



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE
KARACHI

TENDER NOTICE

Tender # SSD/SD/----/Aug, 2013

TENDER FOR PRINTING & SUPPLY OF PERSONALIZED CHEQUE BOOKS OF DIFFERENT LEAVES

National Bank of Pakistan, intends to invite sealed Tender for bulk printing and supply of Personalized Cheque leaves on CBS-I security paper, marked with NBP Logo.

Well reputed Security Printing Presses in Pakistan having valid registration in Sales Tax/ Income Tax Departments as well as "No Objection Certificate Paper, issued by the Security Paper Mills OR Ministry of Trade and Commerce, Government of Pakistan for import of security paper can obtain the Tender Documents, consisting upon Bill of Quantity and laid down terms and conditions, on written request.

Tender Documents can be obtained from the office of Incharge, Stationery & Stores Department, Mehersons Estate Building, Talpur Road, Karachi against Non-Refundable tender fee Rs.1,000/= payable in shape of Payment Order/ Bank Draft in the name of National Bank of Pakistan, Head Office, Karachi on any working day, during office Hours but one day before opening date of the Tender.

Sealed "Envelope" marked ""Personalized cheques leaves" bearing quoted price inclusive all taxes levied by the Government of Pakistan, along-with CBS-I Security paper sample with 5% earnest money of the Tender value should be dropped in Tender Box on 27.08.2013 up-to 11:00 Hours in the office of the Executive Vice President/ Divisional Head (LS&ED) NBP. Building, 3rd floor, Head Office, Karachi.

The Tender will be opened by the Tender/Purchase Committee on the same day at 11:30a.m. in presence of the Participants, who would like to be presented.

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 following NBP and PPRA's websites.

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

(S.SAEEDUZ ZAFAR)
AVP/ INCHARGE (SSD)
Stationery & Stores Deptt;
Head Office,
Karachi



National Bank Of Pakistan
STATIONERY & STORES DEPARTMENT
LS&ED: HEAD OFFICE: KARACHI

Tender # SSD/SD/ /Aug, 2013

**PRINTING AND SUPPLY OF PERSONALIZED
CHEQUE BOOK OF DIFFERENT LEAVES**

TERMS AND CONDITIONS:

1. All those Security Printers, registered in Sales Tax + Income Tax Departments, having a valid/proven **“No Objection Certificate”** for import of Security Paper (CBSI), issued by the Security Paper Mills OR Ministry of Trade & Commerce, Government of Pakistan can participate in the Tender.
2. Quotations/Rates/Offer must be submitted together-with CBS-I Security paper sample, duly verified by the Government of Pakistan approved laboratory that the paper will be sensitized against 20 Chemicals, as per requirement of SBP.
3. Rates must be quoted inclusive all Taxes/costs/charges and its must remain valid for until supply of entire quantity or demand by the bank.
4. Rates once quoted cannot be taken back.
5. 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, if applicable.
6. Rates/Offer should be submitted in **“Sealed envelope”** and must be dropped in Tender Box placed in the office of Executive Vice President / Divisional Head, (LS&ED) 3rd floor, Head Office, Karachi latest by the given date and time, mentioned in our advertisement.
7. Earnest money of 5% of Tender value in-shape of Pay Order/ Bank Draft in bank’s name must received with the Tender. No Tender will be entertained without earnest money.
8. The Bank reserve the right to Postpone/reject the Tender without assigning the reasons OR accept the Tender either in whole or in-part OR Divide the job amongst more than one party.
9. Supply against order, must be started within 30 days from date of order on approved Security paper, containing required security features, extendable on negotiation.
10. Entire job must be completed within time agreed by the bank, failing which the bank reserve the right to cancel the order at any stage OR impose the suitable penalty on bill(s) OR forfeited the earnest money OR Security Deposit in Bank’s favour.
11. If the firm/printer found/involved indulging in any mall practice would be black listed and the bank reserve the right to forfeit earnest money and claim damages and losses from the defaulter firm.
12. Cutting/Over writing is not allowed, unless/until authenticated under proper seal & signature of the authorized person.
13. At the opening date and time of the Tender authorized representative of the firm can attend the meeting if desired.
14. Supply should strictly be made as per specifications of articles inclusive of all security features already mentioned in “Bill of quantity”, regarding articles and its packing etc.
15. Conditional Tender/offer will not be accepted to bank.
16. Personalized data will be made available on line and delivery made through on daily basis, as per arrangement mutually made by the bank and approved printer.

(S.SAEEDUZ ZAFAR)
AVP/ Incharge,
Stationery & Stores Department,
Head Office, Karachi

We thoroughly read/understand
the above referred Terms and
Conditions and accepted for compliance.

Signature & Seal of Printer



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT

HEAD OFFICE,

KARACHI.

BILL OF QUANTITY

S. #	DESCRIPTION	QTY IN LEAVE	PRICE PER 1000 LEAVES Exclusive GST	G.S.T.	Rate per 1000 leaves inclusive GST	Total Value
01	<u>Current/PLS Account Personalized cheque leaves.</u> Size 3x8 ½" to be printed on CBS-I Security Paper, sensitive against 20 chemicals as per SBP Specification with 04 colour printing, including additional Security features to be provided with Tender Documents or can see in our office on any working day.	20,000,000 approximately				
				Total: -		
				5% Earnest money		
				Grand Total: -		

Note:-

Original prices (excluding GST) will remain un-changed or it cannot be revised at any stage until/unless completion of entire order by the successful vender, when the additional Taxes, leaves etc. to be imposed by the Government of Pakistan by SRO's will be applicable for payment. Moreover, it will be sole discretionary power of the bank to discontinued the order at any stage and to invites a fresh tender, whatsoever.

Signature & Seal of the
Firm / Supplier