



National Bank of Pakistan

**STATIONERY & STORES DEPARTMENT
HEAD OFFICE
KARACHI**

TENDER NOTICE

Tender # SSD/Sig. Book/2014

TENDER FOR PRINTING & SUPPLY 2,200 SIGNATURE BOOKLET-2014 (EXECUTIVES/ OFFICERS OF THE BANK).

Sealed Tenders are invited from Pre-qualified printers, for printing and supply of 2,200 Signature Booklet of Bank's Officers and Executives.

Interested parties may obtain the Tender Documents having details together with Terms and Conditions from the office of Incharge, Stationery & Stores Department, 1st floor, Meher Sons Estate Building, Talpur Road, Karachi at the Tender cost of 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% 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) 3rd floor Head Office, Karachi on 16.12.2014 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 details please contact Mr. Sher Muhammad, VP/Incharge, Stationery & Stores Department 1st floor, Meher Sons Estate Building, Talpur Road, Karachi on telephone No. 021-32416425 ,021-32418657 Fax No. 021-32425802.

**(SHER MUHAMMAD)
VP/ INCHARGE (SSD)**



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE KARACHI

TERMS & CONDITIONS

TENDER NO. SSD/Sig. Book/HO/2014 TO BE OPENED ON. 16.12.2014.

DESCRIPTION

NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY SIGNATURE BOOKLET OF THE BANK EXECUTIVES/OFFICERS.

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 **60 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 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, 3rd 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.**
25. **Part payment will not be allowed to the printer.**
26. Conditional Offers/Quotations/Tenders not to be acceptable to the bank.

(SHER MUHAMMAD)

VP/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

DESCRIPTION	QTY	PRICE PER Book INCLUSIVE ALL TAXES	Rate per Page	TOTAL AMOUNT
<u>Signature Booklet of the Executives/ Officers</u> Size. 7" x 9 1/2" to be printed on 90 grams mate paper both sides Four colour printing, bounded with 28 OZ grey Bound (zipper hard binding). Title on 128 grams mate paper with four colour printing	2,200 Booklet containing 600 Pages signature book will contain two parts one part will contain Index approximately 120 leaves printing on both sides in 04 colour other part will contain signatures approximately 480 Pages each page containing 21 signatures			
			Total: -	
			3 % Earnest money	

Payment Order No. _____ dated. _____ for Rs. _____

Drawn on _____

Note.

1. Rate also required on per page basis including all taxes, for addition/reduction of pages of booklet.
2. All participants can examine the specimen of binding.
3. Complete design layout of pages including scanning of signatures will be the responsibility of the printers.

Signature & Seal of the
Firm / Supplier