



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE
KARACHI

TENDER NOTICE

Tender # SSD/PTG/ 14/Oct; 2011

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

Sealed Tenders are invited 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, 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); Credit Management Group, at NBP, Buliding 3rd Floor, Head Office, Karachi on 10.10.2011 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, 021-32418610 Fax No.021-32425802.

(S.SAEEDUZ ZAFAR)
AVP/Incharge
Stationery & Stores Deptt;
National Bank Of Pakistan
Credit Management Group,
Head Office,
Karachi



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE KARACHI

TERMS & CONDITIONS

TENDER NO. SSD/PTG/HO/14/Oct./2011 TO BE OPENED ON. 10.10.2011.

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 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, 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/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.

(S.SAEEDUZ ZAFAR)

AVP/Incharge

Stationery & Stores Department,
National Bank of Pakistan,
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>Letter Head for Head Office.</u> Size. 11 ½" x 8 ½" to be printed on 80 grams white imported paper one side four colour printing with bank name 7 insignia etc. Format & layout as per our specimen.	1000 Boxes (500 sheets in each box).		
02.	<u>F-17.(Revised)</u> Size 10" x 7 ½" to be printed on 70 grams white imported paper, one side one colour printing bound in pad craft paper on top and 08 OZ straw board on back. Format & Layout as per our specimen.	500 Pads each pad 100 leaves.		
03.	<u>F-125 Telegraphic Transfer Confirmation.</u> Size 6 ½" x 8 ½" to be printed on 70 grams white imported paper, one side two colour printing bound in pad craft paper on top & 08 OZ straw board on back. Format & Layout as per our specimen.	2000 Pads each pad 100 leaves		
04.	<u>F-128. Credit Memo.</u> Size. 7 x 4 ½" to be printed on 70 grams white imported paper, one side one colour printing bound in pad craft paper on top & 08 OZ straw board on back. Format & Layout as per our specimen.	2000 pads each pad 100 leaves		
05.	<u>F-135 Memo.</u> Size 6 ½" x 4 ½" to be printed on 70 grams white imported paper, one side one colour printing bound in pad craft paper on top & 08 OZ straw board on back. Format & Layout as per our specimen.	2000 pads each pad 100 leaves		
06.	<u>F-137 Debit/Credit Memo.</u> Size 6 ½" x 4 ¾" to be printed on 70 grams white imported paper, one side one colour printing bound in pad craft paper on top & 08 OZ straw board on back. Format & Layout as per our specimen.	2000 pads each pad 100 leaves		

Signature & Seal of the
Firm / Supplier