

PRE-QUALIFICATION DOCUMENT

To provide

Cash in Transit (CIT) services to NBP

for

Transportation of Pak Rupees/Coins, Foreign Currency, and
Prize Bonds



National Bank of Pakistan

نیشنل بینک آف پاکستان

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1. Proposals for Prequalification

National Bank of Pakistan (NBP) is one of the largest commercial banks operating in Pakistan. NBP invites applications from Companies registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Companies/ firms to provide Cash in Transit (CIT) services to NBP for Transportation of Pak Rupees/ Coins/Foreign Currency and Prize Bonds. This includes all related activities at Karachi or any other city in Pakistan as per Instructions to Applicants and Scope of Work.

Prequalification documents containing eligibility/qualification criteria and other terms & conditions as per Rule 15 & 16 of Public Procurement Rules, 2004 (Revised 2020) are available at LCMG 3rd Floor NBP Head office I.I chundrigar Road Karachi or can also be downloaded from NBP website free of cost. Price of the prequalification documents is Rs.2,000/- (Non-refundable) in the shape of pay order/Banker's Cheque in favor of "National Bank of Pakistan". The proposals, prepared in accordance with the instructions provided in the prequalification documents, must reach at the address given below on or before October 26, 2023 by 11:00 am. Proposals will be opened on the same day at 11:30 am publicly in the presence of Tender Opening Committee and bidders who opt to attend.

NBP also reserves the right to cancel this invitation at any stage prior to announcement of prequalification results as per PPRA rules. This advertisement is also available on NBP (www.nbp.com.pk) and PPRA (www.ppra.org.pk) websites.

In case office remains closed for any reason / holiday, proceeding of the tender will be conducted on next working day on the same time.

(Divisional Head)
Procurement Division,
Logistics, Communications & Marketing Group,
3rd Floor, National Bank of Pakistan,
Head Office, Karachi.
Tel: 021-99220331/021-38902435

2. Introduction

National Bank of Pakistan (NBP) is one of the largest commercial banks operating in Pakistan. NBP's services are available to individuals, corporate entities and government, while it continues to act as a trustee of public funds and as the agent to the State Bank of Pakistan (in places where SBP does not have its presence). It has diversified its business portfolio and is today a leading player in the debt equity market, corporate investment banking, retail and consumer banking, agricultural financing, treasury services and is showing growing interest in promoting and developing the country's small and medium enterprises and at the same time fulfilling its social responsibilities, as a corporate citizen. Procuring the right product/service carries supreme importance for NBP. Therefore, the primary aim of any procurement and selection procedure is to ensure a transparency and fairness in process that can select the right vendor on the basis of merit and relevance experience.

3. Scope of Work

NBP invites eligible companies operating in Pakistan, having required experience and qualification in the field of providing the services for collection and delivery of Currency Notes/Coins, Foreign Currency, and Prize Bonds (CIT) with overnight vaulting service from/to:

- A. Cash Processing Centers/SBP BSC/corporate clients to branches and vice versa in CIT vehicles which shall be available at the CPC's or on the Call of the branches.
- B. Dedicated CIT Vehicles

One "complete-service" for transportation of Pakistan Rupee/Coin, Foreign Currency, and National Prize Bonds shall mean the collection of consignment from any office of NBP/corporate customer and delivery to another consignee NBP/corporate customer or SBP BSC office or vice versa.

Cash in Transit Services to 1512 Branches, Corporate Customers Cash Management (Geographical Distribution)

Cluster-1 (Geographically Plain Areas)

S.No.	Name of 23 Regions
01.	Bahawalpur, D.G.Khan, Faisalabad, Gujranwala, Gujrat, Hyderabad, Islamabad, Jhang, Karachi South/West, Lahore Central/East, Larkana, Mianwali, Multan, Peshawar, Sahiwal, Sardogha, Sialkot, Sukkur, Vehrai, Sheikhpura & Mirpur khas, Including Aitemaad Islamic Branches located in the areas.

Cluster-2 (Semi Hilly Areas)

S.No.	Name of 7 Regions
01.	Bannu, Gwadar, Jhelum, Mardan, Quetta, Sibi, and Rawalpindi including Aitemaad Islamic Branches located in the areas.

