



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE  
KARACHI

## TENDER NOTICE

Tender # SSD/PTG/04/May 2014

### TENDER FOR PRINTING & SUPPLY OF BANK'S STANDARD FORMS

Sealed Tenders are invited for entire items mentioned in the Bill of Quantity from Pre-qualified printers, to print and supply of Bank's standard Forms.

Interested party can obtain the Tender Documents having details of items together with Terms and Conditions from the office of Incharge, Stationery & Stores Department, 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 Executive Vice President / Divisional Head (LS&ED); Logistic & Engineering Group, at NBP, Building 3<sup>rd</sup> Floor, Head Office, Karachi on **15.05.2014 up-to 11.00 hours.**

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

**(SHER MUHAMMAD)**

AVP/INCHARGE

Stationery & Stores Deptt;

National Bank Of Pakistan

Logistic & Engineering Group,

Head Office,

Karachi



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE KARACHI

## TERMS & CONDITIONS

**TENDER NO. SSD/PTG/HO/17/Dec;/2013 TO BE OPENED ON. 15.05.2014**

### **DESCRIPTION**

#### **NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF 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 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 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 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.
15. Items No. 3, 4 and 5 rates should also be included of free delivery at in National Bank of Pakistan, Stationery & Stores Department Lahore.

### **(SHER MUHAMMAD)**

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.	<b>F-5-B. Confidential Report on Staff.</b> To be printed on 70 grams white imported paper size 8 ½” x 13 ½” one side two colour printing bound in pad craft paper on top and 08 OZ straw board on back. Format and layout as per our specimen.	20 Pads 100 leaves in each pad		
02.	<b>F-50 Debit Voucher</b> 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 100 leaves in each pad		
03.	<b>F-16 RBV</b> Size: 7½ x 8½ printed on 70 gms. Imported white paper, 1 <sup>st</sup> leave in red and 2 <sup>nd</sup> leave in blue colour, duly automatic machine numbered pin to pin printing required bounded in pads craft paper on top and 08 oz. straw board on back. Format & layout as per our specimen.	2000 Pads 02 leaves in each set and 100 sets in each pad		
04.	<b>F-15 (Revised). Computerized</b> To be printed on 9 ½” x 11 NCR 63 grams imported one side one colour printing first copy on red printing and 2 <sup>nd</sup> copy blue printing. Format & layout as per our specimen.	500 Boxes 02 leaves in each set and 1000 sets in each box		
05.	<b>F-76.</b> Size 9” 6” to be Printed on 70 Grams white imported paper both side one colour printing(One side English & one side Urdu) 08 oz straw board on back craft paper on top. Format & layout as per our specimen.	200 Pads 100 leaves in each pad		
06.	<b>F-152 (a)</b> Size 11” x 8 ¾” to be printed on 70 grams local papers both side 01 colour printing total leaves 10 (05 leaves white, 03 leaves green & 02 leaves pink. Title cover 210 grams Art card with 02 colour printing. Format & layout as per our specimen.	500 Booklets		
07.	<b>IBT-01 INTER BRANCH TRANSACTION SYSTEM.</b> Size 10 ½” x 8 ¼” to be printed on 63 grams NCR imported paper one site 04 colour printing 1 <sup>st</sup> copy white and 2 <sup>nd</sup> copy pink colour bound in pad craft paper on top and 08 OZ straw board on back. Format & Layout as per our specimen.	500 Pads 100 leaves in each pad		
08.	<b>IBT-02 INTER BRANCH TRANSACTION PAY-IN-SLIP.</b> Size 10 ½” x 8 ¼” to be printed on 63 grams NCR imported paper one site 04 colour printing 1 <sup>st</sup> copy white and 2 <sup>nd</sup> copy pink colour bound in pad craft paper on top and 08 OZ straw board on back. Format & Layout as per our specimen.	5,000 Pads 02 leaves in each set and 100 sets in each pad		

Contd...P/2.

09.	<b><u>IBT-03 INTER BRANCH TRANSACTION SYSTEM.</u></b> Size 10 ½” x 8 ¼” to be printed on 63 grams NCR imported paper one side 04 colour printing 1 <sup>st</sup> copy white and 2 <sup>nd</sup> copy pink colour bound in pad craft paper on top and 08 OZ straw board on back. Format & Layout as per our specimen.	500 Pads 100 leaves in each pad		
10.	<b><u>F-86 (Revised)</u></b> Size 7 ¼” x 5 ½” to be printed on 55 grams imported NCR paper both side 01 colour printing 1 <sup>st</sup> copy white and 2 <sup>nd</sup> green duly machine numbered bound in pad craft paper on top and 08 OZ straw board on back. Format & Layout as per our specimen.	50,000 Pads 02 leaves in each set and 50 sets in each pad		
11.	<b><u>F-117(Revised) Remittance/Fund Transfer Application.</u></b> 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.	1,000 Pads 100 leaves in each pad		
12.	<b><u>F-135 Memo of Cost of Remittance</u></b> SIZE: 6 ½ X 4 ¼ to be Printed on 70 gram Imported white Paper one side 01 colour printing, 08 oz straw board on back craft paper on top.	1,000 Pads 100 leaves in each pad		
13.	<b><u>PENSION FORM.</u></b> Size 13.5” x 8.5” to be printed on 70 grams white imported paper one side one colour printing Perforated in 01 place, bound in pad craft paper on top & 08 OZ straw board on back. Format & Layout as per our specimen.	500 Pads 100 leaves in each pad		
14.	<b><u>ATM APPLICATION FORM.</u></b> 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 200 forms in each packet		
15.	<b><u>Passport Challan (Ordinary)</u></b> Size 8.25” x 13.25” printed on 70 gram local green paper one side 01 colour printing duly perforated on 02 places, 08 OZ straw board on back craft paper on top. Format & layout as per our specimen.	5,000 pads each pad 100 leaves		
<b>Total: -</b>				

Signature & Seal of the  
Firm / Supplier