificate" for import of Security Paper, issued by the Security paper Mills OR Ministry of Trade and Commerce, Government of Pakistan can obtain the Tender Documents, consisting upon Bill of Quantity and laid down terms and conditions.

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Tender Documents can be obtained from the office of Incharge, Stationery & Stores Department, Mehersons Estate Building, Talpur Road, Karachi against tender fee (Non-Redundable) Rs.1,000/= payable in shape of Payment Order/ Bank Draft in the name of National Bank of Pakistan, Head Office, Karachi on any working day, during office hours (before closing date of the Tender).

Sealed "Envelope" having quoted prices inclusive all taxes levied by the Government of Pakistan, alongwith water marked paper sample and 5% earnest money of the Tender value should be dropped in Tender Box on **27.12.2011** up-to 11:00 Hours in the office of the Senior Vice President/ Divisional Head (LS&ED) NBP. Building, 3rd floor, Head Office, Karachi.

The Tender will be opened by the Tender/Purchase Committee on same day i.e. **27.12.2011** at 11:30a.m. in presence of the Participants, who would like to be presented.

For more details, please contact the Incharge, Stationery & Stores Department, National Bank of Pakistan, Maher Sons Estate Building, Talpur Road, Head Office, Karachi on telephone No.021-32416425, 021-32418657, Fax No.021-32425802, or download from NBP and PPRA's following websites.

<http://www.nbp.com.pk>

<http://www.ppra.org.pk>

AVP/ INCHARGE (SSD)
Stationery & Stores Deptt;
Head Office,
Karachi



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT

HEAD OFFICE,

KARACHI.

BILL OF QUANTITY

S. No.	DESCRIPTION	QTY IN BOOKS	QTY IN LEAVE	PRICE PER 1000 LEAVES INCLUSIVE ALL TAXES	TOTAL AMOUNT
01.	Current Account Cheque Books Bearer Size 3"x8 1/2" (100 Leaves each book)	50,000 Books	5,000,000 Leaves		
02.	Current Account Cheque Books Bearer Size 3"x8 1/2" (25 Leaves each book)	200,000 Books	5,000,000 Leaves		
03.	PLS Account Cheque Books Bearer Size 3"x8 1/2" (25 Leaves each book)	200,000 Books	5,000,000 Leaves		
04.	PLS Account Cheque Books Bearer Size 3"x8 1/2" (10 Leaves each book)	500,000 Books	5,000,000 Leaves		
05.	Cheque Book for Head Office Size. 9" x 3 3/4"	1,000 Books	100,000 Leaves		
06.	Government Bank Draft Size 11 1/2"x5 1/2" Both side printing to be printed on 90 grams CBS-I Security Cheque Paper 04 colour with security features of sensitized against 20 Chemical as per SBP requirement security features i.e. NBP Logo Water Mark, invisible Bank Monogram, invisible highlight instant verification with marker black, duly machine numbered stapling at two place with patti pasted on extreme left, format & layout as per our specimen.	5,000 Books	500,000 Leaves		
07.	Call Deposit Receipt. Size 11 1/2"x4 1/2" Specification as above	5,000 Books	500,000 Leaves		
08.	Mail Transfer Advice. Size 4"x9" to be printed on 90 grams CBS Security Cheque Paper sensitized against 20 Chemicals as per SBP Specification in 04 color printing with mechanized numbering Scheme additional security feature of <ul style="list-style-type: none">• 02 Colour Invisible Highlights distinct pont of light spread over the paper• Instant Verification with marker Black• NBP. Logo Water Mark With counter folio, Stapled with patti pasted on extreme left with MICA Encoded line, with Title Cover Both side printing English and Urdu.	10,000 Books	1,000,000 Leaves		

