

M/s. Basharat Offset Printing Press,
Old Court Road, Near City Police Station,
Muzaffarabad, AJK

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. 3,623,330/- 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	ITEMS CODE	Colour/ Numbering	Register/ Pad	Qty	Unit Price	Total
1	DD PAYABLE REGISTER	BAJK-29	W/No. 1 C	Reg. 200 Pages	20	270/-	5,400/-
2	LOCKER ACCESS REGISTER	BAJK-31	W/No. 1 C	Reg. 200 Pages	10	270/-	2,700/-
3	SUBSIDERIES	BAJK-34	W/No. 1 C	Reg. 200 Pages	100	270/-	27,000/-
4	TRANSFER REGISTER	BAJK-38	W/No. 1 C	Reg. 200 Pages	100	270/-	27,000/-
5	PLS TDR REGISTER	BAJK-46	W/No. 1 C	Reg. 200 Pages	20	270/-	5,400/-
6	RECVING CASHIER BOOK	BAJK-51	W/No. 1 C	Reg. 200 Pages	150	270/-	40,500/-
7	PAYING CASHIER BOOK	BAJK-52	W/No. 1 C	Reg. 200 Pages	100	270/-	27,000/-
8	LETTER DESPATCH REGISTER	BAJK-53	W/No. 1 C	Reg. 200 Pages	100	270/-	27,000/-
9	LETTER RECEIPT REGISTER	BAJK-54	W/No. 1 C	Reg. 200 Pages	80	270/-	21,600/-
10	CURRENT LEDGER	BAJK-102	W/No. 1 C	Ledg. 250 Pages	50	599/-	29,950/-
11	GENERAL LEDGER	BAJK-103	W/No. 1 C	Ledg. 250 Pages	20	599/-	11,980/-
12	DEBIT TRANSFER VOUCHER	F-02	1 C	Pad	5,000	44/-	220,000/-
13	CREDIT TRANSFER VOUCHER	F-03	1 C	Pad	5,000	44/-	220,000/-
14	CREDIT CASH VOUCHER	F-04	1 C	Pad	2,000	34/-	68,000/-
15	DEBIT CASH VOUCHER	F-05	1 C	Pad	2,000	34/-	68,000/-
16	DEBIT SUPLIMENTRY	F-09	1 C	Pad	300	69/-	20,700/-
17	CREDIT SUPLIMENTRY	F-10	1 C	Pad	300	69/-	20,700/-
18	TDR APPLICATION FORM	F-14	1 C	Pad	100	105/-	10,500/-
19	LETTER OF THANKS TO CLIENT	F-15	1 C	Pad	100	105/-	10,500/-
20	CASH POSITION MEMO	F-19	1 C	Pad	200	30/-	6,000/-

21	ACCOUNT OPENING FORMS	1 C	Forms	25,000	6.6/-	1,65,000/-
22	SPECIMEN SIGNATURE CARDS	1 C	Card	25,000	2.9/-	72,500/-
23	LETTER HEADS BRANCHES	4 color	Pad	300	260/-	78,000/-
24	DEPOSIT SLIPS		Pad	10,000	155/-	1,550,000/-
25	VOUCHER COVERS	1 color	Voucher	20,000	5/-	100,000/-
26	ENVELOPS (FILE SIZE)	4 color	Envelop	8,000	16.5/-	132,000/-
27	ENVELOPS (A-4)	4 color	Envelop	15,000	7.9/-	118,500/-
28	EVNELOPS (LARGE)	4 color	Envelop	20,000	5.7/-	114,000/-
29	ENVELOPE SMALL (9x4)	4 color	Envelop	40,000	3.6/-	144,000/-
30	WINDOW ENVELOPS (9x4)	4 color	Envelop	80,000	4.1/-	328,000/-
	TOTAL AMOUNT					3,623,330/-


Penalty:

In case of failure of completion of work within given time, a penalty @ Rs. 3,000 for each day of delay will be imposed.

Mode of Payment:

100% of the total amount for the supply of 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. Basharat Offset Printing Press,