



National Bank of Pakistan

**STATIONERY & STORES DEPARTMENT
Logistic Support & Engineering Division
HEAD OFFICE
KARACHI**

TENDER NOTICE

Tender # SSD/PTG/ 20/January 2012

TENDER FOR PRINTING & SUPPLY OF BANK'S ANNUAL REPORT 2011.

Sealed Tenders are invited from Pre-qualified printers, to print and supply of Bank's Annual Report-2011.

Interested parties may obtain the Tender Documents having details of items together with Terms and Conditions from the office of Incharge, Stationery & Stores Department, 1st 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 5% 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 Senior Vice President / Divisional Head (LS&ED); Credit Management Group, at NBP, Buliding 3rd Floor, Head Office, Karachi on 06.02.2012 up-to 11.00 hours.

The sealed Tender will be opened on same day 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, 1st Floor, Meher Sons Estate Building, Talpur Road, Karachi on Telephone No. 021-32416425, 021-32418657 Fax No.021-32425802.

AVP/INCHARGE

Stationery & Stores Deptt;
National Bank Of Pakistan
Credit Management Group,
Head Office,
Karachi



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
Logistic Support & Engineering Division
HEAD OFFICE KARACHI

TERMS & CONDITIONS

TENDER NO. SSD/PTG/HO/20/Jan/2012 TO BE OPENED ON. 06.02.2012.

DESCRIPTION

NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF ANNUAL REPORT 2011.

1. The Pre-qualified Printers are eligible to participate in the Tender, who have ability to print the Annual Report. The concerned management of NBP will be visited the Press before placing order for Printing of Annual Report.
2. Supply of above items must be reached within **07 days** after announcement of Annual Accounts of the bank, failing which the Bank reserve the right to cancel the order, imposing the 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, as per instruction of the concerned official, 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, 3rd 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 5% 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.

AVP/IINCHARGE

Stationery & Stores Department,
National Bank of Pakistan,
Head Office, Karachi

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



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STATIONERY & STORES DEPARTMENT

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HEAD OFFICE,

KARACHI.

BILL OF QUANTITY

S. No.	DESCRIPTION	QTY	Net Cost	Taxes	Total Cost.
01.	<u>GENERAL QUALITY.</u> Size 11.7" x 8.27" to be printed on 90 grams Matt Paper both side one colour printing, Cover 310 grams Art Card with matt lamination with 04 colour printing . Hot glue binding. (The rate will be quoted on page basis also)	18,500 Books. 260 Pages (Approx)			
02.	<u>DELUX QUALITY.</u> Size. 11..7" x 8.27" to be printed on 115 grams matt paper both sides four colour printing and 36 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 will be quoted on the basis of normal page and UV Spot page basis also).	2,500 Books 260 Pages (Approx)			
03.	<u>ENVELOPES.</u> Size 12" x 8.50" To be printed on 100 grams Matt paper with one colour printing	18,200 Envelopes			
04.	<u>ENVELOPES.</u> Size 12" x 8.50" to be printed on 100 grams Matt paper with four colour printing.	200 Envelopes			
		Total: -			

Note: - The job will be given on the basis of rates, quality of work ability and past performance and experience of the printer.

Signature & Seal of the
Firm / Supplier