



# THE BANK OF PUNJAB

## Prequalification Notice for Printers/Stationery Suppliers

Applications are invited from the renowned Printers/Stationery suppliers in the following categories for prequalification with the bank:

- LOT No. 1. Printing of stationery  
LOT No. 2. Supply of table/computer stationery items

The word prequalification for each category i.e 1 or 2 shall be clearly written / marked on each sealed envelope.

- LOT No. 1. Printing of stationery

### REQUIREMENTS

1. Profile
2. Applicant(s) must be the owner (s) of the printing press.
3. Business should be active for at least last 5 years.
4. Valid Registration with registrar of firm/SECP and printing press declaration.
5. Proof of Sales Tax Registration, NTN Certificate and valid NOC/Clearance Certificate for professional tax.
6. Bank certificate not over 6 months old confirming credit turnover of at least Rs. 2 million.
7. List of clients and letters of satisfaction from clients.
8. 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.
9. Facility of generator with adequate capacity to run the machines.

- LOT No. 2. SUPPLY OF TABLE/COMPUTER STATIONERY ITEMS

### REQUIREMENTS

1. Profile
2. Applicant(s) must be owner(s) of the business and registration from registrar of firm/SECP.
3. Business should be active for at least 5 years.
4. Proof of Sales Tax Registration, NTN Certificate.
5. List of clients and letters of satisfaction from clients.
6. Sole authorized dealership of any well known brand / company.
7. Bank certificate not over 6 months old confirming credit turnover of at least Rs. (1) Million.
8. 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.

This advertisement is also uploaded on the 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.

Applicants will be informed in due course about the results of the evaluation of applications.

Incomplete / conditional documents will not be considered.

Pre-qualification documents are immediately available after publication.

Firms fulfilling above criteria may obtain pre-qualification documents, containing all required information free of cost, on any working day (Monday to Friday) between 9:00AM to 5:00PM up to 09-05-2016 through formal request at [procurement@bop.com.pk](mailto:procurement@bop.com.pk). Applications complete in all respect should reach on the address given below, in sealed envelopes not later than 11:00AM on 10-05-2016.

**Head Centralized Procurement  
The Bank of Punjab**

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

Ph: 042-36376387-89, 35783717 Email: [procurement@bop.com.pk](mailto:procurement@bop.com.pk)