



National Bank of Pakistan

**STATIONERY & STORES DEPARTMENT
HEAD OFFICE
KARACHI**

TENDER NOTICE

Tender # SSD/PTG/2014

TENDER FOR PRINTING & SUPPLY ATM WINDOW ENVELOPS AND ADDRESS MAILER.

Sealed Tenders are invited from Pre-qualified printers, for printing and supply of 350,000 ATM Envelops and 350,000 Address mailers.

Interested parties may 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 it 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 16.12.2014 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 details please contact Mr. Sher Muhammad, VP/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)
VP/ INCHARGE (SSD)**



National Bank of Pakistan

STATIONERY & STORES DEPARTMENT
HEAD OFFICE KARACHI

TERMS & CONDITIONS

TENDER NO. SSD/PTG/HO/2014 TO BE OPENED ON. 16.12.2014.

DESCRIPTION

NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY ATM WINDOW ENVELOPS & ADDRESS MAILER.

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 **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 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)

VP/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 1000 Envelops INCLUSIVE ALL TAXES	TOTAL AMOUNT
01.	Window Envelops Window Envelops size 5" x 9.5" with gum pasted flap to be printed on 200 grams mate finish paper with 04 colour printing. As per our specimen	350,000 envelops		
02.	Address Mailer. Size 21cm x 29.5 cm to be printed on 200 gram Mate finish paper best quality with one side 04 colour printing.	350,000 Address Mailer		
			Total: -	
			3% Earnest Money	

Payment Order No. _____ dated. _____ for Rs. _____

Drawn on _____

1. Design, window and other matter should be approved by the Vice President/ Wing Head Card Management Wing, NBP. Head Office, Karachi.
2. Envelop should be supplied in Boxes containing 1,000 envelopes in each box.
3. Address mailer to be supplied in Packets each Packet containing 1,000 sheets.

Signature & Seal of the
Firm / Supplier