Cluster-3 (Mountainous Areas)

S.No.	Name of 7 Regions
01.	Rawalakot, Muzaffarabad, Mirpur (AK), Swat, Mansehra, Abbottabad and Gilgit Baltistan ,including Aitemaad Islamic Branches located in the areas.

- Prequalification includes Pak Rupee, Foreign Currency, Coins, Prize Bonds, Premium Prize Bonds however any cash equivalents may be the part of prequalification as when introduced/included.
- Collection of Cash from NBP Cash Feeding Branches/Cash Processing Centers/State Bank of Pakistan BSC and deliver to NBP designated branches / Corporate Clients & vice versa.
- Cash Collection from/to corporate clients.

- The vendor must comply with all guidelines of the State Bank of Pakistan issued from time to time (if any).
- The vendor must have the facility to keep cash during overnight transit, when required.
- Transportation of cash (in sealed bags/cassettes/trays) from Cash Feeding Branch / Cash Processing Centers (CPC) to other non-chest Branches.
- Cash will be kept in bags/cash trays/ATM Cassates separate for ATM/Branch.
- Cash bags will be sealed at cash feeding branches/CPCs.
- Cash will be transported in CIT Vehicle (designed for cash transfer) equipped with security gadgets as per SBP/PBA prescribed criteria (if any).
- Delivery of Cash bags duly sealed to designated branches / Corporate Clients.
- The SLA of cash remittance will be signed with vendor/vendors as per clusters after finalization

4. Insurance Coverage

The successful CIT company shall provide insurance coverage from an Insurance company having an A or AA rating by Pakistan Credit Rating Agency (PACRA). A copy of the license and insurance coverage shall be provided to NBP. Similarly, the successful CIT company shall provide bank guarantee (performance security) to NBP and shall bear entire liability for any loss of a shipment as per the amount declared by the concerned NBP Branch, for Pak Rupee/coin actually for Foreign Currency at actual for Prize Bonds face value and prize money (if any). In case of any loss/negligence, the settlement shall be completed within 30 days.

5. Instruction to Applicants

5.1 Scope of Pre-Qualification

- 5.1.1 NBP invites sealed Pre-Qualification responses/submissions for “Procurement of Cash in Transit (CIT) Services for transportation of Currency Notes/Coins, Foreign Currency and Prize Bonds, and dedicated CIT Vehicles as mentioned at Sr No 1.
- 5.1.2 This invitation for Prequalification follows the General Procurement Notice (GPN) that was placed on NBP’s website and website of Public Procurement Regulatory Authority (PPRA), as also published in the daily newspapers.
- 5.1.3 Interested Applicants may collect Prequalification Documents from the office as mentioned below, however upon submission of authority letter and copy of CNIC of authorized representative collecting the Prequalification Documents along with Pay Order/ Bankers Cheque of Rs. 2,000 (Rupees Two Thousand Only) in favor of NBP.

Divisional Head (Procurement), Procurement Division

Logistics, Communication and Marketing Group, National Bank of Pakistan,

Head Office, I. I. Chundrigar Road, Karachi.

Tel: 021-990220331 / 02138902435

5.2 Pre-Proposal Meeting

- 5.2.1 Pre-Proposal Meeting will be held on October 16, 2023 at 11:00 am at NBP Auditorium, 1st Floor, NBP Head Office, I. I. Chundrigar Road, Karachi. Interested Applicants may attend the Pre-Proposal Meeting session.
- 5.2.2 Applicants are required to forward their written queries (if any) on company’s letterhead, which should reach NBP at least two days prior to the Pre-Proposal Meeting held on date as given at Sr. 5.2.1 above; verbal and handwritten requests will not acceptable.
- 5.2.3 Applicant’s queries must carry Name, Designation, Company Name, Contact Number, Email address.
- 5.2.4 All queries will be answered in writing within two working days of the Pre-Proposal Meeting.

5.3 Preparation of Proposals

- 5.3.1 The applications shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English, however, in case of any discrepancy in such translation the translated version of the application shall prevail.
- 5.3.2 The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in disqualification of the Applicant.
- 5.3.3 The Proposal must be complete in all respects with all annexures attached, however the same must not contain any information related to financial aspects. Proposals must be duly signed and stamped by the authorized person of the Applicant.
- 5.3.4 Required details must be properly filled. No Applicant shall be allowed alteration or modification once Proposals have been opened. NBP may seek and accept clarifications to the Proposal that do not change the substance of the Proposal. Any such clarification shall be in writing.

