



THE BANK OF PUNJAB

OUTSOURCING OF SHARE REGISTRAR SERVICES

The Bank of Punjab formed under the Bank of Punjab Act, 1989 having its Head Office at Lahore, invites sealed bids from eligible companies as stipulated in **Rule 4 of the Balloters, Transfer Agents and Underwriters Rules, 2001** for outsourcing the Share Registrar Services and all related record keeping of the Bank for a period of one year.

The eligible Companies as stipulated in **Rule 4 of the Balloters, Transfer Agents and Underwriters Rules, 2001** fulfilling the under-mentioned criteria may participate in the bidding process:

- a) Minimum twelve years experience of providing share registrar services.
- b) Having minimum 50 stock listed companies with satisfactory track record.
- c) Companies with Head Office based in Lahore.

The following information / documents should also be attached with the sealed bids:

- Certified copy of the Certificate of Incorporation.
- List of Clients with address, contact person name and its cell / landline #.
- List of Specialist/Managerial Staff and their experience.
- Detail of premises/business place and hardware/software.
- Scope of services as share registrar.
- Detail of dividend, bonus and right issues handled by the company in last two years from March, 2013 to March, 2015.

The under-mentioned additional conditions may also be noted:

- Incomplete/Conditional bids and bids bearing cutting/over writing without authentication will not be considered.
- Prices must be quoted inclusive of all taxes.
- Valid NTN/GST Registration Certificates required with the bid.
- Undertaking on stamp paper of Rs.20/-that:
 - i) They have not been adjudged an insolvent;
 - ii) No execution of decree or order of any court remains unsatisfied against them;
 - iii) They have not compounded with the creditors;
 - iv) They have not been convicted of a financial crime.
- The Bank of Punjab may reject/cancel the bidding process within the provision of PPRA 2014.
- Bank will not be responsible for any cost incurred in submission of documents.

Sealed bids including schedule showing details of charges excluding all out of pocket expenses should reach the office of the undersigned on or before **Monday, May 04, 2015 till 11:00 a.m.** marked as **"NOT TO BE OPENED BEFORE MAY 04, 2015"**

The sealed bids will be opened at 11:30 a.m. on the same date in the presence of the bidders and/or their authorized representatives and members of Outsourcing Committee. The advertisement can also be viewed on PPRA Website <http://www.ppra.punjab.gov.pk>) and on the BOP Website (www.bop.com.pk).

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