



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE KARACHI

## TERMS & CONDITIONS

### **NATIONAL BANK OF PAKISTAN INTENDS TO BULK PURCHASE OF VARIOUS STATIONERY 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 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 Information Technology Department 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 Executive Vice President (LS&SW) 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 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.**

**(S.SAEEDUZ ZAFAR)**  
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



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## 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 Executive Vice President (LS&SW), 3<sup>rd</sup> Floor, National Bank of Pakistan, Head Office, Karachi on Tender opening date i.e. 28.12.2010 up-to 11:00 Hours.

Sealed Tender(s) will be opened on same day i.e. 28.12.2010 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/HEAD OF SSD.**  
**(LS&SW)Operations Group,**  
**Head Office,**  
**Karachi.**



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HEAD OFFICE,  
KARACHI.

## BILL OF QUANTITY

S. NO	DESCRIPTION	Requirement.
01.	Ball Point Dollar Clipper	6,000, pkt 12,pcs each Pkt
02.	Casio Calculator 14,digit	5,00, Pieces
03.	Vesting Card album	100, Pieces
04.	Sony CD (R)	500,pkts 10,pcs Each Pkt
05.	Duster Wight Croton 12+24 siz	200,dos
06.	Fill Board	10,000.pices
07.	File Cover Four Colour Printing & Logo Insignia (380) Gram,	50,000 Pices
08.	Pelican Fluid with Thinner	200.pkt
09.	Folding Clip51-mm	43.pkt
10.	Gem Bottle 1000 (oz)	200 bottle
11.	LQ Reborn 2090 Epson Original	500.Pices
12.	Masking Tape A/2 Inch 18 meter	1000 Pices.
13.	Paper Cotter (Knife)	1000.Pices
14.	Paper Pin	2000 Pkt
15.	File Folder White( Pvc)Large,	500 dos.
16.	File Folder White (Pvc)A/4 Size	500 dos.
17.	Punching Machine(KW-RIO)9612	1000 Pices.
18.	PVC Cobra File With 03-Inch Steel Clip.	2000
19.	Katcha Register (200.Pages)	2000 Pieces
20.	Signature Pen (Segno)	600. Pkt 12 pcs each pkt
21	USB (8-GB) Kingston (Org)	200 Pices
22	Stapler Pin 23/17Max H/duty	1000 Pkt
23	Stapler pin 24/6 dollar	10000 Pkt

Seal & Signature of the printer  
(Authorized Person)