



# **National Bank of Pakistan**

**STATIONERY & STORES DEPARTMENT  
HEAD OFFICE  
KARACHI**

## **TENDER NOTICE**

### **NATIONAL BANK OF PAKISTAN INTENDS TO BULK PURCHASE OF VARIOUS STATIONERY ITEMS FROM BANK'S PRE-QUALIFIED STATIONERS/SUPPLIERS**

Sealed Tenders are invited from Bank's Pre-qualified Stationers/Suppliers for supply of Various Stationery items 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 Senior Vice President/Divisional Head (LS&ED), 3<sup>rd</sup> Floor, National Bank of Pakistan, Head Office, Karachi on Tender opening date i.e. 29.09.2011 up to 11:00 Hours.

Sealed Tender(s) will be opened on same day i.e. 29.09.2011 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.SAEED UZ ZAFAR)  
(AVP/INCHARGE (SSD))**



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE KARACHI

## TERMS & CONDITIONS

**TENDER NO. SSD/STY/HO/2011/09/ TO BE OPENED ON 26.09.2011.**

### **DESCRIPTION**

#### **NATIONAL BANK OF PAKISTAN INTENDS FOR PURCHASE VARIOUS STATIONERY ITEMS.**

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 favor 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 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 **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 signature of the authorized person.
8. At the opening date and time of the Tender on 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. Part payment will not be allowed.
13. Sample of items must be reached in Stationery & Stores Department, on or before Tender Opening date.
14. The Bank reserves the right to reject any one or all offers before issuance of purchase order.

**(S.SAEED UZ 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 & Stores Department  
Logistic Support & Security Wing  
Head Office, Karachi.

## BILL OF QUANTITY

S. No.	Description	Quantity	Unit Price Inclusive GST@16%	Total Amount (Inclusive all Taxes)
01.	<b>ATM Consumer Roll for NCR Machine</b> Size: 50mm X 18mm X 202mm (8" Diameter Roll) <b>Paper Quality:</b> Good quality standard grade thermal paper, <b>Printing:</b> 4 colour printing on Both side (Transaction and non-Transaction side) <b>Packing:</b> 10 Rolls in one box each roll should be packet in moister and dust free packing.	2000 Rolls		
02.	Computer Paper (size 9½X11) 70 grams imported 2000 sheets each Box plain	1000 Boxes		
03.	Photocopy Paper (size A-4, 80 grams imported) pure white of 500 sheets each packet, branded paper in genuine packing (5 packets each box)	5000 Packets		
04.	Photocopy Paper (legal size 80 grams imported) pure white of 500 sheets each packet, branded paper in genuine packing (5 packets each box) Paper Code-0345	5000 Packets		
05.	Print write ribbon (Epson LQ-2080)	300 Pieces		
06.	Staple pin Dollar (24X6) 6mm	10000 Packets		
07.	Lazar Table Stationery Set (8 Pieces)	20 Sets		
08.	USB (8-GB Kingston)	200 Pieces		

Signature & Seal of the  
Firm/Supplier