



**STATIONERY & STORES DEPARTMENT**  
**Logistic Support & Engineering Division**  
**HEAD OFFICE**  
**KARACHI**

**TENDER NOTICE**

**Tender # SSD/HO/PTG/2015**

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

Sealed Tenders are invited from Pre-qualified printers, to print and supply of 07 items of Bak's standard forms.

Interested parties may obtain the Tender Documents having details of items together with Terms and Conditions from the office of VP/ Head, 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 Senior Vice President / Divisional Head (LSS&ED); Logistic Support Security & Engineering Group, at NBP, Buliding 3<sup>rd</sup> Floor, Head Office, Karachi on 01.10.2015 up-to 11.00 hours.

The sealed Tender will be opened on same day 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 VP/ Head 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.

**VP/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/2015 TO BE OPENED ON.01.10.2015.**

### **DESCRIPTION**

#### **NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF 07 ITEMS 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 **20 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 Executive Vice President/ Divisional Head (LSS&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.

**(Sher Muhammad)**

VP/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

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

| S. No. | DESCRIPTION   | QTY  | Unit Price Inclusive Taxes | TOTAL AMOUNT |
|--------|---|--|----------------------------|--------------|
| 01.    | <b>F-71 (REVISED) OBJECTION MEMO.</b> Size 7" x 5 3/4" to be printed on 75 grams white imported paper one side four colour printing bound in pad craft paper on top and 08 OZ straw board on back. Format & Layout as per our specimen.   | 1,000 Pads<br>100 leaves in each pad   |                            |              |
| 02.    | <b>F-117(Revised) Remittance/Fund Transfer Application.</b> Size 13" x 8 1/4" 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.                            | 5,000 Pad 100<br>leaves in each pad  |                            |              |
| 03.    | <b>F-222 Demand Loan/Finance</b> Size 8 1/4" x 4.5" to be printed on 70 grams white imported paper both side 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 each<br>pad 100 leaves  |                            |              |
| 04.    | <b>F-262 DEMAND DRAFTS PURCHASED DEBIT SLIP.</b> Size 6 1/2"x8 1/2" to be printed on 70 grams white imported paper one side one colour printing bound in pad craft paper on top and 12 OZ straw board on back. Format & layout as per our specimen.   | 500 Pads 100<br>leaves in each pad   |                            |              |
| 05.    | <b>F-275 Covering Schedule for S/Cs</b><br>IZE: 8 1/2 X 6 3/4 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.   | 2,000 Pads of 100<br>laves each  |                            |              |
| 06.    | <b>IBT-01 INTER BRANCH TRANSACTION SYSTEM.</b> Size 10 1/2" x 8 1/4" to be printed on 70 grams white imported paper one site 04 colour printing bound in pad craft paper on top and 08 OZ straw board on back. Format & Layout as per our specimen.   | 500 Pads 100<br>leaves in each pad   |                            |              |
| 07.    | <b>PR-03</b> Size 8 1/2" x 6" to be printed on 68 grams NCR Imported Paper 1 <sup>st</sup> copy both side printing in one colour another copy one side, Pin to Pin printing. Bound in pad 08 OZ straw board on back and craft paper on top with serial machine numbered. Format & Layout as per our specimen. | 1,000 Books<br>100 sets, each set<br>containing 04<br>leaves of white,<br>green, yellow and<br>light blue colour |                            |              |
|        |   |  | <b>Total: -</b>            |              |

Payment Order No. \_\_\_\_\_ dated. \_\_\_\_\_ for Rs. \_\_\_\_\_

Drawn on \_\_\_\_\_

Signature & Seal of the  
Firm / Supplier