



REQUEST FOR PROPOSAL (RFP)
HIRING OF THIRD PARTY RECRUITMENT TESTING AGENCY
TO CONDUCT WRITTEN TESTS OF
NORMAL PAY SCALE POSITION
[BPS-07 to BPS-15]



IN
ENVIRONMENTAL PROTECTION AGENCY, P&DD, AZAD JAMMU & KASHMIR

In pursuance to Azad Jammu and Kashmir Recruitment (Through Third Party) Act, 2021 read with Azad Jammu and Kashmir Recruitment (Through Third Party) Rules, 2026, 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 against Normal Pay Scale Staff Positions in the Environmental Protection Agency, P&DD, Azad Jammu and Kashmir, in BPS-07 to BPS-15 with detail given below:

Consultancy Titles	Method	Bid Security
Hiring Of Third Party Recruitment Testing Agency to Conduct Written Tests of Normal Pay Scale Positions in [Bps-07 To Bps-15]	Rule 36 (b) of AJ&K PPRA Rules, 2017 "Single Stage Two Envelope Bidding Procedure", on Least-cost Basis Selection Method, as per Regulation 3(C) of AJK Public Procurement of Consultancy Services Regulations 2018.	In form of Bid Securing Declaration Annex-C of RFP

TERMS AND CONDITIONS

- 1) The potential Recruitment Testing Agencies shall filed bid in a sealed envelope containing proposals marked as "Technical Proposal" and "Financial Proposal".
- 2) Recruitment Testing Agency should be a registered agency, if established in the private sector, duly supported with an attested copy of Registration Certificate from Security Exchange Commission of Pakistan (SECP).
- 3) The Recruitment Testing Agency should have a minimum 05 years' experience in taking recruitment tests in public sector organizations.
- 4) The Recruitment Testing Agency must not be black-listed by any government agency, for which an affidavit on Stamp Paper, duly signed by the head of the Testing Agency, should be attached with the bid.
- 5) The Recruitment Testing Agency must be capable of conducting recruitment tests at all Districts of Azad Jammu & Kashmir.
- 6) The Recruitment Testing Agency should have an NTN and STRN issued by the Inland Revenue Department, GoAJ&K/ AJK-CBR.
- 7) The bids must reach at the office of undersigned till **June 15, 2026, before 12:00 Hrs.** The "Technical Proposal" will be opened on the same date at **12:30 PM.**
- 8) The Testing Fee for holding recruitment tests (**100% to be paid by the potential candidates**) must be quoted inclusive of all taxes. These rates shall remain valid till the completion of the recruitment process, or as mentioned in the Bid Data Sheet of RFP.
- 9) As per the Agreement, the successful bidder shall arrange tests within the stipulated period in the District(s) identified & finalized by the Procuring Agency.
- 10) A copy of the Bidding document can be obtained from the office of the undersigned on paying a non-refundable fee of Rs. 5000/ on any official working day (Monday to Friday), well before the due date.
- 11) To qualify for Technical Evaluation, all bidders shall meet the eligibility criteria, as provided in the RFP Documents. Failure to which, the respective bid(s) shall not be considered for technical evaluation.
- 12) In terms of Rule 33 of AJ&K PPRA Rules, 2017, the Authority may reject any or all of the bids/proposals at any time under the recorded reasons.
- 13) The testing agencies/ Firms blacklisted in AJK or Pakistan shall not be allowed to participate under Rule-19 of AJK-PPRA Rules 2017. An affidavit should be attached with the Technical Proposal in this regard.

Director General

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Handwritten signature and date: 15/05/2026