



# **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 Executive Vice President/Divisional Head (LS&ED), 3<sup>rd</sup> Floor, National Bank of Pakistan, Head Office, Karachi on Tender opening date i.e. 04.12-2013 up:11.00 Hours.

Sealed Tender(s) will be opened on same day i.e. 04.12.2013 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.SAEEDUZ-ZAFAR)  
AVP/INCHARGE (SSD)**



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT

HEAD OFFICE KARACHI

## TERMS & CONDITIONS

**TENDER NO. SSD/STY/16/2013/ TO BE OPENED ON. 04.12.2013**

## DESCRIPTION

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

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 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 Executive Vice President/Divisional Head(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 Seal & Signature of the authorized person.
8. At the opening date and time of the Tender an 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. **Sample of items must be reached in Stationery & Stores Department, on as before Tender Opening date.**
13. **The bank reserve the right to reject any one or all offers before purchase order.**

14. All offers should accompany a pay order equivalent to 3% of quoted amount.
15. Make and brand name of the items quoted should be mentioned along with price offered.

**(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 & STORE DEPARTEMENT**  
**HEAD OFFICE KARACHI**

**BILL OF QUANTITY**

<b>S. No.</b>	<b>Description</b>	<b>QTY</b>	<b>Unit Price Inclusive of GST</b>	<b>Total Amount inclusive all taxes</b>	<b>Brand and make of item quoted</b>
1	Alba Ring File	2000 Pieces			
2	KCR Carbon Box	200 Packets			
3	Calculator 14 Digits	100 Pieces			
4	Computer CD 700 MB 10 (Sony)	300 Packets			
5	Computer CD RW/5 (Sony)	150 Packets			
6	Computer Paper 11x15 (2000 sheets, 70 grams imported) or equivalent	2000 Boxes			
7	Duster White Cotton (24x24)	2400 Pieces			
8	Envelop 11x5 (Craft Paper 120 grams)	150000 Pieces			
9	Envelop 11x5 Window (70 grams imported paper)	100000 Pieces			
10	Envelop A-4 size (Craft Paper 120 grams)	100000 Pieces			
11	Envelop 12x15 size (Craft Paper 120 grams)	100000 Pieces			
12	Envelop Window 9x4 (70 grams imported) or equivalent	150000 Pieces			
13	File Board (Gata)	2000 Pieces			
14	File Cover (Bank's name and Bank's logo) 380 grams sheet best quality 4 colour printing	25000 Pieces			
15	Fokker Steel	100 Pieces			
16	Gum Stick UHU, 22 grams	2000 Pieces			
17	Highlighter (Doller) or equivalent	1500 Pieces			
18	Ink for Stamp Pad	1000 Pieces			
19	LQ Ribbon 2090 (Epson) original	200 Pieces			
20	Marker Red, Black, Blue 90 Dollar	1000 Pieces			
21	Paper Large (80 grams imported) or equivalent 500 Sheet per Rim 5 Packet in each box	5000 Packets			
22	Paper Pin 5 Rim in each Box	1000 Packets			
23	Paper Size A-4 (80 grams imported) or equivalent 500 Sheet per Rim 5 Packet in each box	5000 Packets			
24	Pelikan Rubber AL-30 5 Ream in Each Box	1000 Pieces			
25	Pencil with Rubber Dollor Original	500 Packets			
26	Pin Remover	500 Pieces			
27	Plastic Folder A-4 Size	500 Packets			

28	Plastic Folder Large size	500 Packets			
29	Punching Machine-912 (Tri-o) or equivalent	500 Pieces			
30	PVC Cobra File (3" steel clip)	2500 Pieces			
31					
32	PVC Set Separator	2000 Sets			
33	PVC Tape 3" (20 meters)	500 Rolls			
34	Signature Pen (Signo) or equivalent	500 Packets			
35	Sponch Bowl	100 Pieces			
36	Squash Tap 1" (20 meters)	1000 Pieces			
37	Stamp Pad (Lancer) or equivalent	1000 Pieces			
38	Staple Machine (Medium) best quality	500 Pieces			
39	Staple Pin 24/6	10000 Packets			
40	Table Stationery Set (8-Piece)	50 Sets			
41	Top Transparent File A-4 Size	2000 Pieces			
42	Top Transparent File Large	2000 Pieces			
43	USB 4-GB	500 Pieces			
44	USB 8-GB	500 Pieces			