5.4 Submission of Proposals

- 5.4.1 Prequalification Proposals shall be submitted in a sealed envelope with clear marking Prequalification of "Procurement of Cash in Transit (CIT) Services for transportation of Currency Notes/Coins, Foreign Currency and Prize Bonds Proposals other than those in sealed envelopes, or are open, emailed or faxed, shall not be accepted.
- 5.4.2 The name and mailing address of the Applicant shall be clearly marked on the left-hand side of envelope.
- 5.4.3 Submission of proposals for prequalification will be valid if applications for prequalification are received by NBP on or before October 26, 2023 till 11:00 am, either by hand or via courier at the address mentioned in 5.1.3

5.5 Opening of Proposals

- 5.5.1 Prequalification Proposals shall be opened/acknowledged on October 26, 2023 at 11:30 am by a committee designated by NBP and in the presence of authorized representatives of Applicants who may choose to attend the said proceedings. In case the said NBP office is closed for any reason on the given day, proposals shall be opened on the next working day at the same time.
- 5.5.2 Late Proposals will be rejected and will be returned unopened to the Company. NBP shall not be held responsible for either non-receipt or late receipt of Proposals.

5.6 Evaluation of Proposals

- 5.6.1 NBP shall evaluate the proposal in a manner prescribed in the Prequalification Criteria and reject any proposal which does not conform to the specified requirements.
- 5.6.2 NBP may reject all proposals at any time prior to the acceptance of a proposal. NBP shall upon request communicate to any Company who submitted a proposal, the grounds for rejection of its proposal, however NBP shall not justify those grounds as per PPRA Rule 33.
- 5.6.3 NBP shall conduct a comprehensive, fair, and impartial evaluation of all proposals received, corroborating the same with documentary evidences provided by Applicants as required in the Evaluation Criteria.

5.7 Announcement of Results

- 5.7.1 Evaluation Reports will be published on both NBP and PPRA websites. After finalization of the evaluation, the Prequalified Applicant / Applicants shall be issued a “Prequalification Letter”.
- 5.7.2 In the next phase of procurement process, NBP shall invite Technical and Financial Bids only from Prequalified Applicants as per PPRA Rule.
- 5.7.3 NBP shall communicate to those Applicants who have not been pre-qualified the reasons for not pre-qualifying them.

5.8 Award of Contract

- 5.8.1 Once Prequalification Process is complete, prequalified Applicants will be invited to submit Technical / Financial Bids for providing Cash in Transit (CIT) Services for transportation of Currency Notes/Coins, Foreign Currency and Prize Bonds as per criteria, requirements and specifications established by NBP in the Bidding Document.
- 5.8.2 Accordingly, contract will be awarded in terms of Most Advantageous Bid selected by NBP as PPRA Rules in vogue, and in accordance with the reserved right to annul the bidding process and reject all bids, at any time prior to award of contract.

5.9 Method of Procurement

- 5.9.1 The methodology for procurement of Cash in Transit (CIT) Services for transportation of Currency Notes/Coins, Foreign Currency and Prize Bonds shall be based on Prequalification as per PPRA 2004 (Revised 2020) Rule 15 & 16. Further procurement process shall be concluded as per PPRA 2004 (Revised 2020) Rule 36(a) i.e. single stage one envelope bidding procedure.

5.10 Objections to Terms of Prequalification Document

- 5.10.1 Should an Applicant object on any ground (including any ambiguity, discrepancy, omission or error to any provision or legal requirements set forth in this Prequalification Document, the Applicant must provide written notice to NBP setting specifically the grounds for the objection, however within ten (10) calendar days after publication of Invitation of Prequalification.
- 5.10.2 The failure of an Applicant to object in the manner set forth in the above paragraph shall constitute a complete and irrevocable waiver of such objection.
- 5.10.3 Submission of proposal in response to this invitation shall construe to Applicant's consent on the contents of the Prequalification Document including terms and conditions appended therein, thus rendering any subsequent objection as null & void.

