



## **TENDER FOR SERVICES-HIRING OF TESTING SERVICE FIRM**

Bank of Azad Jammu and Kashmir is a fast growing commercial Bank operating in Azad Jammu and Kashmir with a network of 85 branches, 4 Regions and a Head Office. The Bank requires the services of **Testing Service Firm**, for recruitment of Human Resource for multiple disciplines ranging from **Assistant to OG-II** Cadre, in accordance with AJK Public Procurement Rules 2017.

The overall objective of proposed services of Testing Service Firm is to ensure the recruitment of quality Human Resource hired with high degree of transparency, accountability and integrity, aimed to guarantee qualitative team on board in BAJK for achieving the excellence in banking industry.

### **General Terms and Conditions:**

1. 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 **21-02-2024** during working hours. 9 am to 5 pm.
2. The interested bidder is requested to submit their Technical and Financial proposals by **22-02-2024** till **04:00 p.m.** The Technical Bids would be opened on the same day at **04:30 p.m. Delayed / Conditional bid will not be entertained.**
3. The "**Quality and cost based selection**" method will be adopted for the evaluation of technical 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.
4. 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.
5. The bid security amounting to **Rs 50,000/-** must be submitted with Bid in the form of CDR/DD/PO or Banker Cheque in the name of Bank of AJK. No tender will be accepted without Bid Security and such tender(s) will be rejected out rightly.
6. Financial bids shall include of all the taxes levied in AJK.
7. Interested firms should have valid NTN (Income Tax and GST), relevant tax certificates and should be on Active Taxpayer List of FBR/ CBR.
8. Blacklisted firms/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, or Islamic Republic of Pakistan.
9. Only such testing firms can participate, which have minimum 05 years' working experience of taking recruitment tests in Govt. /Semi-Govt. organizations or banking sector. (Experience certificates/ profile should be attached).
10. The Committee reserves right to accept or reject any or all the bids as per AJK PPRA Rules.
11. 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)**
12. Bank will not be responsible for any cost incurred in submission of documents.
13. Evaluation report/award of contract shall also be displayed at AJK PPRA Website.
14. The proposals/bids should be valid for a minimum period of 120 days.
15. Address for submission/venue of opening of Tender Documents are as under:

**Divisional Head Operations,**

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

Head Office: Bank Square, Chatter Domel, Muzaffarabad, Azad Kashmir. Tel: 05822-924244-5, Fax: 05822-921983