



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE
KARACHI

TENDER NOTICE

Tender # SSD/PTG/04/March, 2013

TENDER FOR PRINTING & SUPPLY OF BANK'S STANDARD FORMS & WINDOW ENVELOPS FOR ATM.

Sealed Tenders are invited from Pre-qualified printers, to print and supply of Bank's Standard Forms and Window Envelops for ATM.

Interested party can 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 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 & Engineering Group, at NBP, Buliding 3rd Floor, Head Office, Karachi on 27.03.2013 **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, 1st Floor, Meher Sons Estate Building, Talpur Road, Karachi on Telephone No. 021-32416425, 021-32418657 Fax No.021-32425802.

(S.SAEEDUZ ZAFAR)
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/ 04 /March /2013 TO BE OPENED ON. 27.03.2013

DESCRIPTION

NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF BANK'S STANDARD BOOKS & WINDOW ENVELOPS

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/quotation 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.	<u>B-59 CASHIER'S PAYMENT BOOK.</u> Size. 8 ¼" x 13 ¼" to be printed on 80 gram Imported white paper both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding. Format & layout as per our specimen.	500 Books		
02.	<u>B-60 CASHIER'S RECEIPT BOOK.</u> Size. 8 ¼" x 13 ¼" to be printed on 80 gram Imported white paper both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding. Format & layout as per our specimen.	1,000 Books		
03.	<u>Window Envelops</u> Window Envelops size 5" x 9.5" 90 grams offset paper with 04 colour printing and Gum Pasted.	250,000 Envelops		
			Total: -	

Signature & Seal of the
Firm / Supplier