5.11 Modifications of Prequalification Document

- 5.11.1 NBP may modify the Prequalification Document prior to the submission deadline, by issuing Corrigendum, which will be posted on NBP website.
- 5.11.2 NBP will make reasonable efforts to notify Applicants of modifications to the Prequalification Document in a timely manner.
- 5.11.3 Notwithstanding this provision, the Applicant is responsible for ensuring that its Proposal reflects any and all addenda issued by NBP prior to the Submission Deadline, regardless of when the proposal is submitted.

5.12 Proposal Validity period

- 5.12.1 The Proposal for prequalification will remain subject to NBP's acceptance for one hundred and eighty (180) calendar days after the Submission Deadline, or such a later date as per PPRA Rules.
- 5.12.2 Submission of a proposal signifies that the proposal is genuine and not the result of collusion or any other anti-competitive activity.
- 5.12.3 In submitting its proposals, an Applicant agrees that if the Proposal is accepted, the Applicant shall submit Technical / Financial bid on or before the deadline specified by NBP.
- 5.12.4 Failure to furnish any and all documents or other materials required in the proposal, shall be deemed an abandonment of the proposal offer.
- 5.12.5 The successful applicants shall be prequalified for three years.

5.13 Modification and Withdrawal of Proposals

- 5.13.1 Any Applicant may revise/modify or withdraw Proposal on own initiative at any time before the Submission Deadline, provided that written notice of the revision/modification or withdrawal is received by NBP's concerned officer prior to the deadline for submission of Proposals.
- 5.13.2 Revised/modified proposal must be received on or before the Submission Deadline.
- 5.13.3 No Proposal shall be revised/modified or withdrawn by an Applicant after the date and time for submission of Proposal.

5.14 Cancellation of Prequalification Process

5.14.1 NBP may cancel this process at any stage as per PPRA Rules without assigning any reason, or in case of no competition between Companies or pooling-up towards their proposals/offer.

5.15 Updating Prequalification Information

5.15.1 Bidders shall be required to update the financial, personnel and resource information used for prequalification at the time of submitting their bids, to confirm their continued compliance with the qualification and evaluation criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

5.16 Disqualification of Applicants

5.16.1 NBP shall disqualify an Applicant at any time if the information submitted by the Applicant is found to be false and materially inaccurate or incomplete.

5.16.2 Direct or indirect canvassing, impelling or influencing any representative of NBP for any purpose related to the procurement process is strictly prohibited, and shall lead to immediate disqualification of the proposal/Company.

5.17 Blacklisting of Applicants

5.17.1 NBP may also permanently or temporarily bar an Applicant from participating in respective procurement proceedings in case the Applicant is found to be indulged in corrupt, fraudulent or unethical practices. This barring shall be notified and communicated to the concerned authorities. However before barring an adequate opportunity of hearing shall be given.

6. Eligibility Criteria

Instructions:

1. Responses against ALL questions MUST be in “YES” or “NO” only (Column-C).
2. Responses against ALL questions MUST be in affirmative (“YES”) for applicants to qualify for the next stage of procurement process, as such, any response in negative (“NO”) shall lead to disqualification of the applicant/proposal.
3. All documents/documentary evidences (as required) MUST be attached with the Proposal.

Eligibility Criteria		
(A)	(B)	(C)
Sr.	Questions	Response in "Yes" or "No"
1.	The bidding company/firm must be registered with Tax Authority and should appear on the Active tax payers List of FBR	
2.	The firm should have registered/enlisted with PBA.	
3.	The bidding company/firm should be on the approved list of the State Bank of Pakistan or any other relevant authority for the provision of CIT services.	
4.	The bidder must have a valid Clearance /Registration Certificate from the Ministry of Interior and Provincial Home Department/s for CIT services	
5.	The Bidder must have a facility to keep cash during overnight transit, when required	
6.	The overall experience of at least 3 years in the relevant field.	
7.	Experience in providing CIT & Overnight Vault Services to at least one Bank	
8.	Annual Sales (Rs 300 Million for last three years)	
9.	Insurance of Cash Carrying Vehicles & Overnight Vaults from an A or AA rated insurance company	
10.	Tax returns of the firm for tax year 2022-2023,	
11.	NOC from the Ministry of interior.	
12.	Valid License/NOC for Operation, from Provinces, AJK, GB and Federal Capital	
13.	SECP Registration	

