

# INVITATION TO BID

## NATIONAL BANK OF PAKISTAN

### Recruitment & Employee Search Services (Lateral Hiring)

National Bank of Pakistan (NBP), one of the largest commercial banks operating in Pakistan invites sealed bids from the Human Resources Firms and Companies registered with Income Tax and relevant tax authorities and / or Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Recruitment & Employee Search Services for Lateral Hiring which will include but not limited to the following:

- Drafting and vetting of Career Advertisements, when required
- Inviting CVs / profiles through Portal / Software etc.
- Sharing and maintaining complete database of applicants
- Coordination and correspondence with applicants / candidates
- Screening and shortlisting of applications based on specified eligibility criteria
- Conducting assessment tests and interviews
- Submitting detailed Report to Human Resource Management Team based on assessment
- Sourcing of candidates / profiles where required

Bidding will be conducted in accordance with Rule 36(b) (Single Stage Two Envelope Procedure) of Public Procurement Rules 2004.

Bidding documents, containing detailed terms and conditions, etc. are available at 3rd Floor, Procurement Division, NBP, Head Office Building I.I. Chundrigar Road, Karachi against a pay order of Rs. 1000/- (Non-refundable) in favour of "National Bank of Pakistan" along with authority letter & copy of CNIC. Bidding documents can also be downloaded from [www.nbp.com.pk](http://www.nbp.com.pk) free of cost.

The pre-bid meeting will be held on **November 18, 2022 at 11:00 AM** at Committee Room No. 02, 2nd Floor, NBP, Head Office Building, I.I. Chundrigar Road, Karachi.

The bids, prepared in accordance with the instructions in the bidding documents, must reach at 3rd Floor, Procurement Division, NBP, Head Office Building I.I. Chundrigar Road, Karachi on or before **December 02, 2022 at 10:30 AM**. Bids will be opened the same day at **11:00 AM**. This advertisement is also available on NBP / PPRA websites at [www.nbp.com.pk](http://www.nbp.com.pk) / [www.ppra.org.pk](http://www.ppra.org.pk).

**Divisional Head, Procurement Division  
Logistics, Communications & Marketing Group  
3rd Floor, National Bank of Pakistan, Head Office,  
I.I. Chundrigar Road, Karachi  
Tel: 021-99220331, 021-38902590  
Email: [Shuja.uddin01@nbp.com.pk](mailto:Shuja.uddin01@nbp.com.pk)**

