



National Bank of Pakistan

**STATIONERY & STORES DEPARTMENT
HEAD OFFICE
KARACHI**

TENDER NOTICE

Tender # SSD/PTG/ 45 /2012

TENDER FOR PRINTING & SUPPLY OF BANK'S STANDARD BOOKS.

Sealed Tenders are invited from Pre-qualified printers, to print and supply of Bank's Standard Forms.

Interested party can obtain the Tender Documents having details of items together with Terms and Conditions from the office of Incharge, Stationery & Stores Department, 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 & Engineering Group, at NBP, Buliding 3rd Floor, Head Office, Karachi on 22.04.2012 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, 1st Floor, Meher Sons Estate Building, Talpur Road, Karachi on Telephone No. 021-32416425, 021-32418657 Fax No.021-32425802.

(SHER MUHAMMAD)
AVP/Incharge
Stationery & Stores Deptt;
National Bank Of Pakistan
Credit Management Group,
Head Office,
Karachi



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE KARACHI

TERMS & CONDITIONS

TENDER NO. SSD/PTG/HO/ 45 /2012 TO BE OPENED ON. 22.04.2012.

DESCRIPTION

NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF BANK'S STANDARD BOOKS.

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, 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)

AVP/Incharge

Stationery & Stores Department,
National Bank of Pakistan,
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	UNIT PRICE INCLUSIVE ALL TAXES	TOTAL AMOUNT
01.	<u>B-18 CHEQUE BOOK REGISTER.</u> Size. 13 ¼" x 8 ¼" to be printed on 80 gram flying / century paper 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 Pages.		
02.	<u>B-21 PROGRESSIVE BALANCE BOOK.</u> Size. 13 ¼" x 8 ¼" to be printed on 80 gram flying/century paper both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding. Format & layout as per our specimen.	300 Books Of 200 Folios.		
03.	<u>B-28 CALL DEPOSIT REGISTER.</u> Size. 13 ¼" x 8 ¼" to be printed on 80 gram flying/century paper both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding. Format & layout as per our specimen.	300 Books Of 100 Folios		
04.	<u>B-44 DRAFT PAID EX-ADVISE REGISTER.</u> Size. 13 ¼" x 8 ¼" to be printed on 80 gram flying/century paper both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding. Format & layout as per our specimen.	500 Books Of 100 Folios		
05.	<u>B-60 CASHIER'S RECEIPT BOOK.</u> Size. 8 ¼" x 13 ¼" to be printed on 80 gram flying/century paper 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		
06.	<u>B-80 INSURANCE POLICY REGISTER.</u> Size. 8 ¼" x 13 ¼" to be printed on 80 gram flying/century paper both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding. Format & layout as per our specimen.	200 Books Of 200 Pages		
07.	<u>B-99 POSTAGE BOOK.</u> Size 16 ¼" x 13 ¼" to be printed on 80 gram white imported paper 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 Pages		

08.	<u>B-110 STAMPED AND UN-STAMPED FORMS REGISTER.</u> Size. 13 ¼" x 8 ¼" to be printed on 80 gram flying / century paper both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding. Format & layout as per our specimen.	300 Books of 200 Pages.		
09.	<u>B-125 GUARANTEES ISSUED REGISTER.</u> Size. 14 ½" x 9 ¾" to be printed on 80 gram flying / century paper both side two colour printing, duly ruled bond with 32 OZ straw board with leather binding. Format & layout as per our specimen.	200 Books of 200 Folios.		

Signature & Seal of the
Firm / Supplier