



STATIONERY & STORES WING
Logistic Support & Engineering Division
HEAD OFFICE
KARACHI

TENDER NOTICE

Tender # SSD/HO/PTG/2017

TENDER FOR PRINTING & SUPPLY OF
04 ITEMS OF BANK'S STANDARD FORMS

Sealed Tenders are invited from Pre-qualified Printing Presses registered in Sales Tax/Income Tax Departments (On active tax payers list (ATL) of FBR) having, to print and supply of 05 items of Bank's standard Forms.

Interested parties may obtain the Tender Documents having details of items together with Terms and Conditions and tender notice from the office of VP/ Wing Head, Stationery & Stores Wing, 1st 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 Support Group, at NBP, Building 3rd Floor, Head Office, Karachi on 06.03.2017 up-to 15.00 hours.

As per PPRA's Rules the Tender will be opened on same day at 15.30 p.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 VP/ Wing Head Stationery & Stores Wing, 1st Floor, Meher Sons Estate Building, Talpur Road, Karachi on Telephone No. 021-32416425, 021-32418657 Fax No.021-32425802.

VP/WING HEAD,
Stationery & Stores Wing
National Bank Of Pakistan
Head Office,
Karachi



National Bank of Pakistan

STATIONERY & STORES WING
HEAD OFFICE KARACHI

TERMS & CONDITIONS

TENDER NO. SSD/PTG/HO/2017 TO BE OPENED ON. 06.03.2017.

DESCRIPTION

NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF 04 ITEMS OF BANK'S STANDARD FORMS

1. The Pre-qualified Printers are eligible to participate in the Tender, who have Registered in Income Tax and Sales Tax Department, (On active tax payers list (ALT) of FBR) having valid/proven certificates and Registration Number.
2. Supply of above items must be reached within **20 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/ Divisional Head (LSS&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.**
- 13. Part payment will not be allowed to the printer.**
14. Conditional Offers/Quotations/Tenders not to be acceptable to the bank.

(Sher Muhammad)

VP/Wing Head

Stationery & Stores Wing,

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 WING

HEAD OFFICE,

KARACHI.

BILL OF QUANTITY

PRINTING & SUPPLY OF BANK'S STANDARD FORMS

S. No.	DESCRIPTION	QTY	Unit Price Inclusive Taxes	TOTAL AMOUNT
01.	<u>Account Opening Forms F-559 & Terms & Conditions for Customer Relationship Form Individual.</u> Size A-4 to be printed on 75 gram white imported I.K paper 07 leaves in each booklet both side 04 colour printing in English & Urdu pin binding and 13 leaves of terms & conditions booklet, both booklet pasted double adhesive tap. Total leave 20	140,000 booklet of 20 leaves.		
02.	<u>Account Opening Forms F-559 & Terms & Conditions for Customer Relationship Form Business/Government.</u> Size A-4 to be printed on 75 gram white imported I.K paper 09 leaves in each booklet both side 04 colour printing in English & Urdu, pin binding and 13 leaves of terms & conditions booklet, both booklet pasted double adhesive tape. Total leave 22	10,000 booklet of 22 leaves		
03.	<u>F-65 Specimen Signature Card.</u> Size 7" x 5 1/4" to be printed on 210 grams every card, both side 04 colour printing (English and Urdu).	1500 Packets each Pkt. 100 Cards		
04.	<u>First Cheque Book Requisition Slip.</u> Size 5 1/2" x 5 1/2" To be printed on 75 gram white imported I.K. paper one side 04 colour printing. Bound in pad 08 OZ Straw board on back and craft paper on top.	1,500 Pads of 100 leaves.		

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

Drawn on _____

Signature & Seal of the
Firm / Supplier