14	Valid Clearance Certificate for professional tax	
15	<p>The participating firm/vendor should:</p> <ul style="list-style-type: none"> a) No litigation is pending against the Firm/Company with NBP. b) The bidding company/firm should have never been terminated, blacklisted, or debarred by any organization on account of services-related issues and is not in the sanctioned list of NACTA (National Counter Terrorism Authority) is not tax defaulter. c) The Firm/Company has not been adjudged as insolvent. d) No execution of decree or order of any court remains unsatisfied against Firm/Company. e) The Firm/Company has not compounded with the creditors. f) The firm/Company has not been convicted of a financial crime. <p>The Firm/Company has not been delisted by NBP or other Banks in the Past due to nonperformance or contravention with any of the codes of conduct for vendors set by the Bank.</p>	
16	The company should have approved Business Continuity Plan in case of any disaster.	
17	The bidder must have a nationwide collection and distribution network (head office, branch offices/services centers) fully equipped with reliable & experienced staff and a fleet of CIT vehicles. Non serving areas should be mentioned in the proposal.	
18	Financial Statements of at least 02 years i.e 2022 and 2023.	
19	Detail of service provider offices across the country	

7. Qualification Criteria

Annexure A-1 & A-2

Technical Evaluation for (separate envelops for A & B as mentioned in the document), all requirements are mandatory.

- A. Cash Processing Centers/SBP BSC/corporate clients to branches and vice versa in armored vehicles which shall be available at the CPC's or on the Call of the branches. **(A-1)**
- B. Dedicated CIT Vehicles **(A-2)**

S.No	Mandatory Eligibility/Qualification Criteria	Applicant's Assessment (Yes/No.)	Supportive Documents Required
1.	The bidding company/firm must be registered with Tax Authority and should appear on the Active tax payers List of FBR		Required certificates attached issued by tax authorities
2.	The firm should have registered/enlisted with PBA.		Copy of registration with PBA
3.	The bidding company/firm should be on the approved list of the State Bank of Pakistan or any other relevant authority for the provision of CIT services.		Approved list from State Bank of Pakistan or any other relevant authority.
4.	The bidder must have a valid Clearance /Registration Certificate from the Ministry of Interior and Provincial Home Department/s for CIT services		Certificates should be attached with up to date renewals
5.	The Bidder must have a facility to keep cash during overnight transit		List of facilities to be used for the overnight facility.

6.	The overall experience of at least 3 years in the relevant field.		Company Profile along with latest F-29 duly issued by SECP and attested by company secretary Incorporation/Registration Certificate List of Directors / Partners, key personnel, etc.
7.	Experience in providing CIT & Overnight Vault Services to at least one Bank		Experience certificate from the concerned Banks/ clients mentioning nature of service received.
8.	Annual Sales (Rs 300 Million for last three years)		Certified income statement / Certificate not older than 1 year showing Sales of average Rs.100.00 (M) per year
9.	Insurance of Cash Carrying Vehicles & Overnight Vaults from an A or AA rated insurance company		Relevant Cover Note be attached
10.	Valid Clearance Certificate for professional tax		Certificate of professional tax
11.	Tax returns of the firm for the tax year 2022-2023		Proof of Return Submitted.
12.	NOC from the Ministry of interior / PBA		Attested Copy of NOC
13.	Valid License/NOC for Operation, from Provinces and Federal Capital		Copies of Licenses
14.	SECP Registration		Copy of registration certificate

15.	Affidavit on stamp paper of Rs.100/- duly attested by the oath commissioner stating that: a) No litigation is pending against the Firm/Company. b) The bidding company/firm should have never been terminated, blacklisted, or debarred by any organization on account of services-related issues and is not in the sanctioned list of NACTA (National Counter Terrorism Authority) is not tax defaulter. c) The Firm/Company has not been adjudged as insolvent. d) No execution of decree or order of any court remains unsatisfied against Firm/Company. e) The Firm/Company has not compounded with the creditors. f) The firm/Company has not been convicted of a financial crime. g) The Firm/Company has not been delisted by NBP or other Banks in the Past due to nonperformance or contravention with any of the codes of conduct for vendors set by the Bank.		Affidavit on legal stamp paper
16.	The vendor should have approved Business Continuity Plan		Duly Approved by CEO. BCP Documents of Firm/Company
17.	The bidder must have a nationwide collection and distribution network (head office, branch offices/services centers) fully equipped with reliable & experienced staff and a fleet of CIT vehicles, non-service areas should be mentioned.		Details should be attached
18.	Financial Statements for the year 2022-2023.		Audited Financial Statements of year 2022-2023.
19.	Should be service provider offices across the country.		Office addresses to be provided

*All requirements are mandatory for scope A&B for prequalification. All copies should be attested.

