

TENDER NOTICE

NATIONAL BANK OF PAKISTAN REQUIRE FOR SUPPLY OF 4.000 (M) WINDOW ENVELOPES AND 3100 BOXES PRE-PRINTED STATEMENT OF ACCOUNT.

Sealed tenders are invited for supply of above two (02) items from Bank's Approved Pre-qualified Printers, having envelopes making system in their own press.

Tender Documents with terms and conditions separately for both items can be obtained from NBP. Stationery & Stores Department, Mehersons Estate Building, Talpur Road, Karachi at the Tender cost Rs.1000/- for each item(Non-Refundable) in shape of Payment Order or Bank Draft in Bank's name.

Tenders in two separate sealed envelop duly marked for "Statement" and "Envelopes" together with 3% earnest money in shape of payment order/Bank Draft on bank's name (refundable) must dropped in Tender Box placed in the Office of EVP (LSSW) NBP Building, 3rd floor on **23.11.2010** upto 11.00 hours which will be opened by the Tender/Purchase Committee publically on the same date at 11.30 a.m. in presence of the participants who remain to be presented.

For more detail please contact to the under signed on Telephone No. 021-2416425 - 2418657
Fax No.021-2425802

The advertisement is

Viewable at <http://www.nbp.com.pk>
<http://www.ppra.org.pk>

S.SAEEDUZ ZAFAR
ASSISTANT VICE PRESIDENT
NATIONAL BANK OF PAKISTAN
STATIONERY & STORES DEPARTMENT,
OPERATIONS GROUP,
HEAD OFFICE,
KARACHI

NATIONAL BANK OF PAKISTAN

STATIONERY & STORES DEPARTMENT
LOGISTIC SUPPORT & SECURITY WING
OPERATIONS GROUP
HEAD OFFICE
KARACHI.

BILL OF QUANTITY

S.#	DESCRIPTION	QTY.	UNIT PRICE Exclusive of GST	TOTAL AMOUNT inclusive GST@17%
01.	<u>Plain Paper Continuous Sheet</u> Size 9 ½ x 11" Imported 70 grams white paper on continuation sheets.	3100 Boxes of 2000 sheets packed in corrugated boxes		

Seal & Signature of the
printer (Authorized Person)

NATIONAL BANK OF PAKISTAN
STATIONERY & STORES DEPARTMENT
LOGISTIC SUPPORT & SECURITY WING
OPERATIONS GROUP
HEAD OFFICE
KARACHI.

BILL OF QUANTITY

S.#	DESCRIPTION	QTY.	UNIT PRICE Exclusive of GST	TOTAL AMOUNT inclusive GST@17%
01.	<u>Window Envelopes.</u> Size 9 x 4 ½ to be printed on 80 grams white imported paper, with 1 ½ "flap window size is 4 x 1 ¾" as per design to be approved by the bank. With 04 colour printing, packed in corrugated boxes. Each box containing 5000 envelopes of 100 Pieces separately countable packing.	4.000 (M) picecs		

Seal & Signature of the
printer (Authorized Person)



National Bank Of Pakistan

STATIONERY & STORES DEPARTMENT

LS&SW: HEAD OFFICE: KARACHI

NATIONAL BANK OF PAKISTAN REQUIRE FOR SUPPLY OF 4.000 (M) WINDOW ENVELOPES AND 3100 BOXES PRE-PRINTED STATEMENT OF ACCOUNT.

TERMS AND CONDITIONS:

1. **Only Bank Approved Printers are eligible to participate in the Tender, having envelopes making system in their own press.**
- 2.
3. 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 mal practice would be black listed and the bank will reserve the right to claim damages and losses from the defaulter firm.
4. Rates once quoted can not be taken back. The rates should be inclusive of all Taxes and leaves of the Government of Pakistan.
5. 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.
6. Rates/Offer should be submitted in sealed envelope and must be dropped in Tender Box at Executive Vice President (LS&SW) Office, 3rd floor, Head Office, Karachi latest by the given date and time, mentioned in our advertisement.
7. 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.
8. Cutting/Over writing is not allowed, unless/until authenticated under proper signature of the authorized person.
9. At the time of opening the Tender on date, authorized representative of the firm can attend the meeting if desired.
10. Supply should strictly be made as per approved specification of articles already mentioned in "Bill of quantity", regarding articles and its packing etc.
11. **Quotations must be valid at least 90 days from the date of its opening.**
12. The Bank reserves the right to accept the quotations either in whole or in part.
13. **No tender will be accepted without payment order of 3% earnest money of the total value of Tender.**
14. Part payment will not be allowed to the printer.
15. Conditional Offers/Quotations/Tenders not to be acceptable to the bank

(S.Saeeduz Zafar)
Incharge
Stationery & Stores Department,
Head Office, Karachi

I/We, thoroughly read/understand
the above referred Terms and
Conditions and accepted.

Signature & Seal of Printer