



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE  
KARACHI

## TENDER NOTICE

**Tender # SSD/PTG/05/May 2014**

### **TENDER FOR PRINTING & SUPPLY OF BANK'S STANDARD BOOKS**

Sealed Tenders are invited for entire items mentioned in the Bill of Quantity from Pre-qualified printers, to print and supply of Bank's standard Forms.

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.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% 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 Executive Vice President / Divisional Head (LS&ED); Logistic & Engineering Group, at NBP, Building 3<sup>rd</sup> Floor, Head Office, Karachi on **29.05.2014 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.

**(SHER MUHAMMAD)**  
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/05/MAY/2014 TO BE OPENED ON. 29.05.2014**

### **DESCRIPTION**

#### **NATIONAL BANK OF PAKISTAN INTENDS TO PRINTING & SUPPLY OF BANK'S STANDARD BOOKS & ENVELOPS.**

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 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.
15. Items No. 9, 10, 11 and 12 rates should also be included of free delivery at in National Bank of Pakistan, Stationery & Stores Department Lahore.

**(SHER MUHAMMAD)**

AVP/Incharge  
Stationery & Stores Department,  
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	Unit Price inclusive All Taxes.	TOTAL AMOUNT
01.	<b><u>B-32-A Government Credit Scroll.</u></b> Size 9 ¾" x 14 ¾" to be printed on 70 grams white imported paper one side two colour printing, duly ruled bound in pad 12 OZ straw board on back craft paper on top. Format & layout as per our specimen.	<b>5,000 Pads Of 200 pages</b>		
02.	<b><u>B-33-A Government Debit Scroll.</u></b> Size 9 ¾" x 14 ¾" to be printed on 70 grams white imported paper one side two colour printing, duly ruled bound in pad 12 OZ straw board on back craft paper on top. Format & layout as per our specimen.	<b>5,000 Pads of 200 pages.</b>		
03.	<b><u>B-58 Cash Remittance Register.</u></b> Size 13 ¼" x 16 ¼" to be printed on 90 grams white imported paper, both side two colour printing, duly ruled bound with 48 OZ straw board with leather binding. Format & layout as per our specimen.	<b>100 Books of 100 folios</b>		
04.	<b><u>B-59 Cashier Payment Book.</u></b> Size 8 ¼" x 13 ¼" to be printed on 80 grams white imported paper, both side two colour printing duly ruled bound with 32 OZ straw board with leather binding. Format & layout as per our specimen.	<b>2,000 Books Of 200 folio</b>		
05.	<b><u>B-60 Cashier Receipt Book.</u></b> Size 8 ¼" x 13 ¼" to be printed on 80 grams white imported paper, both side two colour printing duly ruled bound with 32 OZ straw board with leather binding. Format & layout as per our specimen.	<b>2,000 Books of 200 folio</b>		
06.	<b><u>B-71 Drawing Power Register.</u></b> Size 8 ¼" x 13 ¼" to be printed on 80 grams white imported paper, both side two colour printing, duly ruled bound with 32 OZ straw board with leather binding. Format & layout as per our specimen.	<b>200 Books Of 200 Pages</b>		
07.	<b><u>B-74 Demand Finance Register (Gold).</u></b> Size 9 ¾" x 14 ¾" to be printed on 90 grams white imported paper both side two colour printing, duly ruled bound with 32 OZ straw board with leather binding. Format & layout as per our specimen.	<b>1,000 Books of 100 folio</b>		
08.	<b><u>B-94 Demand Draft Received for Realisation Register.</u></b> Size 13 ¼" x 16 ½" to be printed on 80 grams white imported paper, both side two colour printing, duly ruled bound with 48 OZ straw board with leather binding. Format & layout as per our specimen.	<b>100 Books of 100 folio.</b>		
09.	<b><u>Envelop.</u></b> Size 9 x 4 (Brown "AA" Golden 75 gram craft paper local with one colour printing.	<b>100,000 Envelops</b>		
10.	<b><u>Envelop.</u></b> Size 11" x 5" (Brown "AA" Golden 75 gram craft paper local with one colour printing.	<b>100,000 Envelops</b>		

Contd..P/2.

<b>11.</b>	<b>Envelop</b> File size (11"x15") size 68 grams craft paper with one colour printing of Bank's name & insignia etc.	<b>100,000 Envelops</b>		
<b>12.</b>	<b>Window Envelop</b> (Size 11x5) 70 grams white paper with 04 colour printing of Bank name & insignia etc.	<b>100,000 Envelops</b>		
			<b>Total: -</b>	
			<b>3% Earnist Money</b>	
			<b>Grand Total:-</b>	

Signature & Seal of the Firm / Supplier