



CPD/IT/2015/07-017

Passion Reborn

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 on any working day (**Monday to Friday**) between **09:00 AM to 05:00 PM till 17-09-2015**.
- 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 18-09-2015 (till 11:00 AM).
- The words “**Technical bid**” & “**Financial bid**” should be clearly marked on each envelope.
- Company profile clearly showing year 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 the Committee on the same day i.e. **18-09-2015 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/overwriting without authentication will not be considered.
- This Advertisement is uploaded on both 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 documents.
- The Bank reserves the right to accept or reject all of the bids and to annul the bidding process at any time prior to award of contract without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for its action.
- All relevant PPRA 2014 rules are applicable.

Head Centralized Procurement
THE BANK OF PUNJAB

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