



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE  
KARACHI

## TENDER NOTICE

**Tender # SSD/PTG/ 12/ 2013**

### **TENDER FOR PRINTING & SUPPLY OF BANKS STANDARD BOOKS AND FORMS**

Sealed Tenders are invited from Pre-qualified printers, to print and supply of Window Envelops & Statement of accounts.

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); Logistic & Engineering Group, at NBP, Buliding 3<sup>rd</sup> Floor, Head Office, Karachi on 24.09.2013 **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.

**(S.SAEEDUZ ZAFAR)**

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/ 12 /2013 TO BE OPENED ON. 24.09.2013**

### **DESCRIPTION**

#### **NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF BANKS STANDARD BOOKS & FORMS**

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 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.

**(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 BOOK INCLUSIVE ALL TAXES	TOTAL AMOUNT
01.	<b>B-50 (New) Vault Register</b> Size. 13 ¼"x 8 ¼" to be printed on 80 grams white imported Paper, or Equivalent both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding. Format & layout as per our specimen.	1,000 Register of 200 pages		
02.	<b>B-52 Cash Balance Book</b> Size. 13 ¼"x 8 ¼" to be printed on 80 grams white imported Paper, or Equivalent both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding. Format & layout as per our specimen.	1,000 Register of 200 pages		
03.	<b>B-59 CASHIER'S PAYMENT BOOK.</b> Size. 8 ¼" x 13 ¼" to be printed on 80 gram Imported white paper or Equivalent both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding. Format & layout as per our specimen.	1,000 Books of 200 folio		
04.	<b>B-60 CASHIER'S RECEIPT BOOK.</b> Size. 8 ¼" x 13 ¼" to be printed on 80 gram Imported white paper or Equivalent both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding. Format & layout as per our specimen.	1000 Books Of 200 Folios		
05.	<b>B-74 Demand Finance Register (Gold)</b> Size 9 ¾"x14 ¾" to be printed on 80 grams white imported Paper, or Equivalent both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding Format & Layout as per our specimen.	1,000 Books of 100 folio each		
06.	<b>F-15 RBV</b> Size: 7½ x 8½ printed on 70 gms. Imported white paper, or Equivalent 1 <sup>st</sup> leave in red and 2 <sup>nd</sup> leave in blue colour printing, duly automatic machine numbered pin to pin printing required bounded in pads craft paper on top and 08 oz. straw board on back. Format & layout as per our specimen.	5,000 Pads Of 100 Set Each Set Containing 02 Leaves		
07.	<b>F-51 Credit Voucher</b> Size 8" x 4.5" Printed on 80 gram Green Colour Imported Paper or Equivalent one side 01 colour printing, 08 oz straw board on back craft paper on top. Format & layout as per our specimen.	10,000 Pads Of 100 Leaves Each.		
08.	<b>F-74.</b> Size 7" 4.5" Printed on 75 Grams local paper both side two colour printing(One side English & one side Urdu) 08 oz straw board on back craft paper on top. Format & layout as per our specimen.	500 Pads of 100 leaves each		

Contd...P/2.

09.	<b>F-222 Demand Loan/Finance</b> Size 8 ¼" x 4.5" to be printed on 70 grams white imported paper or Equivalent both side one colour printing. Bound in pad craft paper on top and 08 OZ straw board on back. Format & layout as per our specimen.	500 Pads each pad containing 100 leaves		
10.	<b>F-353</b> Size 9 ¾" x 7" to be printed on 70 grams white imported paper or Equivalent both side one colour printing(English & Urdu), duly perforated in one place. Bound on pad craft paper on top and 08 OZ straw board on back. Format and layout as per our specimen.	100 Pads each pad containing 100 leaves		
11.	<b>Form "I"</b> Size 13 ¼" x 8 ¼"to be printed on 70 grams white imported paper or Equivalent both side one colour printing, duly machined numbered pin to pin printing, Bound in pad 08 OZ straw board on back and draft on top. Format and layout as per our specimen.	100 pads 04 lives in one set and 100 sets in each pad		
12.	<b>Form "M" _</b> Size 13 ¼" x 8 ¼"to be printed on 70 grams white imported paper or Equivalent one side one colour printing duly machined numbered, bound in pad 08 OZ straw board on back and draft on top. Format and layout as per our specimen	100 Pads each containing 100 leaves		
13.	<b>Voucher Cover.</b> Size 18" x 6" to be printed on AA 80 grams craft paper or Equivalent one side one colour printing 200 piece in each packed.	500 packets each pkt containing 200 leaves		

Signature & Seal of the  
Firm / Supplier