



**NATIONAL BANK OF PAKISTAN
TENDER NOTICE**

**NBP INTENDS TO PURCHASE OF
TABLE STATIONERY**

Sealed tenders are invited from Well Reputed Suppliers for purchase of Table Stationery having Registration with Sales Tax Income Tax Department

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Tender Documents with terms and conditions may be collected from NBP, Stationery & Stores Department, Central Region, Multan Road, Lahore at the Tender cost Rs:1000/= (Non-Refundable), in shape of payment Order issued in favour of NBP, Multan Road, Lahore.

Tender in sealed envelopes must drop on **09-06-2011** Upto 11:00 hours/or in the tender box lying on 6th floor, NBP, R.H.Q. Building, 26 Meclagon Road, (Central Region) Lahore. Which will be opened publicly on same day at 11:30 A.M. in the presence of Tender Purchase Committee & participants who remain to be present?

For more detail please contact to Mr. Yawar Ihsan, A.V.P./ Incharge (SSD) on Telephone No: (042-7830234) Fax No:042-7831497.

(YAWAR IHSAN)
A.V.P/ Incharge,
Stationery & Stores Department,
National Bank of Pakistan,
Central Region, Multan Road,
Lahore.



NATIONAL BANK OF PAKISTAN

Stationery Department Central Region, Multan Road, Lahore.

BILL OF QUANTITY

S. NO.	DESCRIPTION	QUANTITY	UNIT PRICE INCLUSIVE 17% GST	TOTAL AMOUNT (INCLUSIVE ALL TAXES)
1	A4 size Paper AA Brand or Equilent 80 gram imported 500 sheets in a ream 5 reams in a box original packing	2000 Reams		
2	F4 (Legal) size Paper AA Brand or Equilent 80 gram imported 500 sheets in a ream 5 reams in a box original packing	2000 Reams		

(YAWAR IHSAN)

A.V.P./INCHARGE STATIONERY & STORES DEPTT
CENTRAL REGION, MULTAN ROAD,
LAHORE.



NATIONAL BANK OF PAKISTAN

Stationery Department, Central Region, Multan Road, Lahore.

TENDER DOCUMENTS FOR PURCHASE OF TABLE STATIONERY

TERM AND CONDITION

1. **Quotations should be sent per bearer along with the samples of paper/material in sealed cover on or before dated 09-06-2011 upto 11:00 A.M.**
2. Rates should be inclusive of sales tax, other taxes and incidental charges for free delivery at **NBP, STATIONERY DEPARTMENT, CENTRAL REGION, MULTAN ROAD, LAHORE.**
3. Quotations received on Bank's prescribed form will only be considered where all cutting /over writings are authenticated by the authorized signatory of the firm.
4. The representative of the firm submitting the rates should be present personally at the time of opening of quotations, if so desired.
5. Rates quoted will not be open to revision after the quotations have been opened.
6. The Bank will not be bound to accept the lowest rates. The selection will be made keeping in view the quality of the article, and Bank's decision will be final.
7. As soon as a quotation is accepted and order is placed, sample/proof, exactly in accordance with the specifications, will be produced within 3 days for urgent orders and in other cases within a week from the date of receipt of order, failing which the order will stand cancelled at the risk and responsibility of the supplier.
8. The articles will be supplied within **30** days from the date of our indent order.
9. The article will be accepted/supplied strictly in accordance with our approved sample/proof/specifications laid down in our indent order. The Articles should be got approved during the course of manufacture.
10. Extension in period of supply may be granted by the competent authority on the request of the contractor in very special cases, but this will not prejudice, the rights and remedies for which the Bank is entitled under the contract.
11. If the supply is not made by the due date the order placed is liable to be cancelled and the Bank will be at liberty to recover the loss, if any, in terms of the agreement executed by the supplier, besides the removal of the name of the supplier from our approved, list.
12. If a quotation is accepted and order is placed, cancellation of the same can be effected on the request of the supplier at his own risk and expenses.
13. Samples of all stationery articles (except those requiring manufacture) will be supplied along with the quotations, failing which quotations will not be considered.
14. In case any difference is noticed between the specification given on next page/pages & the specification given by the Bank, this should be got conformed in writing before execution of the work.
15. The Bank reserves the right to accept the quotations either in whole or in part.
16. The Bank reserves the right to withdraw, amend or cancel any order for supply if the sample submitted for approval is not upto the satisfaction of the Bank.
17. The Bank reserves the right to reject the supply which in its opinion is not in accordance with the approved samples or good quality and the decision of the Bank will be considered as final.
18. The Bank reserves the right to cancel the order for supply if any term of supply is violated or not complied with by the Contractor within the specified period.
19. All supplies should be delivered to Bank's authorized officials against delivery challans and receipts.
20. No tender will be accepted without payment order of 5% earnest money of the total value of Tender.
21. The Bank reserves the right to reject all bids/proposals at any time prior to the acceptance.

INCHARGE STATIONERY & STORES DEPARTMENT
NATIONAL BANK OF PAKISTAN
CENTRAL REGION, LAHORE

Accepted the Terms and Conditions

Suppliers/Firm
Signature & Seal