



# **National Bank of Pakistan**

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

## **TENDER NOTICE**

**NATIONAL BANK OF PAKISTAN INTENDS TO ATM/DEBIT CARD PIN MAILERS PART-III ON NCR PAPER WITH FOUR COLOUR PRINTING, WHITE WINDOW ENVELOPS 04 COLOUR PRINTING, VARIOUS SIZE BROWN ENVELOPS ONE COLOUR PRINTING & AND DOLLOR CLIPER BALL PEN WITH PRINTING OF NBP LOGO ETC. FROM BANK'S PRE-  
QUALIFIED STATIONERS/SUPPLIERS.**

Sealed Tenders are invited from Bank's Pre-qualified Stationers/Suppliers for supply of ATM/Debit Card Pin Mailers Part-III on NCR Paper with four colour Printing 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/Divisional Head (LS&ED), 3<sup>rd</sup> Floor, National Bank of Pakistan, Head Office, Karachi on Tender opening date i.e. 24.09-2013 up:11.00 Hours.

Sealed Tender(s) will be opened on same day i.e. 24.09.2013 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/INCHARGE (SSD)**



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT

HEAD OFFICE KARACHI

## TERMS & CONDITIONS

**TENDER NO. SSD/STY/HO/2013/11 TO BE OPENED ON. 24.09.2013**

## DESCRIPTION

**NATIONAL BANK OF PAKISTAN INTENDS TO ATM/DEBIT CARD PIN MAILERS PART-III ON NCR PAPER WITH FOUR COLOUR PRINTING, WHITE WINDOW ENVELOPS 04 COLOUR PRINTING, VARIOUS SIZE BROWN ENVELOPS ONE COLOUR PRINTING & AND DOLLOR CLIPER BALL PEN WITH PRINTING OF NBP LOGO ETC. 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 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 Executive Vice President/Divisional Head(LS&ED) 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 Seal & Signature of the authorized person.
8. At the opening date and time of the Tender an 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. **Sample of items must be reached in Stationery & Stores Department, on as before Tender Opening date.**
13. **The bank reserve the right to reject any one or all offers before purchase order.**

14. All offers should accompany a pay order equivalent to 3% of quoted amount.
15. Make and brand name of the items quoted should be mentioned along with price offered

**(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

**NATIONAL BANK OF PAKISTAN**  
**STATIONERY & STORE DEPARTEMENT**  
**HEAD OFFICE KARACHI**

**BILL OF QUANTITY**

<b>S. No.</b>	<b>Description</b>	<b>QTY</b>	<b>Unit Price Inclusive of GST</b>	<b>Total Amount inclusive all taxes</b>	<b>Brand and make of item quoted</b>
01	Description : NBP ATM Pin Mailer Size : 8" Width x 4" Depth Ply : 3Ply white NCR Paper 1 <sup>st</sup> Ply : 56 gsm NCR CB Printing : (1 Colour Texture Printing Front and 1 Colour on Back) 2 <sup>nd</sup> Ply : 80gsm CFB Printing : ( 4 Colours Printing on Front Only) 3 <sup>rd</sup> Ply : (4 Colour Printing On Front and 1 Colour on back)	150,000 Pieces			
02	Window Envelopes Size 11x5 best Quality white 75 Grams Paper with 4 Clour Printing of Bank's Name & Logo etc.	200,000 Pieces			
03	Envelopes Size 11x5 best Quality Brown Craft Paper of 68 Grams with Printing of Bank's Name & Logo in one colour.	200,000 Pieces			
04	Envelopes A-4 Size best Quality Brown Craft Paper of 120 Grams with Printing of Bank's Name & Logo in one colour.	200,000 Pieces			
05	Envelopes Legal Size 12x15 best Quality Brown Craft Paper of 120 Grams with Printing of Bank's Name & Logo in one colour.	200,000 Pieces			
06	Ball Pen Dollar Cliper with printing of Bank's Name & Logo in different colours. (10x20,000 Packets= 200,000 Pen Pieces)	20,000 Packets 10x20,000 = 200,000 Pieces			