



# THE BANK OF PUNJAB

## PREQUALIFICATION OF FIRMS/COMPANIES FOR HIRING OF STAFF/MANPOWER/HUMAN RESOURCE FOR THE BANK ON THIRD PARTY BASIS

Applications are invited for pre-qualification of services for a period of three years from Firms / Companies, having excellent market repute, capable of providing relevant and required staff / Manpower / Human Resource for BOP's varied needs. Interested firms are required to submit their sealed applications interms of qualification documents alongwith followings:

### REQUIREMENTS

1. Profile & Organizational Structure
2. Applicant(s) must be owner(s) of the business.
3. Business should be active for at least **2 years**.
4. Proof of NTN Certificate.
5. List of projects completed with satisfaction Certificate / Contract / Invoice for the same.
6. Bank certificate not over 6 months old confirming annual credit turnover minimum (5) million.
7. Affidavit on stamp paper of Rs. 100/- duly attested by the oath commissioner that the firm is not black listed and is not a tax defaulter etc.
8. The Firms/Companies already pre-qualified with the Bank will be required to apply afresh.

This advertisement is also uploaded on the 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)).

Bank will not be responsible for any cost incurred in submission of documents. Applicants will be informed in due course about the results of the evaluation of applications.

Incomplete / conditional documents will not be considered.

Pre-qualification documents are immediately available after publication, Firms fulfilling above criteria may obtain pre-qualification documents, containing all required information free of cost, on any working day (Monday to Friday) between **9:00AM to 5:00PM (During Ramzan – 9:00AM to 1:00PM)** up to **28-6-2018** through formal request at [procurement@bop.com.pk](mailto:procurement@bop.com.pk). Applications complete in all respect should reach on the address given below & be dropped in a Bid Box available/placed for the purpose, in sealed envelopes not later than 11:00AM on 29-6-2018.

**Head Centralized Procurement, The Bank of Punjab**  
**10<sup>th</sup> Floor, Head Office BOP Tower, 10-B, Block E/II,**  
**Main Boulevard, Gulberg III, Lahore**  
**Ph: 042-35783717 Email: [procurement@bop.com.pk](mailto:procurement@bop.com.pk)**