



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE KARACHI

TERMS & CONDITIONS

TENDER NO. SSD/PTG/HO/02/Jan/2013 TO BE OPENED ON. 07.02.2013.

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 **15 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 involved indulging in any mal 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, 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 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

S. No.	DESCRIPTION	QTY	UNIT PRICE INCLUSIVE ALL TAXES	TOTAL AMOUNT
01.	F-50 Debit Voucher Size 7.5" x 4.5" Printed on 70 gram Imported white Paper one side 01 colour printing, 08 oz straw board on back craft paper on top. Format & layout as per our specimen.	10,000 Pads Of 100 Leaves Each.		
02.	F-275 Covering Schedule for S/Cs SIZE: 8 ½ X 6 ¾ Printed on 70 gram imported white Paper one side 01 colour printing, 08 oz straw board on back craft paper on top. Format & layout as per our specimen.	2,000 Pads of 100 laves each		
03.	F-117(Revised) Remittance/Fund Transfer Application. Size 13" x 8 ¼" to be printed on 70 grams white imported paper front side 04 colour and back one colour printing bound in pad craft paper on top and 12 OZ straw board on back. Format & layout as per our specimen.	10,000 Pad 100 leaves in each pad		
04.	F-262 DEMAND DRAFTS PURCHASED DEBIT SLIP. Size 7"x8 ½" to be printed on 70 grams white imported paper one side one colour printing bound in pad craft paper on top and 12 OZ straw board on back. Format & layout as per our specimen.	5,000 Pads 100 leaves in each pad		
05.	PENSION BILL. Size 8 ½" x 13 ½" to be printed on 75 grams white imported paper one side one colour printing duly perforated in one place, bound in pad craft paper on top and 12 OZ straw board on back. Format & layout as per our specimen.	2,000 Pads 100 leaves in each pad		
06.	ATM APPLICATION FORM. Size 11 ½" x 8 ¾" to be printed in 135 gram mat finish paper both side four colour printing, fold in two place. Format & layout as per our specimen.	200,000 forms & 50 forms in each Packet.		
07.	ARMS LICENSE FEE CHALLANS KARACHI & SINDH Size. 8.5 x 13.5 printed on 55 grams paper in Pink Colour one side 01 colour printing, duly Perforated in 02 place. Format & layout as per our specimen (700 Pads for Karachi & 300 Pads for Sindh)	1,000 Pads 100 leaves in each pad		

Signature & Seal of the
Firm / Supplier