

**PROCUREMENT OF LANGUAGE  
TRANSLATION SERVICES**

Technical and financial bids on “Single Stage-Two Envelopes Bidding Process” are invited from the well reputed organizations/ companies for Procurement of Language Translation Services as per following details: -

1. Bid documents are immediately available at PPRA website after this publication and may be obtained free of cost against written request through email at [procurement@bop.com.pk](mailto:procurement@bop.com.pk) on any working day (Monday to Friday) between **09:00 AM** to **05:00 PM** till **17-01-2024**.
2. The Bid must reach to Head Centralized Procurement, Head Office, 1st Floor, BOP Tower, 10-B, Block E/II, Main Boulevard, Gulberg III, Lahore and be dropped in a Bid Box available/ placed for the purpose, on or before **18-01-2024** (till **11:00AM**) as per specifications mentioned in tender documents.
3. The words “Technical Bid” & “Financial Bid” should be clearly marked on each envelope.
4. Technical Bids will be opened by a committee on the same day i.e. **18-01-2024** at **11:30 am**, in the presence of bidders or their authorized representatives who wish to attend the bid opening process. Financial Bids of only technically qualified bidders shall be opened on a date/time to be announced subsequently. Financial Bids of bidders which may not qualify shall be returned unopened.
5. The bid security minimum **2%** of the estimated cost must be submitted with Technical bids in the form of Call Deposit Receipt (CDR)/UC in favor of The Bank of Punjab.
6. Incomplete/conditional bids and bids bearing cutting/over writing without authentication will not be considered.
7. Prices must be quoted inclusive of all taxes and delivery charges.
8. Valid NTN/GST Registration Certificates required with the bid.
9. This Advertisement is uploaded on the both websites of PPRA ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) and BOP ([www.bop.com.pk](http://www.bop.com.pk)).
10. Bank will not be responsible for any cost incurred in submission of documents.

**Head Centralized Procurement**

**The Bank of Punjab, 1st Floor, Head Office, BOP Tower,  
10-B, Block E/II, Main Boulevard, Gulberg III, Lahore**

**Ph:042-35783930, 35783670**

**Email:- [procurement@bop.com.pk](mailto:procurement@bop.com.pk)**