



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT

HEAD OFFICE KARACHI

TERMS & CONDITIONS

TENDER NO. SSD/STY/HO/2010/16 TO BE OPENED ON. 23.11.2011

DESCRIPTION

NATIONAL BANK OF PAKISTAN INTENDS TO PURCHASE DUPLICATING WHITE PAPER.

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 involved 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 Divisional Head(LS&ED) Office, 3rd 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 reserve 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 Tender Opening date.**

(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 & STORES DEPARTMENT
HEAD OFFICE,
KARACHI.

BILL OF QUANTITY

S. No.	DESCRIPTION	QTY	UNIT PRICE INCLUSIVE 17% GST	TOTAL AMOUNT (INCLUSIVE ALL TAXES)
1.	Duplicating Papers (80 Grams 8 ½ X 13 ½ Imported)(1K paper, one AA or equivalent containing 500 sheets in each packet)	3000 Packets.		
2.	Letter Heads with NBP insignia and name in four colour (80 Grams 8 ½ X 13 ½ Imported) (1K paper, one AA or equivalent containing 500 sheets in each packet)	1000 Packets.		

Signature & Seal of the
Firm / Supplier