

THE BANK OF PUNJAB

Prequalification Notice for Training Services

The Bank of Punjab intends to hire services of external training organizations for training of **Retail Heads, Branch Managers, Relationship Managers & Customer Relationship Officers**. 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 following documents showing their credentials, expertise and financial strength:-

REQUIREMENTS

- Profile
- Applicant(s) must be owner(s) of the business.
- Business should be active for at least 3 years.
- Proof of Sales Tax Registration, NTN Certificate.
- Detail of capability/capacity with respect to personnel.
- List of clients and letters of satisfaction from clients (Banks and other organizations).
- Detail of Managerial capability. (Skill / Qualified professionals)
- Detail of trainings conducted during the period of 3 years.
- Detail of similar types of task completed in Banks and other organizations during last (3) years with documentary evidences.
- The firms already prequalified with the Bank will be required to apply afresh otherwise their prequalification will be considered as cancelled.
- Affidavit on stamp paper of Rs. 20/- 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) and BOP (www.bop.com.pk).

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

Incomplete / conditional applications will not be considered.

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

Firms fulfilling above criteria may obtain pre-qualification documents, containing all required information free of cost, on any working day (**Monday to Friday**) between **09:00 AM to 05:00 PM** up to **21.09.2015** through email at procurement@bop.com.pk. Applications complete in all respect should reach on the address given below, in sealed envelopes not later than **11:00 AM** on **22.09.2015**.

Head Centralized Procurement
THE BANK OF PUNJAB

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

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