



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT

HEAD OFFICE KARACHI

## TERMS & CONDITIONS

TENDER NO. SSD/STY/01/2014/09

TO BE OPENED ON. 14<sup>TH</sup> OCTOBER 2014

## DESCRIPTION

### **NATIONAL BANK OF PAKISTAN INTENDS TO BULK PURCHASE OF VARIOUS STATIONERY ITEMS FROM BANK'S PRE-QUALIFIED STATIONERS / SUPPLIERS**

1. The Pre-qualified Stationer / Supplier(s) are eligible to participate in the Tender, who have Registered in Income Tax and Sales Tax Department, having valid certificates and Registration number.
2. Complete Quantity Supply of above items must be reached within 30 days from the date of SSD Order to Tender Awarder Firm (30% Quantity should be supplied within 7 days from the date of SSD 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. As per sample approved by the Tender Committee and if delivered Substandard items will be rejected by the Bank at any stage after or during the supply and no claim whatsoever will be entertained.
4. The Management may have rights to stop all payments of awarded contracts, if enquiry report against the vendor / supplier / stationer / firm / company for supply of second quality / non-genuine items which did not matched with the approved sample.
5. Rates once quoted cannot be taken back. The Rates should be inclusive of all Taxes and leaves of the Government of Pakistan.
6. 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.
7. Rates / Offer should be submitted in Sealed Envelope and must be dropped in Tender Box placed in the Chamber of Senior Vice President & Divisional Head (LSS&EG) Office, 3<sup>rd</sup> floor, Head Office, Karachi latest by the given date and time, mentioned in our advertisement.
8. Necessary **Specimen / Samples of items duly Stamped and Signed** must be submitted with the Quotations. None of offer / quotations will be entertained found without Samples / Specimen.
9. All the supplies will be accepted strictly in-accordance with the approved sample(s) of the articles.
10. Supply should be made in proper packing material, divided into countable manner.
11. Valid / Proven Dealership / Reseller-ship / Membership certificate must be required by the Bank for supply of Original / Genuine Office products of original manufacturers issued by the authorized Sole Distributor in Pakistan.
12. The Suppliers / Stationer / Vendor should have sufficient stocks of Office Stationery items / Equipment's.
13. Cutting / Over Writing are not allowed, unless / until authenticated under proper Seal & Signature of the Authorized Person.
14. At the Opening Date and Time of the Tender an Authorized Representative of the Firm can attend the Meeting if desired.
15. Supply should strictly be made as per Specification of Articles already mentioned in "Bill of Quantity", regarding articles and its packing etc.
16. Quotations must be valid at least 90 days from the date of its opening.
17. The Bank reserves the right to Accept the Quotations either in whole or in part.
18. **Sample of Items must be reached in Stationery & Stores Department, on or before Tender Opening date.**
19. **The Bank reserves the right to reject any one or all offers before purchase order.**
20. **All offers should accompany a Pay Order equivalent to 3% of Quoted Amount.**
21. **Make and Brand Name of the items quoted should be mentioned along with price offered.**

**(SHER MUHAMMAD)**

VP & HEAD OF SSD

NBP Stationery & Stores Department

HO. Karachi

I/We thoroughly read/understand  
the above referred Terms and  
Conditions and accepted.

Signature & Seal of Firm/Supplier



# **National Bank of Pakistan**

**STATIONERY & STORES DEPARTMENT  
HEAD OFFICE,  
KARACHI.**

## **TENDER NOTICE**

### **NATIONAL BANK OF PAKISTAN INTENDS TO BULK PURCHASE OF VARIOUS STATIONERY ITEMS FROM BANK'S PRE-QUALIFIED STATIONERS / SUPPLIERS**

Sealed Tenders are invited from Bank's Pre-qualified Stationers / Suppliers for supply of Various Office Stationery items as per details mentioned in the Bill of Quantity.

Pre-qualified Stationers / Suppliers can obtain the Tender Documents, containing details of items and laid-down Terms and Conditions at Tender Cost of Rs.500/- in-shape of Payment Order (Non-refundable) from the office of Incharge, Stationery & Stores Department, Meharsons Estate Building, Talpur Road, Karachi on any working day, during office time.

Sealed Tender completed in all aspects, duly Signed and Stamped by the Authorized Person, should be dropped in the Tender Box placed in the office of Senior Vice President & Divisional Head (LSS&ED), 3<sup>rd</sup> Floor, National Bank of Pakistan, Head Office, Karachi on Tender opening date i.e. - 14<sup>th</sup> October 2014 up:11.00 Hours.

Sealed Tender(s) will be opened on same day i.e. 14<sup>th</sup> October 2014 at 11:30 a.m. by the Tender Purchase Committee.

For more details please contact to the under-signed on following Telephone Numbers 021-32418610, 32416425, 32418657 or Fax No.021-32425802.

**(SHER MUHAMMAD)  
VP & HEAD OF SSD**

Sr.#	Category & Stationery Items	Items Description	Required Quantity	Brand & Make of Item Quoted	Unit Price Inclusive of GST	Total Amount Inclusive All Taxes
<b>H PAPER PRODUCTS</b>						
1	Computer Paper	11x15 Size (2000 Sheets, 63-70 Grams, Imported) or Equivalent	5,000-Boxes			
2	File Board (Gata)	Legal Size (10½ x14½) 48 Ounces (or Equivalent), Hard Board with Yellow Paper Coated, Cloth Roab and belt attached(as per sample)	5,000-Pieces			
3	Paper Size Legal	80-Grams, Branded, Imported or Equivalent, 500-Sheet per Ream, 5-Packets in each Box	5,000-Packets			
4	Paper Size A-4	80-Grams, Branded, Imported or Equivalent, 500-Sheet per Ream, 5-Packets in each Box	5,000-Packets			
5	Duplicaing Paper	8 ½ x 13½ Size, 80-Grams, Branded, Imported or Equivalent, 500-Sheet per Ream, 5-Packets in each Box	3,000-Packets			
6	Letter Heads	Letter Heads with NBP insignia and Name in Four Colours Printed, 8 ½ x 13½ Size, 80-Grams, Branded, Imported or Equivalent, 500-Sheet per Ream, 5-Packets in each Box	1,000-Packets			

a) Identify No. of Stationery Items Participate \_\_\_\_\_ in the Tender.

b) 3% Earnest Money of Total Amount \_\_\_\_\_ in Favour of NBP through Pay Order No. \_\_\_\_\_, dated \_\_\_\_\_, Payee Bank Name \_\_\_\_\_