



# **National Bank of Pakistan**

**STATIONERY & STORES DEPARTMENT  
HEAD OFFICE  
KARACHI**

## **TENDER NOTICE**

**Tender # SSD/STY/2017**

### **TENDER FOR SUPPLY OF VARIOUS STATIONERY ITEMS.**

Sealed Tenders are invited from Pre-qualified Stationers registered in Sales Tax/Income Tax Departments (On active tax payers list (ATL) of FBR) having, to supply of various items.

Interested parties may obtain the Tender Documents having details of items together with Terms and Conditions and tender notice from the office of VP/ Wing Head, Stationery & Stores Wing, 1<sup>st</sup> 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 3% 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); Logistic Support Group, at NBP, Building 3<sup>rd</sup> Floor, Head Office, Karachi on 10.05.2017 up-to 15.00 hours.

As per PPRA's Rules the Tender will be opened on same day at 15.30 p.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 VP/ Wing Head Stationery & Stores Wing, 1<sup>st</sup> Floor, Meher Sons Estate Building, Talpur Road, Karachi on Telephone No. 021-32416425, 021-32418657 Fax No.021-32425802.

**VP/WING HEAD,  
Stationery & Stores Wing  
National Bank Of Pakistan  
Head Office,  
Karachi**



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE KARACHI

## TERMS & CONDITIONS

**TENDER NO. SSD/PTG/HO/2017 TO BE OPENED ON. 10.05.2017.**

### **DESCRIPTION**

#### **NATIONAL BANK OF PAKISTAN INTENDS TO SUPPLY STATIONERY ITEMS.**

1. The Pre-qualified Stationers 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 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 levies 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 items duly stamped and signed** must be submitted with the quotations. None of offer/quotations will be entertained found without Samples of items.
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.

**(SHER MUHAMMAD)**

**VP/WING HEAD**

Stationery & Stores Wing,  
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 WING

HEAD OFFICE, KARACHI.

## BILL OF QUANTITY

S. No.	DESCRIPTION	QTY	Unit Price INC. 17% GST	TOTAL AMOUNT INCLUSIVE ALL TAXES.
01.	Alba Ring File (1" Clip)	4,000 Nos.		
02.	Alba Ring File (2" Clip)	4,000 Nos.		
03.	Calculator 14 Digit DJ-240 Casio	500 Nos.		
04.	Cobra File imported PVC with imported clip	2,000 Nos		
05.	Correction Pen Uni Japan (Original )	200 Pkts.		
06.	Dak Folder (PVC Four Flag clip file)	100 Nos.		
07.	Duster White Cotton (24"x24")	6,000 Pcs		
08.	File Board	2,000 Pcs		
09.	File Box Dabba	200 Pcs		
10.	Folding Clip 32 mm	500 Pkts		
11.	Folding Clip 41mm	500 Pkts		
12.	Folding Clip 25mm	500 Pkts.		
13.	Gem Clip 52mm	500 Pkts.		
14.	Ink for Stamp Pad Blue & Black Crystal	500 Pcs.		
15.	Masking Tap 1"	500 Pcs.		
16.	Masking Tap 2"	500 Pcs		
17.	Eraser AL-30 Pelikan	200 Pkts.		
18.	Paronty Slip	200 Pkts.		
19.	Plastic Folder A04 size	500 Pkts.		
20.	PVC Tape 2"	300 Pcs		
21.	PVC Tape 3"	300 Pcs.		
22.	Sponch Bowl	300 Pcs.		
23.	Squash Tap 1"	500 Pcs		
24.	Stamp Pad Crystal	500 Pcs.		
25.	Staple Pin 23/17	500 Pkts.		
26.	Steel Scale. 12"	500 Pcs.		
27.	Pencil with rubber (Deer)	200 Pkts		

Contd...P/2.

28.	Table Sets (08 Piece) leather	50 Pcs.		
29.	USB 8 GB	200 Pcs.		
30.	USB 16 GB	200 Pcs.		
31.	USB 32 GB	200 Pcs		
32.	Writing Pad Large.(offset paper 50 leaves in each pad)	2,000 Pad		
33.	Writing Pad Small (offset paper 50 Leaves in each pad)	200 Pad		
			Total: -	
			Total Page 1	
			G. Total: -	

All financial figures up-to two decimals (e.g. 000.00) otherwise assume zero value after decimal.

Payment Order No. \_\_\_\_\_ dated. \_\_\_\_\_ for Rs. \_\_\_\_\_

Drawn on \_\_\_\_\_

Signature & Seal of the  
Firm / Supplier