



National Bank Of Pakistan

STATIONERY & STORES DEPARTMENT

HEAD OFFICE: KARACHI

PRE-QUALIFICATION

FOR PRINTING OF BANK'S STANDARD BOOKS/FORMS.

National Bank of Pakistan has planned to revise the list of pre-qualified printers for printing jobs of its standard Books/Forms etc. The interested parties including those who are already active in our printing jobs may apply to the Incharge, NBP Stationery & Stores Department, Mehersons Estate Building, Talpur Road, Head Office, Karachi up-to **30.04.2014** by furnishing following information and complete supporting documents:

- 1 Full name of the Press/Printers alongwith press declaration, organizational structure and address of the Main Office.
- 2 Number of Directors/Partners/proprietors giving their names, qualification and experience etc.
- 3 Details of establishment i.e. printing and other allied machines installed with worth thereof.
- 4 Complete list of permanent staff along with their names & professional qualification and experience etc.
- 5 Details of present enlistment with Govt and other banks, indicating categories with copies of registrations.
- 6 Details of similar work executed by the press in the past three years.
- 7 Details of work in hand indicating name of client and expected date of completion.
- 8 Bank's certificate indicating credit worthiness of the press.
- 9 Audited balance sheet for the last three years duly certified.
- 10 NTN along with Registrations Certificate.
- 11 Sales Tax No. along with Registrations Certificate.
- 12 List of all cases present and past under dispute or in arbitration and nature thereof.
- 13 Affidavit that the press has not been black listed by any Govt/semi govt/autonomous bodies/banks etc.
- 14 Press black listed by the Govt/semi govt/autonomous bodies/banks carrying business in other names need not apply.
- 15 Security Deposit in shape of Payment Order/Bank Draft in sum of Rs.100,000 (Rupees One hundred thousand only) favouring National Bank of Pakistan (refundable) and entry fee of Rs.10,000/-(Non-Refundable).
- 16 A current account should be opened with National Bank of Pakistan and all payments will be made to the approved printer through account.16

Applications without full particulars as asked for, would summarily be rejected. Moreover if any information furnished subsequently prove false, the contract even if awarded will be liable for cancellation and of legal action will be initiated

Any Clarification/Information, if required may be sought from **Mr.Sher Muhammad**, Incharge, Stationery & Stores Department, Mehersons Estate Building, Talpur Road, Head Office, Karachi on Telephone No. **021-32416425** and **021-32418657** during office hours on any working day.

(TARIQ LATIF ANSARI)
EVP/ DIVISIONAL HEAD(LSS & ED)