



KARAKURAM COOPERATIVE BANK LIMITED

ECB/821/2025 (Administration Department)

Date: 17/2/25 TENDER NOTICE

TENDER FOR PRINTING & SUPPLY OF VARIOUS ITEMS OF STATIONARY


Karakoram Cooperative Bank invites sealed bids from registered firms/general order supplier/companies having office in Gilgit and registered with income Tax and sales tax Departments for supply of stationery items. "No Objection Certificates" the Government of Pakistan under PPRA Rules 2017 on "Single Stage-One Envelops Bidding Process" on following terms and conditions.

S/#	Description	Earnest Money	Cost of NIT	Starting date of sale of NIT	Last date of tender receiving by registered post/courier	Date of opening of technical bid
1	Account Opening Form Pad	2%	Rs.3000	17/02/25	04/03/25 11: 00AM	04/03/25 11:30AM
2	Envelope Small					
3	Envelope Medium					
4	Envelope Large/Full Size					
5	File Cover					
6	Letter Pad Medium					
7	Staff Salary Advance Scheme form					
8	Pay-in-Slip PLS A/C					
9	R/F Agreement Form					
10	Specimen Signature Card					
11	Drafting pad small 20 pages					

TERMS AND CONDITIONS:

1. The invitation is open to all manufactures, their authorized suppliers and general order suppliers, who are having at least 03 years of experience in supply of stationery items to the Govt. offices or Govt.Undertaking Organization, etc.
2. Rates mentioned in the quotation, if accepted, shall remain the same during the currency of rate contract for a period of one year and no requests for any increase in the rates will be entertained during the contract period. No advance payment will be made.
3. The KCBL Bank will not accept any duplicate/substandard items. If the supplier is not able to supply the items as per make/sample, appropriate action may be taken against the firm.
4. The firm should be a position to supply Stationery items even at a short notice of one day and on holidays/Saturday/Sunday also.
5. If the supplied items are found defective, the same should be replaced within a period of 2 days.
6. Rates /offer should be submitted in "Sealed Envelope" through courier or in person and must be dropped in Tender Box placed in the office of Admin Department, for general communication email to majid.hameed@kcb.com Head Office Gilgit latest by the given date and time, mentioned in our advertisement.
7. Earnest money of 2% of tender value in-shape of CDR. No tender will be entertained without earnest money.
8. The Bank reserve the right to postpone/reject the Tender without assigning the reasons OR accept the tender either in whole or in-part OR divide the amongst more than one party.
9. Entire job must be completed within time agreed by the Bank, failing which the bank reserve the right to cancel the order at any stage OR impose the suitable penalty as agreement clause.

10. If the firms/printer found/involved including in any mall practice would be black listed and the bank reserve the right to forfeit earnest money and claim damages and losses from the defaulter firm.
11. Cutting/over writing is not allowed, on any official document. Unless/until authenticated under proper seal and signature of authorized person.
12. At the opening date and time of the Tender authorized representative of the firm can attend the meeting if desired.
13. Supply should strictly be made as per specifications of articles inclusive of all security features already mentioned in "Bill of Quantity" regarding articles and its packing etc.
14. Conditional Tender/offer will not be accepted to bank.
15. Valid NTN/GST Registration Certificated required with the bid.
16. Blacklisted firms/companies/suppliers/distributers/contractors/Bidders are prohibited participation. All bidders shall furnish an affidavit/certificate that they are neither blacklisted nor in conflict with Government anywhere in territory of the state of the GB, Federally Administrated Areas or Islamic Republic of Pakistan.
17. Technical Bids will open in the presence of tender opening committee and financial bids will be opened in presence of the bidder/authorized representatives on the given date.
18. KCBL authorities may reject all bids or proposal at any time prior to the acceptance of a bid or proposal.
19. Incomplete/Conditional bid bearing cutting/over writing without authentication will not be considered.


Senior Manager Administration
KCBL Head office
Jutial, Gilgit.
Phone; 05811-457523