



BANK OF AZAD JAMMU & KASHMIR
Head office, Muzaffarabad

BAJK/HO/OPS/2023/ 383

June 01, 2023

Basharat Offset Printing Press
Old Court Road near City Police Station
Muzaffarabad
Cell: 0300-5245900

Dear Sir,

Work Order for Printing & Supply Office Stationery

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 stationery work" at total cost of Rs. 4,727,960/- with all items mentioned in tender documents, inclusive of taxes and duties applicable in AJK/Pakistan with all terms and conditions.

S/N	Item Name	Items Code	Required	Register/Pad	Size (inch)	Unit Price	Total
1	VOCHER REGISTER	BAJK-58	15				
2	PAYORDER REGISTER	BAJK-	30	Reg. 200 Pages	8.5x13	844.9	25347
3	PLS SAVING LEDGER	BAJK-101	10	Ledge. 250 Pages	13x16.5	2213	22130
4	CURRENT LEDGER	BAJK-102	15	Ledge. 250 Pages	13x16.5	2213	33195
5	HO DEBIT ADVICE	F-07	100	Pad. 50x3 Pages	8.5x6	362.95	36295
6	REMITTANCE/CALL DEPOSIT APPLICATION FORM	F-13	100			721	72100
7	LETTER OF THANKS TO CLIENT	F-15	500	Pad 100 pages	8.5x11	333.2	166600
8	CHEQUE BOOK REQUISITION	F-17	500	Pad 100 pages	5.5x8.5	170.76	85380
9	CASH POSITION MEMO	F-19	100	Pad 100 pages	5.3x4	142.8	14280
10	CASH BALANCE BOOK	F-20	100	Pad 100 pages	5.5x8.5	333.2	33320
11	BALANCE CONFIRMATION	F-21	100	Pad 100 pages	8.5x11	374.43	37443
12	CREDIT ADVICE	F-23	500	Pad 50x3 Pages	8.5x6	333.2	166600
13	LOCKER FORMS		10	Pad 100 pages	8.5x11	357	3570
14	ACCOUNT OPENING FORMS		25000	Form	8x12	22.134	553350
15	SPECIMEN SIGNATURE CARDS		25000	Card	7.5x5	7	175000
16	LETTER HEADS BRANCHES		1000	Pad 100 pages	8.5x11.5	666.4	666400
17	FILE COVERS A4 SIZE		5000	File	11.5x8.2	107.1	535500
18	FILE COVERS LEGAL WITH CLIPS		3000	File	9.5x14	107.1	321300
19	VOUCHER COVERS		5000	Voucher	17x8	9.44	47200
20	ENVELOPES (FILE SIZE)		5000	Envelope	11x15	32.42	162100
21	ENVELOPES A4		10000	Envelope	10x12.5	23.68	236800
22	ENVELOPES (LARGE) 11X15		25000	Envelope	11x5	13.66	341500
23	ENVELOPES (9X4)		25000	Envelope	9x4	8.31	207750
24	WINDOW ENVELOPES 9X4		80000	Envelope	9x4	9.81	784800
TOTAL							4,727,960/-

(Handwritten signature)



BANK OF AZAD JAMMU AND KASHMIR
Establishment Section, Operations Division
HEAD OFFICE MUZAFFARABAD

Penalty

In case of failure of completion of work within given time, a penalty @ Rs.3000 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 items and conditions and rates.


SM Establishment

Accepted By

M/s. Basharat Offset Printing Press

Head Office: Bank Square, Chattar Domel, Muzaffarabad, Azad Kashmir. Tel:05822-924244-5, Fax:05822-921983

www.bankofjk.com