

PRE-QUALIFICATION FOR MISCELLANEOUS SUPPORT SERVICES

National Bank of Pakistan invites Proposals for pre-qualification of Firms for Miscellaneous Support Services (Electrical, Mechanical, Plumbing, Lift Operations, Kitchen, Chauffer and Office Attendant Services etc.) from reputed and experienced Firms.

Scope of Work, terms and conditions are given in RFP document, which may be obtained from the address given below against payment of Rs.1000/- (non-refundable) in shape of Bank Draft or Payment Order favoring NBP. RFP Document can also be obtained through courier or e-mail on written request (accompanied by Pay Order/Draft).

The existing pre-qualified firms are required to submit proposals afresh.

Complete proposals for pre-qualification must reach the address given below on or before September 10, 2014 (not later than 10.00 am), which shall be opened same day at 10:30 am in the presence of bidders/authorized representatives at the same address. For any queries, contact, Abrar Malik, OG-I at 021-99062012, 021-99220395 or abrar.malik@nbp.com.pk

This advertisement is also available on NBP and PPRA websites.

Incharge-Outsourcing

10 the Floor, Outsourcing Department
P&IRD, HRM & Admin.Group,
National Bank of Pakistan,
10th Floor, Head Office,
I.I. Chundrigar Road, Karachi.

JOB ASSIGNMENT:

- Arranging meetings of Outsourcing Committee.
- Preparation of Agenda for Outsourcing Committee's meetings
- Preparation of minutes of Outsourcing Committee's meeting.
- Correspondence with different Groups/Regions.
- Correspondence with Service Providers.
- Maintenance of Outsourcing Data
- Making Presentations (when required)
- Preparation of reports (when required)