

BAJK/HO/HRMD/2019/ 7017

December 10, 2019

M/s. Faisal Traders,  
Sult No 08, 1<sup>st</sup> Floor,  
Al Qamar Centre, 26 Kabir Street,  
Urdu Bazar, Lahore

Work Order for Printing & Supply of Office Stationary

Dear Sir

This is with reference to the tender submitted by you for captioned work. Based on these, we are pleased to award you "Printing & Supply of Office Stationary" work at total cost of Rs. 3,601,000/- with all items mentioned in Tender Documents, inclusive of taxes and duties applicable in AJK/Pakistan with all terms and conditions:

S.NO.	ITEM NAME	Qty	Rate	Amount
1	LOCKER RENT REGISTER	10	314.64	3,146.40
2	FURNITURE AND FIXTURE REGISTER	25	314.64	7,866.00
3	CASH ORDER REGISTER	20	314.64	6,292.80
4	CALL DEPOSIT REGISTER	10	314.64	3,146.40
5	DD ISSUANCE REGISTER	20	314.64	6,292.80
6	SUBSIDERIES	100	314.64	31,464.00
7	ZAKAT REGISTER	10	314.64	3,146.40
8	ACCOUNT OPENING & CLOSED REGISTER	10	314.64	3,146.40
9	TRANSFER REGISTER	100	314.64	31,464.00
10	GOLD FINANCE REGISTER	25	314.64	7,866.00
11	DEMAND FINANCE LEDGER	100	314.64	31,464.00
12	RUNNING FINANCE LEDGER	20	314.64	6,292.80
13	CHEQUE RETURN REGISTER	15	314.64	4,719.60
14	RECVING CASHIER BOOK	200	314.64	62,928.00
15	PAYING CASHIER	200	314.64	62,928.00
16	LETTER DESPATCH REGISTER	20	314.64	6,292.80
17	LETTER RECEIPT REGISTER	20	314.64	6,292.80
18	SAFE IN SAFE OUT REGISTER(CAD)	20	314.64	6,292.80
19	SAVING LEDGER	100	699.66	69,966.00
20	CURRENT LEDGER	100	699.66	69,966.00
21	GENERAL LEDGER	10	699.66	6,996.60
22	DEBIT TRANSFER VOUCHER	3,000	89.01	267,030.00
23	CREDIT TRANSFER VOUCHER	3,000	89.01	267,030.00
24	CREDIT CASH VOUCHER	1,000	49.68	49,680.00
25	DEBIT CASH VOUCHER	1,000	49.68	49,680.00
26	SCHEDULE FOR BILL COLLECTION	1,000	57.96	57,960.00
27	DEBIT SUPLIMENTRY	150	6.21	931.50
28	CREDIT SUPLIMENTRY	150	57.27	8,590.50
29	LETTER OF THANKS TO CLIENT	500	111.23	55,614.00
30	CHEQUE BOOK REQUISITION	500	57.96	28,980.00
31	OBJECTION MEMO	100	57.96	5,796.00
32	CASH BALANCE BOOK	200	207.00	41,400.00



33	BALANCE CONFIRMATION	1,000	106.12	106,122.00
34	CREDIT ADIVCE	2,000	113.85	227,700.00
35	REMITTANCE FORMS	1,000	171.12	171,120.00
36	ACCOUNT OPENING FORMS	10,000	6.21	62,100.00
37	SPECIMEN SIGNATURE CARDS	10,000	4.54	45,402.00
38	LETTER HEADS HEAD OFFICE	500	238.40	119,197.50
39	LETTER HEADS BRANCHES	500	238.40	119,197.50
40	DEPOSIT SLIPS	5,000	162.43	812,130.00
41	FILE COVERS	5,000	27.14	135,723.00
42	FILE FOLDER	3,000	24.15	72,450.00
43	VOUCHER COVERS	10,000	8.28	82,800.00
44	ENVELOPS (FILE SIZE)	1,000	9.66	9,660.00
45	ENVELOPS (A-4)	5,000	7.25	36,225.00
46	EVNELOPS (LARGE)	5,000	4.83	24,150.00
47	ENVELOPE SMALL (9x4)	10,000	3.04	30,360.00
48	WINDOW ENVELOPS (9x4)	80,000	3.45	276,000.00
	TOTAL			3,601,000.00


**Penalty:**

In case of failure of completion of work within given time, a penalty @ Rs. 1,000 for each day of delay will be imposed.

**Mode of Payment:**

100% of the total amount for the supply of Stationary Items will be released within 15 days of Invoice submission by the vendor.

Please sign and return the duplicate of this work order in acceptance of above terms and conditions and rates.

  
Manager Establishment

Accepted By

M/s. Faisal Traders Lahore