



TENDER NOTICE
REQUEST FOR PROPOSAL (RFP)
FOR HIRING TESTING AGENCY

**TO CONDUCT TESTS FOR RECRUITMENT OF POSTS OF BPS-07 to BPS-15 IN
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT, AZAD JAMMU &
KASHMIR**

Sealed bids/proposals are invited from well reputed registered Public & Private sector Testing Agencies duly recognized in Pakistan/ AJ&K to conduct tests for recruitment of regular posts in Services and General Administration Department, Azad Jammu and Kashmir in BPS-07 to BPS-15. Bids should be submitted on "**Single Stage Two Envelope Procedure**" basis as laid down in Rule 36 (b) of AJ&K PPRA Rules, 2017 to the undersigned before **12:00 p.m** till **03rd June 2026**. The "Technical Proposal" will be opened on the same date at **12:30 p.m**.

TERMS AND CONDITIONS

1. One sealed envelope containing two sealed envelopes having clearly marked as "**Technical Proposal**" and "**Financial Proposal**" are to be filled by each Testing Agency.
2. Recruiting Agency should be a registered agency, if established in private sector, duly supported with attested copy of Registration Certificate from Security Exchange Commission of Pakistan (SECP).
3. The Recruiting Agency should have minimum 05 years' experience of taking recruitment tests in public sector organizations.
4. The Recruiting Agency must not be black-listed by any government office, for which an affidavit on Stamp Paper, duly signed by the head of Testing Agency, should be attached with the bid.
5. The Recruiting Agency should have their arrangements to conduct Test at all Districts of Azad Jammu & Kashmir.
6. The Recruiting Agency should have an NTN and STRN issued by Inland Revenue Department GoAJ&K/ AJK-CBR.
7. The rate fee (100% to be paid by the candidates) for holding recruitment tests should be quoted for candidates including all taxes. These rates shall be valid till completion of the recruitment process.
8. The successful bidder will have to arrange tests at all Districts of AJ&K and at maximum other centers initially agreed as per agreement within the stipulated period as per agreement, which will be signed with the bidder subject to final approval of the Authority.
9. Copy of the Bidding document can be obtained (against the fee of Rs. 5000/-, non-refundable) from the office of the Secretary S&GAD, Block No 03, New Civil Secretariat, Chatter Domail Muzaffarabad, AJ&K on any official working day (Monday to Friday).
10. All other mandatory conditions along with evaluation criterion are the part of Bidding Document which must be followed. Any bidder in violation of mandatory conditions will be declared non responsive.
11. The Authority may reject any or all of the bids at any time prior to acceptance of the bid or proposal in terms of Rule 33 of AJ&K PPRA Rules, 2017.

Secretary S&GAD
GoAJ&K, Muzaffarabad
Block No. 03, New Civil Secretariat, Chatter Domail, Muzaffarabad.
Phone No. #05822-921417