

THE BANK OF PUNJAB

PRE-QUALIFICATION NOTICE

Applications are invited for Pre-qualification with the Bank for a period of **three years** as per **Punjab Procurement Rules 2014**, from companies, having excellent market repute, capable of providing relevant and required **Staff/Manpower/Human Resource** for BOP's varied needs.

Companies meeting the following criteria may apply for Pre-qualification:

Provision of Human Resource

- **Experienced/Fresh Human Resource** for various Banking functions on Third party basis
- The Service Provider will search, select and recruit candidates for and on behalf of the Bank on non-exclusive basis for:
 - ▶ Sales and Business Development Services
 - ▶ Collection and Recovery Services
 - ▶ Cash and Operations Services
 - ▶ Any other assignment and service related to functions of the Bank

Business Continuity Planning

- Backup arrangement in case of disruption in services

Security

- Data/Information and documents relating to the Bank will be kept in strict confidentiality
- Physical Assets Security (Cash, Computers, Equipments, etc.)
- Security of Intellectual Property

Experience

- **Minimum 5 years** experience for providing **3rd Party Human Resource** to Banks for various functions is a must.

The following documents and proofs are also required with the Pre-qualification application:

- Company Profile
- List of Directors
- Sales and Income Tax Registration
- Valid NOC/Clearance Certificate for Professional Tax
- Proof of being financially sound in shape of a Bank Statement/Certificate
- List of Clients along with work certificates
- Proof of not being compounded with creditors and latest Balance Sheet of the Company
- Undertaking that:
 - ▶ The Company has not been adjudged an insolvent
 - ▶ Has not been convicted of a financial crime
 - ▶ No execution of decree or order of any court remained unsatisfied against the Company
 - ▶ Secrecy of Information shall be ensured
 - ▶ The Company has never been blacklisted

Applications with full details as mentioned above should reach this office within 15 days of publication of this Notice, at the following address:

**HUMAN RESOURCE DIVISION, HEAD OFFICE,
THE BANK OF PUNJAB,
BOP TOWER, 10-B, BLOCK E-II,
MAIN BOULEVARD, GULBERG-III, LAHORE**
Tel: (042) 35783700-10 (Ext. 424), Fax: 35783795

Note: The management of the Bank reserves the right to reject **all** applications without assigning any reason.