8. Format of Proposal

The prequalification proposal should address each of the criteria addressed in this section. It should be clear and concise in response to the information and requirements described in this prequalification document. The format and sections of the Proposal should conform to the structure outlined below. Adherence to this format is necessary in order to permit the effective evaluation of proposals.

Each section of the proposal should be separated by colored separators for easy access to the relevant section,

Sr.	Contents
01	Letter of Application (Section 6)
02	Table of Contents
03	Executive Summary
04	Corporate Information
05	Company's Experience
06	Relevant previous and current clientele
07	References
08	Any other relevant information
09	Response to Evaluation Criteria (Section 4 of Prequalification Documents)
10	Annexures/Attachments as required in the Evaluation Criteria (Section 4 of Prequalification Documents)

Annexure-B

9. Letter of Application

To:

Divisional Head (Procurement), Procurement Division
Logistics, Communications and Marketing Group, National Bank of Pakistan,
Head Office, I. I. Chundrigar Road, Karachi.
Tel: 021-990220331 / 02138902435

Project Name:

1. Being duly authorized to represent and act on behalf of _____ (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the prequalification requirements and information provided, the undersigned hereby applies for prequalification for “Cash in Transit Services”:

2. Attached to this letter are copies of original documents defining:

(a) the Applicant's legal status;

(b) the principal place of business; and

(c) the place of incorporation (for Applicants/firms that are corporations), or the place of registration and the nationality of the owners (for Applicants that are partnerships or individually owned firms).

3. We undertake, if our pre-qualification response/submission is accepted, to provide the services on a competitive basis under the scope of services during the pre-qualification period as and when required on a need basis.

4. Your Authority and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting

information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

5. Your Authority and its authorized representatives may contact the following persons for further information:

Contact Person 1
Address and Contact Information
Contact Person 2
Address and Contact Information

6. This application is made with the full understanding that:

- (a) Responses by prequalified Applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (b) your Authority reserves the right to:
- amend the scope during the pre-qualification period; and
 - reject or accept any application, cancel the prequalification process without incurring any liability to the applicants. The Client will inform the affected applicants of the grounds for the Client’s action if so requested, but the Client shall not be required to justify the grounds.

7. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signature	Signature
Signatory Name	Signatory Name
For and on behalf of	For and on behalf of

Signed
Name & Designation
For and on behalf of (Name of Applicant) Company Stamp to be affixed

10. Contact Information

In case of any query related to this prequalification document, Applicants may contact the following NBP representative:

Name: Senior Vice President

Position: Divisional Head, Procurement Division, LCMG

Mail Address: haider.isani@nbp.com.pk

Phone: 021-990220331 / 021-38902435

Section 1: Company Details and General Information

1. Name of Firm:	
2. Registered Address:	
3. Mailing Address:	
4. Telephone Number:	
5. Fax Number:	
6. E-mail Address:	
7. Web Address:	
8a. Contact Name:	
8b. Contact Title:	
9. Parent Company, if Any (Full Legal Name):	
10. Subsidiaries, Associates, and/or Overseas Representative(s), if Any:	
11. Nationality of the Firm	
12. Type of Business:	
12a. If Other, specify:	
13. Nature of Business:	
14. Year Established:	
15. Key Personnel: [include the name of candidate, position, professional qualifications, and experience]	
16. Current tax authority's registration information:	

Section 2: Experience of Similar Assignments:

Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out services similar to the ones requested under this Assignment. Please provide authentic copy of purchase order (PO) of client and Project completion certificate from client on letter head Client's certification and/or evidence of the contract agreement.

Contract Title:

Approx. value of the services provided:

City:

Duration of contract

Name of Client:

Address:

Start date:

Completion date:

Contract Status: Completed / On going

Scope of services provided:

Note: Please attach copies of the contract.

We hereby certify that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible. Moreover, we have not been suspended by any of the authority on the ground of non-payment of dues.

Signed: _____

Date: _____

In the capacity of: (insert title or other appropriate designation of the signatory)