



## THE BANK OF PUNJAB Services for Record/Documents Management System

Technical and financial bids on "Single Stage-Two Envelope Bidding Procedure" as per PPRA rules, are invited from the well-reputed local companies with international experience and foreign companies having presence in Pakistan for the services for Record/Documents Management System as per following details:

### Terms and Conditions/Evaluation Criteria for Submission of Bid:

Bid documents containing all required information 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 23-05-2016.

The Bid must reach to Head Centralized Procurement, Head Office, 1st Floor, BOP Tower, 10-B, Block E/II, Main Boulevard, Gulberg III, Lahore on or before 24-05-2016 till 11:00 AM.

The words "Technical bid" & "Financial bid" should be clearly marked on each envelope.

Company profile clearly showing minimum 5 years of establishment, address and status etc. along with documentary evidence must be attached.

The company must be registered with Sales Tax and Income Tax Department (Copy of NTN & Sales Tax Certificates should be attached) and should not be defaulter of tax.

Technical bids will be opened by a Committee on the same day i.e. 24-05-2016 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.

Incomplete/conditional bids and bids bearing cutting/over-writing without authentication will not be considered. 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)).

Bank will not be responsible for any cost incurred in submission of documents.

### HEAD CENTRALIZED PROCUREMENT THE BANK OF PUNJAB

1<sup>st</sup> Floor, Head Office, BOP Tower, 10-B, Block E/II, Main Boulevard, Gulberg III, Lahore.  
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