



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE
KARACHI

TENDER NOTICE

Tender # SSD/PTG/ 11 / AUG/ 2011

TENDER FOR PRINTING & SUPPLY 2,200 SIGNATURE BOOKLET-2012 (EXECUTIVES/ OFFICERS OF THE BANK).

Sealed Tenders are invited from Pre-qualified printers, for printing and supply of 2,200 Signature Booklet of Bank's Officers and Executives.

Interested party can obtain the Tender Documents having details 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 of 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% earnest money of entire value of the Tender offer should be attached with the Tender and its must be dropped in the Tender box placed in the office of Senior Vice President/ Divisional Head, (LS&ED) 3rd floor Head Office, Karachi on 07.09.2011 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 Mr. S.Saeeduz Zafar, AVP/Incharge, Stationery & Stores Department 1st floor, Meher Sons Estate Building, Talpur Road, Karachi on telephone No. 021-32416425 ,021-32418610 Fax No. 021-32425802.

**(S.SAEEDUZ ZAFAR)
AVP/ INCHARGE (SSD)**



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE KARACHI

TERMS & CONDITIONS

TENDER NO. SSD/PTG/HO/ 11 /AUG/2011 TO BE OPENED ON. 07.09.2011.

DESCRIPTION

NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY SIGNATURE BOOKLET OF THE BANK EXECUTIVES/OFFICERS.

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 **60 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.

(S.Saeeduz Zafar)

AVP/Incharge

Stationery & Stores Department,
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	PRICE PER Book INCLUSIVE ALL TAXES	TOTAL AMOUNT
01.	<u>Signature Booklet of the Executives/ Officers</u> Size. 7" x 9 1/2" to be printed on 80 grams High quality imported white paper both sides Four colour printing,, 32 OZ Straw Bound binding with foil printing, as per our Sample which can be seen in the Chamber of Assistant Vice President Stationery & Stores Department.	2,200 Booklet containing 360/370 Pages (More or less). Each book will be contain on two parts one part will contain on Index approximately 35 leaves printing on both sides in 04 colour other part will contain on signatures approximately 150 leaves each leaves containing 42 signatures		

Signature & Seal of the Firm / Supplier



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE
KARACHI

TENDER NOTICE

Tender # SSD/PTG/ 10/AUG, 2011

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

Sealed Tenders are invited from Pre-qualified printers, to print and supply of Bank's Standard Books and 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); Credit Management Group, at NBP, Buliding 3rd Floor, Head Office, Karachi on 07.09.2011 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, 021-32418610 Fax No.021-32425802.

(S.SAEEDUZ ZAFAR)
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/10/AUG/2011 TO BE OPENED ON. 07.09.2011.

DESCRIPTION

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

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.

(S.SAEEDUZ ZAFAR)

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.	B-50 (New) Vault Register Size. 13 ¼"x 8 ¼" to be printed on 80 grams 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.	1,000 Register of 200 pages		
02.	B-52 Cash Balance Book Size. 13 ¼"x 8 ¼" to be printed on 80 grams 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.	1,000 Register of 200 pages		
03.	F-65 Specimen Signature Card. Size 3" x 5" to be printed on 210 grams superior quality card, both side 04 colour printing (English and Urdu).	1000 Packets each Pkt. 100 Cards		
04.	F117(Revised) Remittance/Fund Transfer Application. Size 13" x 8 ¼" to be printed on 70 grams white imported paper front side 04 colour and back one colour printing bound in pad craft paper on top and 12 OZ straw board on back. Format & layout as per our specimen.	2000 Pads each pad 100 leaves		
05.	F-138 Cash Denomination Slip Size 6.5"x 2" to be printed on 70 grams white imported paper One side two colour printing bound in pad craft paper on top and 12 OZ straw board on back. Format & layout as per our specimen.	10000 Pads each pad 100 leave 50 Pads packed in Craft paper		
06.	F-222 Demand Loan/Finance Size 8 ¼" x 4.5" to be printed on 70 grams white imported paper both side one colour printing. Bound in pad craft paper on top and 12 OZ straw board on back. Format & layout as per our specimen.	200 Pads each pad 100 leaves		
07.	F-275 S.C Covering letter: - Size 9"x7" to be printed on 70 grams white imported paper one side one colour printing, bound in pad craft paper on top and 12 OZ straw board on back. Format & Layout as per our specimen.	2000 Pads each pad containing 100 leaves		
08.	Passport Challan (Urgent) Size 8.25" x 13.25" Printed on 70 gram Imported green Paper one side 01 colour printing, duly perforated on 02 placed, 08 oz straw board on back craft paper on top. Format & layout as per our specimen.	1000 pads of 100 leaves each		
09.	EOBI Pension Payment Voucher Size 5 ½" x 4 ½" to be printed on 50 grams NCR white and Yellow paper one side one colour printing duly serially machine numbered bound in pad craft paper on top & 08 OZ straw board on back format & layout as per our specimen	5000 Pads each pad 100 sets each set 02 leaves		

Signature & Seal of the Firm / Supplier