



Bank of Azad Jammu & Kashmir

BANK OF AZAD JAMMU AND KASHMIR

HEAD OFFICE MUZAFFARABAD

**TENDER FOR SERVICES**  
**HIRING OF SERVICES OF 3<sup>RD</sup> PARTY HEADHUNTING OFFICERS/EXECUTIVE SEARCH**  
**FIRM**

The Bank of Azad Jammu and Kashmir (BAJK) is a fast growing Commercial Bank operating in the territory of Azad Jammu and Kashmir with a network of 83 branches throughout the State of Azad Jammu & Kashmir (AJK) having 4 Regions and a Head Office situated at Muzaffarabad (AJK).

BAJK provides equal employment opportunities to all the citizens of AJK and Pakistan and further to equip Bank with professional, competent and experienced Human Resource, the BAJK (Bank) is seeking the services of 3<sup>rd</sup> Party Headhunting Officers/Executive Search Firm (Recruitment Firm), for hiring/ recruitment of Human Resource for multiple disciplines ranging from Officer Grade- I and Executives (AVP and Above) for leadership position(s).

The scope of 3<sup>rd</sup> Party Headhunting Officers/Executive Search Firm is to cater the professional HR need of the bank by ensuring the hiring of quality Human Resource with high degree of professionalism by warranting the prevalence of merit, transparency and integrity focusing the objectivity of BAJK which aims to guarantee a high performing HR team for leadership Position(s) in the Bank for achieving the excellence by considering the banking industry norm's.

**1. SCOPE OF SERVICES:**

The scope/ responsibility of the 3<sup>rd</sup> Party Headhunting Officers/Executive Search Firm (ESF) Services shall be as under but not limited to:

- a) Placement of Career Advertisement in National Dailies / Newspapers and invitation of applications/CVs through Portal/ Website as per requirement of BAJK.
- b) Maintenance and Sharing of complete database of the applicants with BAJK-HRMD as per standardized format to be developed by the 3rd Party Headhunting Firm in consultation with BAJK HR Management.
- c) Screening/ Shortlisting of CVs/ applications on the basis of specified/ prescribed criteria provided by BAJK including pre-screening interviews.
- d) Conducting Aptitude tests and assessment interviews of the eligible candidates, where requires.
- e) Submitting a detailed report along with a summary to Divisional Head-HRMD for further processing as per Bank's Recruitment Policy.
- f) Verification/ checking of the selected candidate's (eCIB, NADRA Verisys, reference/ other compliance, screening/ checking of educational testimonials/ certificates and antecedents' verification).
- g) Providing list of shortlisted potential candidates along with evaluation report (in case of executive hiring AVP and above) to BAJK HRMD before conducting final interviews. Candidates with clean eCIB reports will be considered for hiring,

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meaning thereby that write-off of liability(ies) will not be considered for hiring, however justification may be provided by the concerned candidate on demand.

- i) The 3<sup>rd</sup> Party Headhunting/ ESF will provide a certificate for each hiring activity confirming that they have completed/ complied all the required formalities for the respective position(s).

