

TENDER FOR SERVICES

Bank of Azad Jammu and Kashmir invites sealed quotations from Income tax/ Sales Tax registered firms/Bidders/Companies having at least rating 'A' for:

1. **Group Life Insurance of Staff for the year 2025-26**
2. **Group Health Insurance of Staff for the year 2025-26**
3. **Comprehensive Insurance Coverage of Outstanding Balance of Staff finances for the Year 2025-26**

in accordance with AJK Public Procurement Rules 2017 on **"Single Stage – Two Envelop Bidding Process will be followed"**. **General Terms and Conditions:**

1. The Request for Proposal (RFP) can be obtained from below address upon payment of **Rs. 2000/- (non- refundable)** in the shape of Pay order/Demand Draft/ Bankers Cheque in the favor of "Bank of AJK" up till **11-06-2025** during working hours, 9 am to 5 pm.
2. The interested bidder is requested to submit their Technical and Financial proposals by **12-06-2025** till **02:00 PM for sr. 1, 03:00 PM for sr. 2 and 04:00 PM for sr. 3**. The Technical Bids would be opened on the same day at **02:30 PM for sr. 1, 03:30 PM for sr. 2 and 04:30 PM for sr. 3**. **Delayed / Conditional bid will not be entertained.**
3. The **"Quality and Cost based Selection"** method 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.
4. Pre-bid meeting will be held on **29th May 2025 at 11:00 AM** at the committee room of Bank of Azad Jammu Kashmir Head Office Muzaffarabad.
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 150,000/- for sr.1 Rs. 750,000/- for sr.2 and Rs. 100,000/- for sr.3** must be submitted with Bid in the form of CDR/DD/PO or Banker Cheque 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. Interested firms should have valid NTN (Income Tax and GST), relevant tax certificates and should be on Active Taxpayer List of FBR/ CBR.
9. Blacklisted firms/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, or Islamic Republic of Pakistan.
10. The Committee reserves right to accept or reject any or all the bids as per AJK PPRA Rules.
11. This advertisement is uploaded on both websites of AJK PPRA www.ajkppra.gov.pk and BAJK www.bankajk.com
12. Bank will not be responsible for any cost incurred in submission of documents.
13. Evaluation report/award of contract shall also be displayed at AJK PPRA Website.
14. The proposals/bids should be valid for a minimum period of 150 days.
15. Address for submission/venue of opening of Tender Documents is: Manager Establishment Section, Head Office Bank of Azad Jammu and Kashmir, Gojra Bypass Road Muzaffarabad AJK. Contact 05822-923004-5.

Ahtisham Malik
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Head Office: Bank Square, Chattar Domel, Muzaffarabad, Azad Kashmir. Tel: 05822-924244-5, Fax: 05822-921983