

# THE BANK OF PUNJAB

## PRE-QUALIFICATION NOTICE FOR PRINTING, STUFFING & DISPATCH OF CUSTOMERS' INTIMATION LETTERS, BIENNIAL STATEMENTS OF ACCOUNTS & CONSUMER CERTIFICATES

The Bank of Punjab intends to outsource printing, stuffing & dispatch of various customers' intimation letters, biannual statements of accounts and consumer certificates. Applications in sealed envelopes are invited from well reputed and credible firms for their pre-qualification. Interested firms having overall experience of minimum 2 years in relevant field and working experience with at least 3 banks for printing, auto stuffing & dispatch of customers' biannual statements of accounts can submit their applications along with the documents showing their credentials, expertise and financial strength.

The following documents are required with the pre-qualification application:

- Company Profile with list of Directors/Partners etc.
- Detail of capability/capacity with respect to personnel and equipment as mentioned in Form 'A', 'B' & 'C' of pre-qualification documents.
- Evidence of ownership of courier company or agreement in case of hired courier company.
- Documents showing arrangements for non-service areas (within & out of country).
- Sales tax registration, income tax registration & tax returns of the firm for tax year 2015-2016.
- Valid NOC / clearance certificate for professional tax.
- Proof of being financially sound in shape of Bank Statement/Certificate not older than 6 months showing turnover of minimum PKR 10 Million.
- List of clients (banks and others) along with work certificates during last 2 years.
- 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.
- Duly filled form 'A' 'B' & 'C' of Pre-qualification document.
- Any other document and information as per Pre-qualification document.

This advertisement is also uploaded on websites of PPRA ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) and BOP (<http://www.bop.com.pk>). Firms fulfilling the above criteria may obtain pre-qualification document, containing all required information free of cost, by emailing at [procurement@bop.com.pk](mailto:procurement@bop.com.pk), on any working day (Monday to Friday) between 09:00 A.M to 05:00 P.M till 22-05-2017. The pre-qualification documents are available immediately after publication of this advertisement. Applications with full details as mentioned above should reach this office in sealed envelopes not later than 11:00 A.M on 23-05-2017, at given below address. Applicants will be informed in due course about the results of evaluation of applications. Incomplete/ conditional documents will not be considered. Bank will not be responsible for any cost incurred in submission of pre-qualification documents.

**Head Centralized Procurement  
The Bank of Punjab  
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Phone: 042-35783717**