

**INVITATION OF SEALED BIDS FOR OUTSOURCING OF SHARE REGISTRAR SERVICES FOR  
THE BANK OF PUNJAB (BOP)**

The Bank of Punjab, formed under the Bank of Punjab Act 1989, having its Head Office at Lahore invites sealed **Technical & Financial Bids** under “**Single Stage- Two Envelopes Bidding Procedure**” from eligible companies registered under **Regulation 7(1) of the Share Registrars and Balloters Regulations, 2017** for outsourcing of Share Registrar services and all related record keeping of the Bank. The period of contract shall be three years commencing from 31.05.2022 to 30.05.2025.

1. *Bid documents are immediately available after 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 09-05-2022. (During Ramadan 8:00 AM to 2:00 PM).*
2. *The Bid must be addressed to Head Centralized Procurement and should be received at CPD, Head Office, 1<sup>st</sup> Floor, BOP Tower, 10-B, Block E/II, Main Boulevard, Gulberg III, Lahore & be dropped in sealed envelopes in a Bid Box available / placed for the purpose on or before 10-05-2022 (till 11:00 AM).*
3. *The words “**Technical bid**” & “**Financial bid**” should be clearly marked on each envelope.*
4. *Bids will be opened by a Committee on the same day i.e. 10-05-2022 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 do not qualify technically shall be returned unopened.*
5. *Proof of Sales Tax Registration and NTN Certificate.*
6. *Incomplete/conditional bids and bids bearing cutting/over writing without authentication will not be considered.*
7. *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)).*
8. *Bank will not be responsible for any cost incurred in submission of documents.*
9. *The Bank reserves the right to annul the bidding process at any time prior to acceptance of bid, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for its action.*

**Head Centralized Procurement**

The Bank of Punjab

1<sup>st</sup> Floor, Head Office, BOP Tower

10-B, Block E/II, Main Boulevard

Gulberg III, Lahore

Ph: 042-35783960, 35783670

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