



## ANNUAL MAINTENANCE CONTRACT FOR ADF SCANNERS

Technical and financial bids on "Single Stage-Two Envelope Basis Bidding Procedures" are invited from the well reputed organizations/ companies for Annual Maintenance Contract for ADF Scanners in the branches/ offices/sub-offices and Head Office of the Bank of Punjab countrywide as per following details: -

1. Bid documents 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 **21-07-2022**.
2. The Bid must be addressed to Head Centralized Procurement, Head Office, and should be received at CPD, 1st Floor, BOP Tower, 10-B, Block E/II, Main Boulevard, Gulberg III, Lahore and be dropped in a Bid Box available/ placed for this purpose on or before **22-07-2022 (till 11:00am)**.
3. The words "Technical Bid" & "Financial Bid" must be clearly marked on each envelope.
4. Technical Bids will be opened by a committee on the same day i.e. **22-07-2022 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 may not qualify shall be returned unopened.
5. The bid security, minimum **2%** of the estimated cost must be submitted with technical bid in the form of Call Deposit Receipt (CDR)/ Bank Guarantee in favor of The Bank of Punjab.
6. Incomplete/ Conditional Bids and Bids Bearing Cutting/ Over Writing without authentication will not be considered.
7. Price must be quoted inclusive of all applicable taxes.
8. Valid NTN/ GST Registration is mandatory requirement to apply.
9. 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)).
10. 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.
11. Bank will not be responsible for any cost incurred in submission of documents.

**Head Centralized Procurement**

**The Bank of Punjab, Head Office, 1st Floor, BOP Tower,  
10-B, Block E/II, Main Boulevard, Gulberg III, Lahore**

**Ph: 042-35783930, 35783670**

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