

### Tender for Services

Bank of Azad Jammu and Kashmir intends to hire Services of Registered Professional Architectural / Engineering Consultant/Firm for following tasks of Bank of AJK Head Office Building located at Bank Square Chatter Muzaffarabad AJK.

1. **Scope of Services:** The scope of the services includes but not limited to:
  - i. Detailed Sub-surface investigation including foundation studies
  - ii. Testing on existing materials and structural component for residual performance level of building.
  - iii. Present Demo/Results to Bank's Management with clear and solid recommendations regarding retrofitting or demolishing of existing building.
2. The Consultancy Firm should submit the documentary proof of the following with their proposals;
  - i. Company profile with Name, Address, Legal status (i.e., Proprietorship, Partnership, Limited Company, etc.), Years of relevant and general experience of the Firm / JV / Consortia.
  - ii. The Consultancy firm should have the required Pakistan Engineering Council (PEC) Registration Certificate for the year 2021 bearing all the relevant profile codes.
  - iii. Certified true copies of an active Tax payer with FBR and Govt of AJK, along with NTN registration certificate
  - iv. Blacklisted Firms/Companies/Suppliers/Distributors/Contractors/Bidders are prohibited for participation. All bidders shall furnish an affidavit/certificate that they are neither blacklisted nor in conflict with Government anywhere in territory of the State of the AJK, Federally Administrated Areas or Islamic Republic of Pakistan.
  - v. Audit / Management report for last 3 years.
  - vi. Firm should have at least 5 years of similar nature of projects handling experience.
  - vii. Firm should provide an experience & satisfactory performance certificate (from client) of Planning, Designing & Supervision of at least 1 project of similar nature.
  - viii. List of personal relevant staff along with CV, PEC certificate and undertaking of relevant core staff showing project wise experience with exact time duration of each project
  - ix. List of similar nature of works completed and in hand with documentary proof
3. The Request for Proposal (RFP) can be obtained from below address upon payment of Rs. 2000/- (non-refundable) in the shape of Pay order in the favor of "Bank of AJK" up till 14-10-2021 during working hours. 9 am to 5 pm
4. The interested firms are requested to submit their Technical and Financial proposals by 15-10-2021 till 11:30 a.m. The Technical Bids would be opened on the same day at 12 p.m. **Delayed / Conditional/ Telegraphic bids will not be entertained.**
5. The "Least Cost based selection" will be adopted for the evaluation of financial proposals to be submitted, as per **Single Stage Two Envelope bidding process**, one envelope containing technical details etc. shall be clearly marked as "TECHNICAL PROPOSAL" and the other envelope containing the financial bids shall be clearly marked as "FINANCIAL PROPOSAL". Details are provided in RFP documents.
6. Financial bids of bidders, who fail to qualify in technical evaluation, shall be returned unopened. However financial bids / proposals of qualified bidders would be opened on the date & time to be intimated officially in due course of time.
7. Financial bids shall include of all the taxes levied in AJK.
8. The Committee reserves right to accept or reject any or all the bids as per AJK PPRA Rules.
9. This advertisement is uploaded on both websites of AJK PPRA ([www.ajkppra.gov.pk](http://www.ajkppra.gov.pk)) and BAJK ([www.bankajk.com](http://www.bankajk.com))
10. Bank will not be responsible for any cost incurred in submission of documents.
11. Address for submission/venue of opening of Tender Documents are as under:
12. Evaluation report/award of contract shall also be displayed at AJK PPRA Website.
13. The proposals/bids be valid for a minimum period of 120 days.

  
Divisional Head HRMD

Bank of AJK, Head Office, Bank Square, Chatter, Muzaffarabad, AJK  
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