

April 23, 2022

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

Work Order for Printing & Supply of Office Stationary

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.4,998,420/- 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	LOCKER RENT REGISTER	BAJK-26	W/No. 1 C	Reg. 200 Pages	20	348/-	6960/-
2	INWARD CLEARING REGISTER	BAJK-27	W/No. 1 C	Reg. 200 Pages	30	348/-	10440/-
3	CASH ORDER REGISTER	BAJK-28	W/No. 1 C	Reg. 200 Pages	100	348/-	34800/-
4	DD PAYABLE REGISTER	BAJK-29	W/No. 1 C	Reg. 200 Pages	20	348/-	6960/-
5	OUTWARD CLEARING REGISTER	BAJK-30	W/No. 1 C	Reg. 200 Pages	50	348/-	17400/-
6	LOCAL BILL FOR COLLECTION	BAJK-31	W/No. 1 C	Reg. 200 Pages	20	348/-	6960/-
7	CALL DEPOSIT REGISTER	BAJK-32	W/No. 1 C	Reg. 200 Pages	50	348/-	17400/-
8	DD ISSUANCE REGISTER	BAJK-33	W/No. 1 C	Reg. 200 Pages	100	348/-	34800/-
9	SUBSIDIARIES	BAJK-34	W/No. 1 C	Reg. 200 Pages	200	348/-	69600/-
10	FURNITURE & FIXTURE REGISTER	BAJK-35	W/No. 1 C	Reg. 200 Pages	50	348/-	17400/-
11	ACCOUNT OPENING & CLOSE REGISTER	BAJK-36	W/No. 1 C	Reg. 200Pages	50	348/-	17400/-
12	CHEQUE BOOK ISSUANCE REGISTER	BAJK-37	W/No. 1 C	Reg. 200Pages	100	348/-	34800/-
13	TRANSFER REGISTER	BAJK-38	W/No. 1 C	Reg. 200Pages	200	348/-	69600/-
14	OUT BILL FOR COLLECTION	BAJK-39	W/No. 1 C	Reg. 200Pages	50	348/-	17400/-
15	INWARD BILL FOR COLLECTION	BAJK-40	W/No. 1 C	Reg. 200Pages	50	348/-	17400/-
16	GOLD FINANCE REGISTER	BAJK-41	W/No. 1 C	Reg. 200Pages	100	348/-	34800/-
17	DEMAND FINANCE REGISTER	BAJK-42	W/No. 1 C	Reg. 200Pages	100	348/-	34800/-
18	SAFE IN SAFE OUT REGISTER	BAJK-43	W/No. 1 C	Reg. 200Pages	20	348/-	6960/-
19	RUNNING FINANCE LEDGER	BAJK-44	W/No. 1 C	Reg. 200Pages	30	348/-	10440/-
20	CASH SAFE IN SAFE OUT REGISTER	BAJK-45	W/No. 1 C	Reg. 200Pages	50	348/-	17400/-

Head Office: Bank Square, Chattar Domel, Muzaffarabad, Azad Kashmir. Tel:05822-921361-2, Fax:05822-921983

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21	PLS TDR register	BAJK-46	W/No. 1 C	Reg. 200Pages	30	348/-	10440/-
22	Cheque return register	BAJK-47	W/No. 1 C	Reg. 200Pages	20	348/-	6960/-
23	Security stationery register	BAJK-49	W/No. 1 C	Reg. 200Pages	50	348/-	17400/-
24	Attendance register	BAJK-50	W/No. 1 C	Reg. 200Pages	50	348/-	17400/-
25	Receiving cashier book	BAJK-51	W/No. 1 C	Reg. 200Pages	100	348/-	34800/-
26	Paying Cashier	BAJK-52	W/No. 1 C	Reg. 200Pages	100	348/-	34800/-
27	Letter dispatch register	BAJK-53	W/No. 1 C	Reg. 200Pages	100	348/-	34800/-
28	Letter receipt register	BAJK-54	W/No. 1 C	Reg. 200Pages	100	348/-	34800/-
29	Stock stationery register	BAJK-56	W/No. 1 C	Reg. 200Pages	50	348/-	17400/-
30	Leave recorder register	BAJK-57	W/No. 1 C	Reg. 200Pages	50	348/-	17400/-
31	General Ledger	BAJK-103	W/No. 1 C	Reg. 200Pages	50	850/-	42500/-
32	Pen book		W/No. 1 C		50	250/-	12500/-
33	Debit transfer voucher	F-02	1 C	Pad	5000	57/-	285000/-
34	Credit transfer voucher	F-03	1 C	Pad	5000	57/-	285000/-
35	Credit cash voucher	F-04	1 C	Pad	2000	58/-	116000/-
36	Debit Cash Voucher	F-05	1 C	Pad	2000	58/-	116000/-
37	Ho Debit Advice	F-07	1 C	Pad	200	210/-	42000/-
38	Schedule for bill collection	F-08	1 C	Pad	100	120/-	12000/-
39	Debit Supplementary	F-09	1 C	Pad	100	120/-	12000/-
40	Credit Supplementary	F-10	1 C	Pad	100	120/-	12000/-
41	Application for TDR	F-14	1C	Pad	100	210/-	21000/-
42	Letter of thanks to clients	F-15	1C	Pad	500	180/-	90000/-
43	Cheque book requisition	F-17	1C	Pad	500	120/-	60000/-
44	Objection memo	F-18	1C	Pad	100	120/-	12000/-
45	Cash position	F-19	1C	Pad	300	80/-	12000/-
46	Cash Balance Book	F-20	1C		300	190/-	57,000/-
47	Balance Confirmation	F-21	1 C	Pad	300	120/-	36000
48	Credit Advice	F-23	2 C	Pad	1000	240/-	240000
49	Account Opening Forms		1C	Forms	30000	8/-	240000
50	Specimen signature cards		1C	Card	30000	4.85/-	145500
51	Letters Heads branches		4 Color	Pad	500	335/-	167500
52	Deposit slips			Pad 200 Pages	1000	270/-	270,000
53	File Covers		4 color	File	5000	60/-	300,000

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54	Voucher Covers		4 Color	Voucher	25000	6.5/-	162500
55	Envelops (File size)		4 color	Envelop	15000	16.25/-	243750
56	Envelops(A-4)		4color	Envelop	25000	12.65/-	316250
57	Envelops (Large)		4 color	Envelop	30000	9.5/-	285000
58	Envelops Small (9X4)		4 color	Envelop	50000	4.7/-	235000
59	Window Envelops (9 X 4)		4 color	Envelop	80000	5.75/-	460000
	TOTAL AMOUNT						4,998,420/-

Penalty:

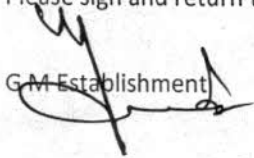
In case of failure of completion of work within given time, a penalty @ Rs. 3,000 for each day of delay will be imposed.

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.

G.M Establishment



Accepted By

M/s. Basharat Offset Printing Press,