## **2. OTHER CONDITIONS**

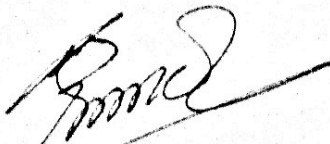
- The 3<sup>rd</sup> Party Headhunting Firm periodically meet with BAJK HR Management (preferably on quarterly basis) or in some cases special meeting may be convened to finalize the hiring/ Recruitment plan along with details of position(s) and their approved respective job description(s). Furthermore, in some special instances BAJK management may call for urgent meeting with the prior notice of minimum three days for any urgent recruitment/ hiring.
- The 3<sup>rd</sup> Party Headhunting Firm will develop relevant position(s) advertisement as per define/ set criteria of BAJK in the requisite media channels (newspaper, social websites or any other medium) without disclosing the identity of their own firm as well as BAJK's name to maintain transparency, merit and secrecy as well as to avoid un-necessary pressure from political side or other quarter concerned. It is important to mentioned that disclosure of firm or BAJK's name will leads to cancellation of all advertisements and recruitment process.
- The standard for recruitment process including the criteria for screening and indicator of detailed assessment/ evaluation of the applicants will be developed by the 3<sup>rd</sup> Party headhunting Firm and will get the same approved from BAJK HR Management Division at the inception stage of Bi-party Contract.
- The 3<sup>rd</sup> Party headhunting Firm shall maintain highest degree of transparency. The selection process should be clear and transparent so as to substantially eliminate biases and unethical practices.
- In case of not finding suitable candidates, the 3<sup>rd</sup> Party headhunting Firm is responsible to make all possible efforts till the suitable candidate(s) is identified within the agreed/ stipulated time period.
- The 3<sup>rd</sup> Party headhunting Firm will follow the agreed SOPs for receiving the application, scrutinizing them against the set approved criteria, recording reasons for their rejection (if any) and document the same and will share with BAJK as and when required by the Bank.
- The 3<sup>rd</sup> Party headhunting Firm will designate the focal person for BAJK and ensure that requisite panelist for interviews will be engaged as per the requirement of job position(s). The key members of team should be shared with BAJK HR Management at the time of signing of contract.
- The 3<sup>rd</sup> Party headhunting Firm will share the final list of selected candidates in order of merit.-In this regards the Final Interview Committee will be constituted by the BAJK HR Management with the approval of the competent authority as defined in the BAJK Recruitment Policy. In Final Selection Interview process, a representative from 3<sup>rd</sup> Party Headhunting Firm should be a member of selection committee as a 3<sup>rd</sup> Eye.
- The selected candidate will be issued with an Offer Letter by BAJK HR Management Division after obtaining approval from the competent authority.
- BAJK Management has a right to make any addition/ deletion in number of position(s) against the recruitment plan.

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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 May 18, 2023 during working hours i.e. 09:00 AM to 05:00 PM.
4. The interested Headhunting Firm (bidder) is requested to submit their Technical and Financial Proposals by May 19, 2023 till 04:00 PM. The Technical Bids will be opened on the same day at 04:30 PM preferably in the presence of bidders, physically or in proxy. **Delayed/ Conditional Bid(s) will not be entertained.**
5. A Single Stage Two Envelope bidding process will be followed i.e. one envelope containing technical details shall be clearly marked as "TECHNICAL PROPOSAL" and the other envelope containing the financial bids shall be clearly marked as "FINANCIAL PROPOSAL". Details has already been provided in RFP documents.
6. The "Quantitative and Qualitative" selection basis with "Cost Effectiveness/ CBA" will be adopted for the evaluation of Proposals as submitted.
7. Financial bids, 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.
8. The bid security amounting to Rs 50,000/- must be submitted with Bid in the form of CDR in the name of Bank of AJK. No tender/ bid will be accepted without Bid Security (CDR) and such tender(s)/ bid(s) will be rejected out rightly.
9. Financial bid(s) shall be inclusive of all the taxes/ duties as applicable in AJK.
10. Blacklisted Firms/ Companies / Bidders are strictly prohibited for participation in the bid(s). 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 and Federally Administrated Areas or Islamic Republic of Pakistan.
11. The BAJK reserves the right to accept or reject any or all the bids as per AJK PPRA Rules.
12. 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)"
13. BAJK will not be responsible for any cost incurred in submission of bid documents.
14. Evaluation report/ award of contract shall also be displayed at AJK PPRA and BAJK Website.
15. The validity of proposals/ bids shall be for a minimum period of 120 days.
16. The venue for submission of Tender(s)/ Bid(s) and its opening is given hereunder:



Divisional Head-Operations  
Bank of AJK, Head Office  
Bank Square, Chatter Domel, Muzaffarabad, AJK  
Phone No. +92 5822 92 44-5  
[www.bankajk.com](http://www.bankajk.com)