



**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 Senior Vice President/Divisional Head (LS&ED), 3rd Floor, National Bank of Pakistan, Head Office, Karachi on Tender opening date i.e. 07-01-2013 up:11.00 Hours.

Sealed Tender(s) will be opened on same day i.e. 07.01.2013 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/HO/2012/36 TO BE OPENED ON. 07.01.2013

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 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. **Sample of items must be reached in Stationery & Stores Department, on Tender Opening date.**
13. **The bank reserve the right to reject any one or all offers before of purchase order.**
14. **All offers should accompany a pay order equilent to to 3% of quotation 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.

NATIONAL BANK OF PAKISTAN
STATIONERY & STORE DEPARTEMENT
HEAD OFFICE KARACHI

BILL OF QUANTITY

S. No.	Description	QTY	Unit Price Inclusive of GST	Total Amount inclusive all taxes	Brand and make of item quoted
01	Cobra Files PVC Large	6000 Files			
02	Envelops large (Size 12x16) Craft Paper 67 gr. With Printing of Name & Bank Logo	100000 Pieces			
03	Envelops A4 (Size 12x10) Craft Paper 67 gr. With Printing of Name & Bank Logo	100000 Pieces			
04	Transparent File Folder (A-4 Size)	1000 Packets			
05	Epson LQ Ribbon 2090 Original	500 Pieces			
06	Masking Tape (Size 3/4") (Best Quality)	6000 Pieces			
07	Pencil Ordinary (Best Quality)	1000 Pieces			
08	Legal Size (8½ x 13½) Branded Photocopy Paper 80 Grams brilliant White in Genuine imported Packing of 500 Sheets in each Packet(05 Packet in one Box)	5000 Packets			
09	A-4 Size Branded Photocopy Paper 80 Grams brilliant White in Genuine imported Packing of 500 Sheets in each Packet(05 Packet in one Box)	5000 Pieces			
10	Paper Pin (Weight:)	1000 Packets			
11	Staple Pin 24/6 Dolor or Equivalent	10000 Packets			
12	Staple Pin 23/17 only Dolor or Equivalent	2000 Pieces			
13	Signature Pen (Signo) 12 each in Packet	200 Packet			
14	Envelops (Size 9x4) Craft Paper 67 gr. With Printing of Name & Bank Logo	20,000 Packets			
15	File Board Hard (Best Quality)	5000 Piece			
16	Folding Clip 32mm	200 Packet			
17	Pronti Slip 3x3"	500 Packet			

Signature & Seal of the
Firm / Supplier