



Operations Support Unit

Operations Group,
The Bank of Punjab, 2nd Floor,
Head Office BOP Tower, 10-B,
Block E/II Main Boulevard, Gulberg III,
Lahore.
Phone: 042-35783837

PREQUALIFICATION DOCUMENT

**FOR HIRING SERVICES FOR PRINTING & DISPATCH OF CUSTOMERS' BIENNIAL
STATEMENTS OF ACCOUNTS**

THE BANK OF PUNJAB

Pre-Qualification Notice

The Bank of Punjab intends to outsource printing & dispatch of customers' biannual statements of accounts. Applications are invited from well reputed and credible firms for their pre-qualification, in sealed envelopes. Interested firms are required to submit their applications along with the documents showing their credentials, expertise and financial strength. Companies fulfilling the following criteria can apply for pre-qualification:

1. PRINTING FACILITIES

1.1. Machinery

- ✓ High Speed Printers
- ✓ Series Inserters / Inserting System for automated inserting, stuffing & sealing

1.2. Composing/Designing/Formatting

- ✓ Adequate hardware & software and technical staff to format Bank Statements of Account (SOAs) as per Bank's requirement

2. DISPATCH

- ✓ Courier company (owned or a reputed courier company engaged through written, legally enforceable SLA) with representation in all provinces of Pakistan

3. BUSINESS CONTINUITY PLANNING

- 3.1. Backup equipment
- 3.2. 24/7 Support & periodic maintenance agreements for the machinery/equipment
- 3.3. Availability of consumables & spare parts
- 3.4. Stand-by Generator of adequate capacity
- 3.5. Online UPS of adequate capacity
- 3.6. Alternate (DR) site

4. SECURITY

- 4.1. Data/Information Security
- 4.2. Physical Security (Restricted Access, CCTV Cameras/system, Monitoring etc.)

5. EXPERIENCE

- ✓ Minimum 3 years experience of printing & dispatch of Bank statements of accounts in bulk is mandatory

Applications for pre-qualification must include valid ownership documents for items at 1.1 and must disclose the name of courier service engaged for dispatch item at 2.

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

- ✓ The words "Application for Pre-qualification for Printing & Dispatch of Customers' Biannual Statements of Accounts" shall be clearly written/marked on each sealed envelope.
- ✓ Company Profile with list of Directors
- ✓ List of Machinery as per point 1.1, 3.4 & 3.5
- ✓ Sales Tax Registration & Income Tax Registration (mandatory)
- ✓ 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 5 Million.
- ✓ List of Clients along with work certificates during last 3 years
- ✓ Affidavit on stamp paper of Rs. 20/- duly attested by the oath commissioner that the firm has not been blacklisted and is not a tax defaulter or involved in litigation etc.

This advertisement is also uploaded on website of PPRA (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 from bank's website 24/7 or by visiting at mentioned below address free of cost or by emailing at operations@bop.com.pk, on any working day (Monday to Friday) between 09:00 AM to 05:00 PM till 30th March 2015. Applications with full details as mentioned above should reach this office in sealed envelopes not later than 4:00 p.m. on **31st March 2015**, at given below address. Applicants will be informed in due course about the results of the 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 Operations Support
The Bank of Punjab, Operations Group
BOP Tower, 10-B, Block E-II, Main Boulevard Gulberg-III
Lahore. Tel: (042) 35783700-10(Ext. 213), 35783837, 35783763-Fax

Evaluation Criteria

Evaluation Criteria / Marks	Description	Total Marks
PRINTING FACILITIES		
a. Machinery		
i. High Speed Printers	Speed > 500 ppm	10
	Speed 250 - 500 ppm	5
	Speed < 500 ppm	3
ii. Series Inserters / Inserting System	Speed > = 16 K cyc./hr.	10
	Speed 8 K - 16 K cyc./hr	5
	Speed < 8 K cyc/hr	3
b. Composing/Designing/Formatting		
i. Hardware & software	Available	2.5
iii. Technical staff	Available	2.5
DISPATCH		
a. Courier company	Owned	5
	Hired	2.5
Sub-Total		30
BUSINESS CONTINUITY PLANNING		
a. Backup equipment	Available	5
b. 24/7 Support & periodic maintenance agreements	In house Arrangements	5
	Arrangements through dealer	2.5
c. Availability of consumables & spare parts	In house Arrangements	5
	Arrangements through dealer	2.5
d. Stand-by Generator/capacity	Total capacity 100 KVA or more	5
	Total capacity < 100 KVA	2
e. Online UPS/capacity	Total capacity 50 KVA or more	5
	Total capacity < 50 KVA	2.5
f. Alternate (DR) site	Full setup	5
	Partial Equip.	2.5
Sub-Total		30
SECURITY		
a. Data/Information Security		10
b. Physical Security		
i. Restricted Access	Magnetic Cards /biometric devices.	5
	Simple Lock	2.5
ii. CCTV Cameras/system	Installed	5
iii. Monitoring		5
Sub-Total		25
EXPERIENCE of Printing & Dispatch of SOAs of Banks	With 3 or more banks	7.5
	With < 3 banks	3
	For 3 years or more	7.5
	For < 3 year	3
Sub-Total		15
Total		100
Qualifying Marks*		70

***Only the firms securing 70 or higher marks will be considered qualified.**

Operations Division, Head Office, Lahore

Information/ document required to be submitted for Pre-qualification

Interested firms are required to submit their application along with the following documents showing their expertise and financial strength:-

DOCUMENTS	
Company Profile	Essential
List of Directors	Essential
List of Machinery as per point 1.1, 3.4 & 3.5 of advertisement (attach evidence)	Mandatory
Evidence of ownership of courier company or Agreement in case of hired courier company	Mandatory
Sales Tax Registration	Mandatory
Income Tax Registration	Mandatory
Valid NOC / Clearance Certificate for Professional Tax	Mandatory
Bank Statement/Certificate not older than 6 months showing turnover of minimum PKR 5 Million.	Mandatory
Affidavit on stamp paper of Rs. 20/- duly attested by the oath commissioner stating that the firm has: <ul style="list-style-type: none"> i. not been blacklisted and is not a tax defaulter, ii. not been adjudicated as insolvent, iii. not compounded with creditors, iv. not been convicted of a financial crime, v. no pending execution of decree or order of any court against it. 	Mandatory

Note:

1. The firms securing 70 marks out of evaluation criteria shall be considered for prequalification.
2. Relevant evidences are to be attached; otherwise no marks will be awarded.
3. Bank reserves the right to get evidences verified from the concerned issuing authorities.
4. Bank can discuss the technical modalities and seek further information/clarification/ documents, if required.
5. Bank at its discretion can change the criteria as per requirement across the board as per relevant provision in PPR 2014.
6. Applications without documents for mandatory requirements will not be considered.
7. Bank's technical team will visit the production facility of shortlisted firms (if required)

ADDITIONAL TERMS AND CONDITIONS

1. Concealment of facts/misinformation and previous history (work & other issues) will be Sufficient cause for disqualification.
2. Applications of firms not submitting complete documents/ not fulfilling the eligibility criterion will not be considered.
3. Any cutting/ overwriting must be authenticated by the authorized person.
4. All firms will be informed in due course about the acceptance or rejection of their applications.
5. The firms already working with the Bank will be required to apply afresh.
6. The pre-qualification period will be 3 years.
7. The Bank reserves the right to reject all applications as per relevant provision in PPR Rules 2014.