



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE  
KARACHI

## ADDENDUM

### TENDER NOTICE

**Tender # SSD/PTG/27/2012**

### **TENDER FOR PRINTING & SUPPLY OF WINDOW ENVELOPS FOR CMU DEPARTMENT**

Sealed Tenders are invited from Pre-qualified printers, to print and supply of Window Envelopes for Card Management Unit.

Interested party can obtain the Tender Documents having details of items together with Terms and Conditions from the office of Incharge, Stationery & Stores Department, 1<sup>st</sup> Floor, Meher Sons Estate Building, Talpur Road, Karachi at the Tender cost Rs.500/- (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); Logistic & Engineering Group, at NBP, Buliding 3<sup>rd</sup> Floor, Head Office, Karachi on 24.07.2012 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, 1<sup>st</sup> Floor, Meher Sons Estate Building, Talpur Road, Karachi on Telephone No. 021-32416425, 021-32418657 Fax No.021-32425802.

**(S.SAEEDUZ ZAFAR)**

**AVP/Incharge**

**Stationery & Stores Deptt;**

National Bank Of Pakistan

Logistic & Engineering Group,

Head Office,

Karachi



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE KARACHI

## TERMS & CONDITIONS

**TENDER NO. SSD/PTG/HO/27/2012 TO BE OPENED ON 24.07.2012.**

### **DESCRIPTION**

#### **NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF WINDOW ENVELOPES FOR CMU.**

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 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 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 goods/Paper etc. 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



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STATIONERY & STORES DEPARTMENT

HEAD OFFICE,

KARACHI.

### BILL OF QUANTITY

S. No.	DESCRIPTION	QTY	UNIT PRICE INCLUSIVE ALL TAXES	TOTAL AMOUNT
01.	<b>Window Envelops.</b> Size 4.75" x 10" Flap size 1 1/2" with gum pasted to be printed on 90 grams white Imported paper with front side 04 colour printing and back 01 colour printing.	200000 envelopes		
02.	<b>Advance salary schedules.</b> Size 9 1/2" x 11" to be printed on 70 grams imported paper with Dust free particles, with 04 colour printing on continuation sheets containing 2000 sheets in each box	200 Boxes (2000 sheets in each box.		

Signature & Seal of the  
Firm / Supplier