



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE  
KARACHI

## TENDER NOTICE

Tender # SSD/PTG/ 12/October, 2011

### **TENDER FOR PRINTING & SUPPLY OF WINDOW ENVELOPES & PRE-PRINTED STATEMENT OF A/C IN CONTINUOUS SHEETS**

Sealed Tenders are invited for Printing and supply of Pre-printed Statement of account and Window envelopes from Bank's authorized Pre-qualified printers, who have the in-house envelopes making set-up also they should have the ability to complete the entire job on very urgent basis.

Registered Pre-qualified printers can obtain the Tender Documents against a written request from the office of the Incharge, Stationery & Stores Department, Mehersons Estate Building, Talpur Road, Karachi during office hours on any working day on payment of Tender Fee a sum of Rs.1,000/- in-shape of Payment Order/ Bank draft in favour of National Bank of Pakistan.

The Tender will be opened by the Tender / Purchase Committee on **10.10.2011** at 11:30 a.m. in presence of participants, presented at Tender Opening date and time.

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 its must be dropped in the Tender box placed in the office of Senior Vice President/ Divisional Head (LS&ED) at NBP, Building 3<sup>rd</sup> Floor, Head Office, Karachi on 10.10.2011 up-to 11.00 hours.

For more details, please contact Mr. Syed Saeeduz Zafar, Incharge, Stationery & Stores Department, National Bank of Pakistan, Maher Sons Estate Building, Talpur Road, Head Office, Karachi on telephone No.021-32416425, 021-32418657, Fax No.021-32425802, or download from NBP and PPRA's websites viewable on following.

<http://www.nbp.com.pk>

<http://www.ppra.org.pk>

**(S.SAEEDUZ ZAFAR)**  
**AVP/ INCHARGE (SSD)**



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE KARACHI

## TERMS & CONDITIONS

**TENDER NO. SSD/PTG/HO/12/OCTOBER/2011 TO BE OPENED ON. 10.10.2011.**

### **DESCRIPTION**

#### **NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF WINDOW ENVELOPS & STATEMENT OF A/C.**

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 indulging in any mal 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.

(S.Saeeduz Zafar)  
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	PRICE PER 1000 ENVELOPS INCLUSIVE ALL TAXES	TOTAL AMOUNT
01.	<b><u>Window Envelopes.</u></b> Size 9"x4 1/2" to be printed on 90 grams white imported paper, with 04 colour printing pasted with hard imported gum, design would be approved by the bank. Packing should be moisture free corrugated boxes. Each box containing 5000 envelopes of 100 pieces separately countable packing.	600 Boxes of 5000 pieces in each box (approximately)		
02.	<b><u>Pre-Printed Statement of Accounts.</u></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.	1500 Boxes of 2000 sheets to be packed in moisture free boxes.		

Signature & Seal of the Firm / Supplier



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE  
KARACHI

## TENDER NOTICE

Tender # SSD/PTG/ 13 /October, 2011

### TENDER FOR PRINTING & SUPPLY OF ANNUAL CLOSING STATIONERY

Sealed Tenders are invited from Pre-qualified printers, to print and supply of Annual Closing Stationery.

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 Senior Vice President / Divisional Head (LS&ED); Credit Management Group, at NBP, Buliding 3<sup>rd</sup> Floor, Head Office, Karachi on 10.10.2011 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, 021-32418610 Fax No.021-32425802.

**(S.SAEEDUZ ZAFAR)**  
AVP/INCHARGE  
Stationery & Stores Deptt;  
National Bank Of Pakistan  
Credit Management Group,  
Head Office,  
Karachi



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE KARACHI

## TERMS & CONDITIONS

**TENDER NO. SSD/PTG/HO/12/OCTOBER/2011 TO BE OPENED ON. 10.10.2011.**

### **DESCRIPTION**

#### **NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF ANNUAL CLOSING STATIONERY.**

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 indulging in any mal 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.

(S.Saeeduz Zafar)  
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.#	ITEMS DESCRIPTION	QTY.	UNIT PRICE Inclusive All Taxes	TOTAL AMOUNT
1	<b>F-45</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	30000 Forms (20 Forms in Pkt. Required)		
2	<b>F-45-A</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen. .	30000 Forms (20 Forms in Pkt. Required)		
3	<b>F-47</b> Size 29" X 20" to be printed on 70 Grams. Imported White paper, both sides two color printing and folding. Format & Layout as per our specimen.	33500 Forms (20 Forms in Pkt. Required)		
4	<b>F-48</b> Size 29" X 20" to be printed on 70 Grams. Imported White paper, both sides two color printing and folding. Format & Layout as per our specimen.	33500 Forms (20 Forms in Pkt. Required)		
5	<b>Statement No.3</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
6	<b>Statement No.4</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
7	<b>Statement No.5</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
8	<b>Statement No.6</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen. .	8500 Forms (6 Forms in Pkt. Required)		
9	<b>Statement No.7</b> Size 13½" x 17" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen. .	21000 Forms (15 Forms in Pkt. Required)		
10	<b>Statement No.7 (1)</b> Size 13½" x 17" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen. .	21000 Forms (15 Forms in Pkt. Required)		
11	<b>Statement No.8</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen. .	8500 Forms (6 Forms in Pkt. Required)		
12	<b>Statement No.9</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		

Contd..P/2.

13	<b>Statement No.10</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen. .	8500 Forms (6 Forms in Pkt. Required)		
14	<b>Statement No.11</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, both sides one color printing. Format & Layout as per our specimen. .	8500 Forms (6 Forms in Pkt. Required)		
15	<b>Statement No.12</b> Size 11 ¼" X 24" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
16	<b>Statement No.13</b> Size 11 ¼" X 24" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen. .	8500 Forms (6 Forms in Pkt. Required)		
17	<b>Statement No.14</b> Size 11 ¼" X 24" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen. .	8500 Forms (6 Forms in Pkt. Required)		
18	<b>Statement No.14-A</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, both sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
19	<b>Statement No.15</b> Size 11 ¼" X 24" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
20	<b>Statement No.16</b> Size 11 ¼" X 24" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
21	<b>Statement No.34</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
22	<b>Statement No.35</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
23	<b>Statement No.37</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
24	<b>Statement No.38</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
25	<b>Statement No.39</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
26	<b>Statement No.40</b> Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		

27	Statement No.41 Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
28	Statement No.42 Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
29	Statement No.43 Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
30	Statement No.44 Size 8½" X 13½" to be printed on 75 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
31	Statement No.45 Size 8½" X 13½" to be printed on 70 Grams. Imported White paper, one sides one color printing. Format & Layout as per our specimen.	8500 Forms (6 Forms in Pkt. Required)		
32	F-328 Size 4 ¼ "x 6 ¾" to be printed on 70 Grams. Imported White paper one side one colour printing. Format & Layout as per our specimen.	21000 Forms (15 Forms in Pkt. Required)		

Signature & Seal of the  
Firm / Supplier