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09.	Specified Foreign Currency Cheque Book Size 3"x8 1/2" (10 Leaves each book)	2,000 Books	50,000 Leaves		
10.	UN-Specified Foreign Currency Cheque Book Size 3"x8 1/2" (10 Leaves each book)	2,000 Books	50,000 Leaves		
11.	Payment Order Size 3.5" x 11" (100 Leaves each book)	1,000 Books	100,000 Leaves		
12.	Cash Indent (F-368) Size 11 1/4" x 8 3/4" to be printed on 70 grams white imported paper duly machined numbered (03) with two perforation one side one colour printing bound in pad craft paper on top 08OZ straw board on back.	5,000 Pads		Rate Per pad	
13.	PSO Special Draft. Size 5 1/2" x 8 3/4" to be printed on 90 grams CBS Security Cheque Paper sensitized against 20 Chemicals as per SBP Specification in 04 color printing with mechanized numbering Scheme additional security feature of <ul style="list-style-type: none">• 02 Colour Invisible Highlights distinct pont of light spread over the paper• Instant Verification with marker Black• NBP. Logo Water Mark 2 nd & 4 th copy on 70 grams imported paper one side one colour printing duly machine numbered stapling at 02 place with patti pasted on extreme left, format & layout as per our specimen.	5,000 Books Containing 50 sets in each book and each set containing 04 leaves		Rate Per Book	

Note:-

1. The above noted items (Serial No. 01 to 11) are required on CBS-1 Security paper, including NBP Water Mark, invisible highlight, instant verification with marker black.
2. A new design for Item No.08 will be provided by the successful vender for its selection/approval by the bank.
3. All 11 items will be supplied in shape of books as per our specimens.

Signature & Seal of the
Firm / Supplier



National Bank Of Pakistan

STATIONERY & STORES DEPARTMENT

LS&ED: HEAD OFFICE: KARACHI

Tender # SSD/SD/18/ December 2011

PRINTING AND SUPPLY VARIOUS SECURITY DOCUMENTS

TERMS AND CONDITIONS:

1. All those Security Printers, registered in Sales Tax + Income Tax Departments, having a valid/proven “**No Objection Certificate**” for import of Security Paper (CBSI), issued by the Security Paper Mills OR Ministry of Trade & Commerce, Government of Pakistan can participate in the Tender.
2. Quotations/Rates/Offer must be submitted together-with NBP “water marked” paper sample, duly verified by the Government of Pakistan approved laboratory that the paper will be sensenized against 20 Chemicals, as per requirement of SBP.
3. Rate must be quoted inclusive all Taxes/costs/charges and its must remain valid for 120 days from the date of Tender Opening.
4. Rates once quoted can not be taken back.
5. 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.
6. Rates/Offer should be submitted in “**Sealed envelope**” and must be dropped in Tender Box placed in the office of Senior Vice President / Divisional Head, (LS&ED) 3rd floor, Head Office, Karachi latest by the given date and time, mentioned in our advertisement.
7. Earnest money of 5% of Tender value in-shape of Pay Order/ Bank Draft in bank’s name must received with the Tender. No Tender will be entertained without earnest money.
8. The Bank reserve the right to Postpone/reject the Tender without assigning the reasons OR accept the Tender either in whole or in-part OR Divide the job amongst more than one party.
9. Supply against order, must be started within 120 days from date of order on approved Security paper, containing required security features.
10. Entire job must be completed within time agreed by the bank, failing which the bank reserve the right to cancel the order at any stage OR impose the suitable penalty on bill(s) OR forfeited the earnest money OR Security Deposit in Bank’s favour.
11. If the firm/printer found/involved indulging in any mall practice would be black listed and the bank reserve the right to claim damages and losses from the defaulter firm.
12. Cutting/Over writing is not allowed, unless/until authenticated under proper seal & signature of the authorized person.
13. At the opening date and time of the Tender authorized representative of the firm can attend the meeting if desired.
14. Supply should strictly be made as per specifications of articles inclusive of all security features already mentioned in “Bill of quantity”, regarding articles and its packing etc.
15. Conditional Tender/offer will not be accepted to bank.

AVP/ Incharge,
Stationery & Stores Department,
Head Office, Karachi

We thoroughly read/understand
the above referred Terms and
Conditions and accepted for compliance.
Signature & Seal of Printer