



# **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 the details mentioned in the bill of quantity.

Pre-qualified stationers can obtain the Tender Documents, consisting 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 (LS&SW), 7<sup>th</sup> Floor, National Bank of Pakistan, Head Office, Karachi on Tender opening date i.e. 20.01.2009 up-to 11:00 Hours.

Sealed Tender(s) will be opened on same day i.e. 20.01.2009 at 11:30 a.m. by the Tender Purchase Committee.

For more details please contact to **Mr. S. Saeeduz Zafar, Incharge, Stationery & Stores Department, National Bank of Pakistan, Meharsons Estate Building, Talpur Road, Karachi** on following Telephone Numbers 021-2418610, 2416425, 2418657 or Fax No.021-2425802.

**(AGHA ASADULLAH)**  
**Executive Vice President**  
**Operations Group,**  
**Head Office,**  
**Karachi.**



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT

HEAD OFFICE

KARACHI

## TERMS & CONDITIONS

TENDER NO. SSD/STY/HO/2008/22 TO BE OPENED ON 20.01.2009

### NATIONAL BANK OF PAKISTAN INTENDS FOR BULK PURCHASE OF VARIOUS STATIONERY ITEMS

01. 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.
02. 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.
03. Rates once quoted can not be taken back. The rates should be inclusive of all Taxes and leaves of the Government of Pakistan.
04. 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.
05. Rates/Offer should be submitted in Sealed envelope and must be dropped in Tender Box at Executive Vice President (LS&SW) Office, 7<sup>th</sup> floor, Head Office, Karachi latest by the given date and time, mentioned in our advertisement.
06. 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.
07. Cutting/Over writing are not allowed, unless/until authenticated under proper signature of the authorized person.
08. At the opening time of the Tender on date, authorized representative of the firm can attend the meeting if desired.
09. 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.**

**(S.SAEEDUZ ZAFAR)**

INCHARGE (SSD)

NBP Stationery & Stores Department

HO. Karachi

We thoroughly read/understand  
the above referred Terms and  
Conditions and accepted.

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Signature & Seal of Firm/Supplier



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT

HEAD OFFICE, KARACHI.

## BILL OF QUANTITY

S. NO.	DESCRIPTION	QTY	UNIT PRICE INCLUSIVE 16% GST	TOTAL AMOUNT (INCLUSIVE ALL TAXES)
01.	Ball Pen Dollar clipper with printing of Bank's Name and insignia.(10 Piece in each Packet)	4000 Packets		
02.	Computer CD (Re-writable) (Sony) 10 Pieces in each Packet or equivalent	500 Packets		
03.	Computer CD (Writable) (Sony) 10 Pieces in each Packet or equivalent	500 Packets		
04.	Computer Paper Plain size 11x15 68 gram high bright century (2000 sheets in each box.	1000 Box		
05.	Duster 12x24 Yellow Best quality	500 Dozen		
06.	Envelop 11x5" Craft paper on 80 gram (Brown) with printing of Bank's name & insignia	250,000 Nos.		
07.	Envelop 9x4" Craft paper on 80 gram (Brown) with printing of Bank's Name & Insignia	250,000 Nos.		
08.	Fax Roll 30 meter (Panasonic) or equivalent	500 Pieces		
09.	Masking Tap 1" length 50 meter.	2000 Pieces		
10.	Pronoti Slip size 2x3 (12 piece in each Packet)	200 Packets		
11.	Punching Machine 912 KW/Trio or equivalent	500 Pieces		
12.	Signature Pen Original Pilot G-I Grip (12 Pieces in each Packet)	600 Packets		
13.	Staple Pin 23/17 Kw-TriO or equivalent	500 Packets		
14.	USB Flash Memory 2 GB Original Kingston	250 Pieces		
15.	USB Flash Memory 4 GB Original Kingston	100 Pieces		
16.	PVC Four Flag Clip file (Dak) Folder	100 Pieces		
17.	File Board (Best quality)	100 Pieces		

Signature & Seal of the  
Firm / Supplier