



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT

HEAD OFFICE KARACHI

TERMS & CONDITIONS

TENDER NO. SSD/STY/HO/2010/17 TO BE OPENED ON. 27.12.2011

DESCRIPTION

NATIONAL BANK OF PAKISTAN INTENDS TO PURCHASE DUPLICATING WHITE PAPER.

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 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 placed in the Chamber of Senior Vice President Divisional Head(LS&ED) Office, 3rd 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 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 on 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. **Part payment will not be allowed.**
13. **Sample of items must be reached in Stationery & Stores Department, on Tender Opening date.**

(SHER MUHAMMAD BALOCH)
AVP/INCHARGE (SSD)
NBP Stationery & Stores Department
HO. Karachi

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

Signature & Seal of Firm/Supplier



National Bank of Pakistan

**STATIONERY & STORES DEPARTMENT
HEAD OFFICE,
KARACHI.**

TENDER NOTICE

NATIONAL BANK OF PAKISTAN INTENDS TO BULK PURCHASE OF VARIOUS STATIONERY 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), 3rd Floor, National Bank of Pakistan, Head Office, Karachi on Tender opening date i.e. 27.12.2011 up:11.00 Hours.

Sealed Tender(s) will be opened on same day i.e. 27.12.2011 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.

**(SHER MUHAMMAD BALOCH)
AVP/INCHARGE (SSD)**

NATIONAL BANK OF PAKISTAN
STATIONERY&STORES DEPARTMENT
HEAD OFFICE,

<i>S. No.</i>	<i>Description</i>	<i>QTY</i>	<i>UNIT PRICE INCLUSIVE 16%GST</i>	<i>TOTAL AMOUNT INCLUSIVE ALL TAXES</i>
1.	File Cover (04 Colour Printing Bank's Logo 380 grams card)	50000		
2.	Blue Carbon KCR	450		
3.	Envelopes 11x5 Window (04 Colour printing Bank's Name and Logo) imported paper 70 grams)	200000		
4.	Envelopes 12x16 (Bank's Name and Logo) Craft paper 70 grams)	100000		
5.	File Box Daba	200		
6.	Paper A-4 size imported (500 sheets each packet)	6000		
7.	Eraser AI-30 (30 each)	5000		
8.	Pencil with Eraser (Bank's Name and Logo)	1200		
9.	Pin Remover (Steel Brand)	1000		
10.	Shopner Machine Tri-O	100		
11.	Signature Pen (Segno) 12 Piece each Packet	1200		
12.	Squash Tap 1"	2000		
13.	Stamp Pad Lancer	2000		
14.	Tissue Paper white only	2000		
15.	DVD CD Sony (5 piece each)	200		
16.	P.V.C. Cobra File Best Quality with 3" Steel Clip	6000		

*Signature & Seal of the
Firm / Supplier*

AVP/HEAD:

Stationery & Stores Department

SVP/DIVISIONAL HEAD:

Logistic Support & Engineering Divn