



# **National Bank of Pakistan**

**STATIONERY & STORES DEPARTMENT**

**HEAD OFFICE, KARACHI.**

## **TENDER NOTICE**

### **NATIONAL BANK OF PAKISTAN INTENDS TO PURCHASE THE PHOTOCOPIER & COMPUTER PAPER ITEMS FROM BANK'S PRE-QUALIFIED STATIONERS/SUPPLIERS**

Sealed Tenders are invited from Bank's Pre-qualified Stationers/Suppliers for supply of Various Stationery items as per details mentioned in the bill of quantity.

Pre-qualified stationers/suppliers can obtain the Tender Documents, containing details of items and laid-down Terms and Conditions at Tender Cost of Rs.500/- in-shape of Payment Order (Non-refundable) from the office of Incharge, Stationery & Stores Department, Meharsons Estate Building, Talpur Road, Karachi on any working day, during office time.

Sealed Tender completed in all aspects, duly signed and stamped by the authorized person, should be dropped in Tender Box placed in the office of Senior Vice President/Divisional Head (LS&ED), 3<sup>rd</sup> Floor, National Bank of Pakistan, Head Office, Karachi on Tender opening date i.e. 05-06-2013 up:11.00 Hours.

Sealed Tender(s) will be opened on same day i.e. 05.06.2013 at 11:30 a.m. by the Tender Purchase Committee.

For more details please contact to the under-signed on following Telephone Numbers 021-32418610, 32416425, 32418657 or Fax No.021-32425802.

**(S.SAEEDUZ-ZAFAR)**  
**AVP/INCHARGE (SSD)**



# **National Bank of Pakistan**

**STATIONERY & STORES DEPARTMENT  
HEAD OFFICE KARACHI**

## **TERMS & CONDITIONS**

**TENDER NO. SSD/STY/HO/05/2013/ TO BE OPENED ON. 05.06.2013**

## **DESCRIPTION**

### **NATIONAL BANK OF PAKISTAN INTENDS TO PURCHASE THE PHOTOCOPIER & COMPUTER PAPER ITEMS FROM BANK'S PRE-QUALIFIED STATIONERS/SUPPLIERS**

1. The Pre-qualified Stationer/Supplier(s) 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 30 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 placed in the Chamber of Senior Vice President Divisional Head(LS&ED) Office, 3<sup>rd</sup> floor, Head Office, Karachi latest by the given date and time, mentioned in our advertisement.
6. Necessary **Specimen/Samples of items duly stamped and signed** must be submitted with the quotations. None of offer/quotations will be entertained if found without Samples/Specimen.
7. Cutting/Over writing are not allowed, unless/until authenticated under proper signature of the authorized person.
8. At the opening date and time of the Tender an 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 reserve the right to accept the quotations either in whole or in part.
12. **Sample of items must be reached in Stationery & Stores Department, on Tender Opening date.**
13. **The bank reserve the right to reject any one or all offers before of purchase order.**
14. **All offers should accompanied a pay order equilent to 3% of tender amount.**
15. **Make and brand names of the items should be mentioned along with price offered.**

**(S.SAEEDUZ ZAFAR)**  
AVP/INCHARGE (SSD)  
NBP Stationery & Stores Department  
HO. Karachi

I/We thoroughly read/understand  
the above referred Terms and

**NATIONAL BANK OF PAKISTAN**  
**STATIONERY & STORE DEPARTEMENT**  
**HEAD OFFICE KARACHI**

**BILL OF QUANTITY**

S. No.	Description	QTY	Unit Price Inclusive of GST	Total Amount inclusive all taxes	Brand and make of quoted item
01	A-4 Size Branded Photocopy Paper, 80 Grams brilliant White in Genuine imported Packing of 500 Sheets in each Packet(05 Packet in one Box)	600 Packets			
02	Legal Size(8½x13½) Branded Photocopy Paper, 80 Grams brilliant White in Genuine imported Packing of 500 Sheets in each Packets (05 Packet in one Box)	600 Packets			
03	Computer Paper (11x15 size 70 grams imported) 2000 sheets per in each box	300 Boxes			
04	Ball Pen Piolt G-1 Grip (Red)	200 Packet			
05	Ball Pen Piolt G-1 Grip (Blue)	200 Packet			
06	Ball Pen Eye Micro G-1 Grip (Red)	200 Packet			
07	Ball Pen Eye Micro Grip (Blue)	200 Packet			
08	Ball Pen Cliper Grip (Red)	200 Packet			
09	Ball Pen Cliper (Blue)	200 Packet			
10	Paper Pins	100 Packet			
11	Gum Sticks	100 Sticks			
12	Ribbon LQ-2090 Printer	60 Ribbons			
13	Envlope Full Size 67 grams 16x12 Craft Paper with Name & Logo	10,000 Nos.			
14	Envelope Half Size A-4 Size	9,000 Nos.			
15	Stapler Machine	30 Nos.			
16	Punch Machine (Good Quality)	40 Nos.			
17	Air Freshener	50 Nos.			
18	File Cover with NBP Logo	1000 Nos.			
19	File Board	500 Nos.			
20	Cobra Files (Good Quality)	500 Nos.			
		Total Value of Tender			

Signature & Seal of the  
Firm / Supplier