



# National Bank of Pakistan

STATIONERY & STORES DEPARTMENT  
HEAD OFFICE  
KARACHI

## TENDER NOTICE

**Tender # SSD/PTG/ 19/January 2012**

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

Sealed Tenders are invited from Pre-qualified printers, to print and supply of Bank's Standard 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, 1<sup>st</sup> 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 3<sup>rd</sup> Floor, Head Office, Karachi on 26.01.2012 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, 1<sup>st</sup> Floor, Meher Sons Estate Building, Talpur Road, Karachi on Telephone No. 021-32416425, 021-32418610 Fax No.021-32425802.

**(SHER MUHAMMAD)**  
**Acting/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/19/Jan/2012 TO BE OPENED ON. 26.01.2012.**

### **DESCRIPTION**

#### **NATIONAL BANK OF PAKISTAN INTENDS TO PRINT & SUPPLY OF BANK'S STANDARD 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, 3<sup>rd</sup> 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)**

**Acting/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><u>F-50 DEBIT VOUCHERS.</u></b> Size 8 ¾ x 4 ½” to be printed on 80” gram white imported paper one side one colour printing, bound in pad craft paper on top and 08 OZ straw board on back. Format & Layout as per our specimen.	10000 Pad (100 forms in each pad).		
02.	<b><u>F-307 (SSD/F-7).</u></b> Size 13” x 8 ½” to be printed on 63 grams century carbon quoted paper original to quadruplicate one side one colour printing and quintuplicate two side one colour printing, bound in pade craft paper on top and 08 OZ straw board on back. Format & layout as per our specimen.	500 Pads each pad containing 25 sets & each set containing 05 leaves		
03.	<b><u>F-307 (SSD/F-8).</u></b> Size 13” x 8 ½” to be printed on 63 grams century carbon quoted paper original to quadruplicate one side one colour printing and quintuplicate two side one colour printing, bound in pade craft paper on top and 08 OZ straw board on back. Format & layout as per our specimen.	500 Pads each pad containing 25 sets & each set containing 05 leaves		
04.	<b><u>F-17-A (Revised) TELEGRAPHIC TRANSACTION.</u></b> Size 8 ½” x 7 ¼” to be printed on 70 grams offsets paper one side one colour printing, bound in pad craft paper on top & 08 OZ straw board on back. Format & Layout as per our specimen.	500 pads each pad containing 100 leaves.		
05.	<b><u>ATM APPLICATION FORM.</u></b> Size 11 ½” x 8 ¾” to be printed in 135 gram mat finish paper both side four colour printing, fold in two place. Format & layout as per our specimen.	200,000 forms & 50 forms in each box.		
06.	<b><u>EOBI (Pension Payment Voucher) Type-A</u></b> Size 5 ½” x 4 ¼” to be printed on 63 grams NCR imported paper one side one colour printing duly machine numbered. Format & layout as per our specimen.	2,000 pad 100 sets in each pad 7 each set containing 02 leaves		
07.	<b><u>TERMS &amp; CONDITION OF GOVT; A/C OPENING &amp; MAINTENANCE.</u></b> Size A-4 to be printed on 75 grams white imported paper 16 pages in English and 16 pages in Urdu total 32 pages. Title cover, 260 grams Art Card with 04 colour printing.	250,000 Booklets each booklet 32 pages.		

Signature & Seal of the  
Firm / Supplier