

Azad Government of The State of Jammu and Kashmir
Higher Education Department

TENDER NOTICE

**INVITATION OF BIDS FOR HIRING TESTING SERVICE FIRM TO CONDUCT
EXAMINATION/TESTS AGAINST THE POSTS (FROM BPS 07 TO BPS 15) OF HIGHER
EDUCATION DEPARTMENT AJK**

The Higher Education Department (HED) GoAJ&K intends to hire services of a well reputed **Testing Service Firm** for recruitment against regular posts (from BPS-7 to BPS-15). Sealed bids are invited from well reputed registered Testing Firms duly recognized in Pakistan/AJ&K to conduct tests for recruitment. Bids shall be submitted on “**Single Stage Two Envelop**” under “**Quality Cost Based Selection Method**” as laid down in Rule 36(b) of AJK Public Procurement Rules 2017.

TERMS AND CONDITIONS:

Issuance of Bidding Documents

Interested firms may obtain the bidding documents upon submission of a written request on official letterhead along with a non-refundable fee of **PKR 5,000/-** (Rupees Five Thousand only) in the form of Bank Draft/Banker’s Cheque in favor of **DDO, Secretariat Higher Education**. Documents may be obtained up to **May 21, 2026 (04:00 PM)** from the office of the Secretary, Higher Education Department, Right Wing, Ground Floor, Block No. 10, Civil Secretariat, Chatter Domel, Muzaffarabad.

Bid Security

All bidders shall submit the Bid Security of **PKR: 200,000/-** (Two Hundred Thousand Rupees Only/-) along with technical bid in form deposit at call.

Submission and Opening of Bids

Bids must be submitted in a single sealed outer envelope containing two separately sealed inner envelopes clearly marked as:

- “Technical Proposal”
- “Financial Proposal”
- **Submission Deadline:** May 22, 2026 (11:30 AM)
- **Opening of Technical Proposals:** May 22, 2026 (12:00 PM)

Technical proposals will be opened in the presence of bidders or their duly authorized representatives. Authorization must be supported by a valid authority letter on stamp paper.

Eligibility Criteria

Only firms having a minimum of **five (05) years’ relevant experience** in conducting recruitment tests for Government/Semi-Government organizations are eligible. Documentary evidence must be provided.

Blacklisting Status

The firm must not have been blacklisted by any Government entity. An affidavit on stamp paper, duly signed by the authorized head of the firm, must be submitted.

Tax Compliance

Firms must possess valid NTN, relevant tax registrations, and must be listed on the **Active Taxpayers List (ATL) of FBR/ AJ&K CBR**.



Financial Proposal

The quoted fee/rate (to be borne by candidates) must be inclusive of all applicable taxes in AJ&K. The agreed rates shall remain valid for the entire contract period.

Testing Arrangements

The successful bidder must have the capacity to conduct examinations at all divisional headquarters and/or other agreed centers within the stipulated timeframe.

Scope of Services

The selected firm shall, as per directions of HED, be responsible for:

- Publication of advertisements
- Receipt and processing of applications
- Shortlisting of candidates
- Development and secure printing of question papers
- Conduct of examinations
- Assessment and preparation of results
- Any other related assignments as mutually agreed at the time of contract award

Record Maintenance

The selected firm shall maintain a complete database of applicants and preserve all examination records for a minimum period of **three (03) years** for audit and verification purposes.

Framework Agreement

The successful bidder shall enter into an **Open Framework Agreement** with the Higher Education Department.

Right of Rejection

The Department reserves the right to reject any or all bids in accordance with Rule 33 of the AJK Public Procurement Rules, 2017.



Section Officer

Higher Education Department GoAJ&K

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