



# **National Bank of Pakistan**

**STATIONERY & STORES DEPARTMENT  
HEAD OFFICE  
KARACHI**

## **TENDER NOTICE**

**Tender # SSD/PTG/2017**

### **TENDER FOR PRINTING & SUPPLY ATM WINDOW ENVELOPS, ADDRESS MAILER & POUCH.**

Sealed Tenders are invited from Pre-qualified printers, for printing and supply of 100,000 ATM Envelops, Address mailers and Pouch.

Interested parties may obtain the Tender Documents having details together with Terms and Conditions from the office of Wing Head, Stationery & Stores Wing, 1<sup>st</sup> floor, Meher Sons Estate Building, Talpur Road, Karachi at the Tender cost of 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% 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) 3<sup>rd</sup> floor Head Office, Karachi on 03.05.2017 up-to 3:00 P.M.

The sealed Tender will be opened on same date at 03:30 P.M. by the bank's Tender/Purchase Committee in presence of the participants, who will remain available at its opening time.

For more details please contact Mr. Sher Muhammad, VP/Wing Head, Stationery & Stores Wing 1<sup>st</sup> floor, Meher Sons Estate Building, Talpur Road, Karachi on telephone No. 021-32416425 ,021-32418657 Fax No. 021-32425802.

**(SHER MUHAMMAD)  
VP/ WING HEAD (SSW)**



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE KARACHI

## TERMS & CONDITIONS

**TENDER NO. SSD/PTG/HO/2017 TO BE OPENED ON. 03.05.2017.**

### **DESCRIPTION**

#### **NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY ATM WINDOW ENVELOPS, ADDRESS MAILER & POUCH.**

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 **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 levies 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, 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/WING HEAD**

Stationery & Stores Wing,  
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	PRICE PER 1000 Envelops INCLUSIVE ALL TAXES	TOTAL AMOUNT
01.	<b>Window Envelops</b> Window Envelops size 5" x 9.5" with gum pasted flap to be printed on 120 grams mate finish paper with 04 colour printing. As per our specimen	100,000 envelops		
02.	<b>Address Mailer.</b> Size 21cm x 29.5 cm to be printed on 120 gram mate finish paper with one side 04 colour printing.	100,000 Address Mailer		
03.	<b>ATM Card Pouch.</b> Size 3 ½" x 2 ¼" to be printed on 55 gram Tyvek paper with 04 colour printing as per our specimen.	100,000 envelops		
			Total: -	

All financial figures up-to two decimals (e.g. 000.00) otherwise assume zero value after decimal.

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

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

1. Design, window and other material should be approved by the Vice President/ Wing Head Card Management Wing, NBP. Head Office, Karachi.
2. Envelop and pouch should be supplied in Boxes containing 1,000 envelops in each box.
3. Address mailer to be supplied in Packets each Packet containing 1,000 sheets.

Signature & Seal of the  
Firm / Supplier