

## Tender for Services

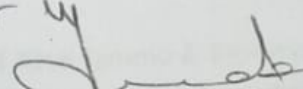
Bank of Azad Jammu and Kashmir is a fast growing commercial Bank operating in Azad Jammu and Kashmir with a network of 77 branches, 4 Zones, 2 Regions and a Head Office. The Bank requires the services of third party recruitment firm, for recruitment of Human Resource for multiple disciplines ranging from professional cadre (OG-I and above), executive and management /leadership position.

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

### 1. **Scope of Services:** The scope of the services includes but not limited to:

- Periodic meeting (quarterly) or in some cases special meeting convened with Third Party Recruitment Firm (TP-RF) by the management of BAJK to finalize the quarterly recruitment plan duly signed by the competent authority along with shared the detail of positions and their respective TORs and JDs. Furthermore, in some special situation BAJK management call for urgent meeting with the prior notice of minimum three days for any urgent recruitment.
- The TP-RF will develop advertisement in requisite media channels (newspaper, social websites or any other medium) without disclosing the identity of their own firm as well as BAJK. It is important to mentioned that disclosure of firm name or BAJK leads to cancellation of all advertisement and recruitment process.
- The standard recruitment process including the criteria for screening and indicator of detailed assessment of the applicants will be developed by TP-RF and will get approved by BAJK at the inception stage of the contract. The said standards will be the overall SOPs for the recruitment of HR during the contract period. The quarterly recruitment status along with report will be submitted to Divisional Head HR for review and approval. Along with invoice for payment.
- The TP-RF is expected to maintain highest degree of transparency. The selection process should be scientific and transparent so as to substantially eliminate biases and unethical practices. In case of not finding suitable candidates, the TP-RF is responsible to make all possible efforts till the suitable candidate is identified within the agreed/stipulated period of time.
- The TP-RF 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 /record the shortlist as reference and will share if BAJK request. It is expected that the TP-RF will designate the focal person for BAJK and ensure that requisite panelist for interviews will be engaged as per the requirement of job position. The key members of team should be shared with BAJK management at the time of signing of contract.
- The TP-RF will share the final list of selected candidates with order of merit from 1 to 3 if BAJK management approved the recommended candidate the formal procedure of offer letter issued by HR Division, however if they feel they can request for second interview for the panel of three candidates. In this regards the committee will be constituted with four members one from BAJK relevant Head and Divisional Head HR and one subject specialist as external and representative of TP\_RF. After the interview the selected candidate will be issued offer letter accordingly. Conduct reference checks based on information provided by the final panel of selected candidates within the seven days of the selection of incumbent.
- Any addition or deletion in number of positions against the recruitment plan may be possible with mutual consent during the said period. The TP-RF shall conduct the recruitment process as per the mutually agreed guidelines between the Bank and TP-RF.

2. The Request for Proposal (RFP) can be obtained from below address upon payment of Rs. 500/- (non- refundable) in the shape of Pay order in the favor of "Bank of AJK" up till 03-08-2022 during working hours. 9 am to 5 pm
3. The interested bidder is requested to submit their Technical and Financial proposals by 04-08-2022 till 11:30 a.m. The Technical Bids would be opened on the same day at 12 p.m. **Delayed / Conditional/ Telegraphic bids will not be entertained.**
4. The **"Quality and cost based selection"** 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.
5. 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.
6. 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 will be accepted without Bid Security and such tender(s) will be rejected out rightly.
7. Financial bids shall include of all the taxes levied in AJK.
8. Blacklisted firms/Companies/Suppliers/Distributors/Contractors/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, Federally Administrated Areas or Islamic Republic of Pakistan.
9. The Committee reserves right to accept or reject any or all the bids as per AJK PPRA Rules.
10. 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))
11. Bank will not be responsible for any cost incurred in submission of documents.
12. Evaluation report/award of contract shall also be displayed at AJK PPRA Website.
13. The proposals/bids should be valid for a minimum period of 120 days.
14. Address for submission/venue of opening of Tender Documents are as under:

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**Divisional Head Operations**

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