

Prequalification of Vendors



Application Form

PREQUALIFICATION LIST (PQLs)
Eligibility and Evaluation Criteria

Applying for Categories of General Goods and Services as mentioned in advertisement

Date and Time of submission:

Upto 10th February 2026 till 05:00 pm

Review of List by Bank Committee:

25th February 2026 11:00 am

*Establishment Section,
CAD Division,
Head Office, Sardar Nazir Plaza, Gogra bypass road
Muzaffarabad AJK*



Prequalification of Vendors

Table of Content

Sr. No.	Particulars	Page Nos.
1	Pre-Qualification Application Form	3
2	Scope of Work	5
3	Evaluation and Selection Procedure	6
4	Eligibility Requirements and Evaluation Scoring Matrix 4.1. Scoring Matrix for Computer Equipment (Category A) 4.2. Scoring Matrix for Office Equipment (Category B) 4.3. Scoring Matrix for Bank Related Stationery (Category C) 4.4. Scoring Matrix for Bank Related Furniture & Fixtures (Category D) 4.5. Scoring Matrix for Bank Related Advertisement and Publicity (Category E)	7 8 9 10 11
5	Compulsory Compliance Requirements	12
6	Grounds for Disqualification	12
7	Statutory Declaration in Compliance with State Bank of Pakistan Requirements (Annexure A)	13



Prequalification of Vendors

Pre-qualification

Application Form

General Information:

Name of Organization/ Firm			
Abbreviated Name (If any)			
National Tax number/ NTN no AJK IRD/FBR		General Sales Tax Registration No.	
Number of employees		Firm Date of Registration.	

Legal Status	Private limited	Sole Proprietor	Joint Venture	Partnership
--------------	--------------------	--------------------	------------------	-------------

Registered Office Address			
City		Mobile number	
Phone		Website	
E-mail address		General Sales Tax	

Branch Office address			
City		Mobile number	
Phone			
E-mail address			

Financial worth of the Organization/Firm

Net Worth Rs.	In year 2024	
Turn Over	In year 2024	
Last 3 years of company profit(Please provide 3 years Audited Statements)	Year	Profit / Loss
	2024	
	2023	
2022		

Management Detail

CEO / Chairman / Owner Name	
Phone	
E-mail	
CNIC No.	



Prequalification of Vendors

List of Management / Board of Directors

Sr. No	Name	Position	Phone	E-mail
1				
2				
3				
4				

List of current business with other Banks Including government banks

Sr. no	Name of bank	Current Project/Scope of Work	Annual Contract Volume	Approximate value of Business

Any business detail already done with Bank of AJK:

Yes NO

if Yes Please Specify:

List of Documents to be attached with application form/ Mandatory Required Attachments:

- a. Profile Document of Organization/firm.
- b. Details/ certificates of registration with Income Tax, GST, and AJK (AJK IRD /FBR).
- c. Particulars of permanent technical staff, their qualification and experience.
- d. Affidavit on Stamp paper of Rs:100, stating that agency/service provider is not Blacklisted/Defaulter.
- e. Financial Soundness Proof (Bank Reference or Audited Report / Accounts).
- f. List of Existing banks as Clients with contact person (regular and occasional).
- g. List of Projects Completed with banks (only for last 03 years).

The information given above is true to the best of our knowledge; we undertake to inform Bank of AJK, of any changes that may take place later in the status of firm in business / Management.

Organization/firm Stamp

Signature _____
Designation _____
Date: _____

(A circular stamp is placed over the table, containing the text: THE BANK OF AZAD JAMMU & KASHMIR, BAJK, Establishment Sector.)

Prequalification of Vendors

2. General Scope of Work (Category-wise)

The Bank of Azad Jammu and Kashmir invites Expressions of Interest (EOI) from competent, reputable, and GST-registered firms for prequalification and shortlisting to provide goods, works, and services for its Head Office and branch network, as and when required in the following categories.

A. General Supply Repair and Maintenance of Goods for Head Offices/ Field Offices/ Branches

- Supply, Repair and Maintenance of office equipment, furniture, fixtures, stationery, computer equipment, electrical items, and other general consumables.
- Supply, Repair and Maintenance of security-related items, fire safety equipment, power solutions, and allied goods.
- Delivery in accordance with approved specifications, timelines, and quality standards.

B. General Services for banks.

- Provision of professional, technical, and operational services as required by the Bank from time to time.
- Submission of service plans, schedules, or technical proposals where applicable.
- Advisory support related to best practices, latest developments, and cost-effective solutions in the relevant service area.

C. Works and Installation for banks.

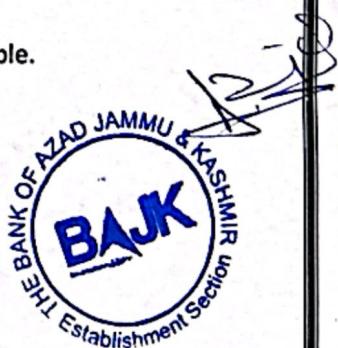
- Execution of minor civil works, installation, commissioning, and maintenance services as per approved scope.
- Compliance with safety standards, technical specifications, and regulatory requirements.
- Timely completion of assigned works to the satisfaction of the Bank.

D. Procurement Support and Official Requirements for banks.

- Designing, preparation, or execution of materials related to official notices, tenders, hiring announcements, and other institutional requirements, where applicable.
- Support services related to logistics, printing, placement, or execution through approved channels, if required

E. Contract Duration and Compliance

- The initial contract/agreement if made shall be valid for upto one (01) year and may be extended or renewed On yearly basis, subject to satisfactory performance, mutual consent.
- All prequalified firms shall comply with applicable laws, procurement rules, tax regulations, and instructions issued by the Bank or law of land from time to time.
- Any additional clause/term and condition which was mutually agreed will be applicable.



Prequalification of Vendors

Award of Assignments

1. As and when goods, works, or services are required, the Bank shall invite prequalified firms relevant to the category and issue detailed specifications or terms of reference.
2. Invited firms shall submit technical and, where applicable, financial proposals.
3. Proposals shall be evaluated by the Bank's competent committee in accordance with prescribed evaluation criteria and applicable procurement rules specification of goods and services.
4. The firm evaluated as the most responsive and suitable shall be issued a formal work order or purchase order.

3. Selection Process :

Selection Process comprises of following Phase;

Qualification in Evaluation Criteria Rating Mark Sheet:

Applying firm must qualify in Evaluation Criteria rating mark sheet by acquiring at least 70 marks for qualification.



Prequalification of Vendors

4. Evaluation Criteria (Mark sheet):

4.1. Scoring Matrix for Computer Equipment (Category A)

BAJK shall evaluate proposals/pre-qualification application form using the following evaluation criteria:

S.NO	Descriptions	Total Marks	Marks Obtained	Remarks	Remarks (Attachment of relevant evidence in each case is mandatory)	Attached Evidence as
1	Firm's Status	15		Public / Private Ltd.	NTN Certificate/Letter of Incorporation/Company Registration Letter is required to be enclosed	Ann "A"
		10		Partnership		
		05		Proprietorship		
2	Banks / organizations presently on Clientele List for supply of relevant items	10		Above 5	Work Orders to be attached duly issued from each concerned Bank	Ann "B"
		08		3 to 5		
		05		1 to 2		
3	Years In Business In relevant field	10		5 years & Above	NTN Certificate/Letter of Incorporation/Company Registration Letter is required to be enclosed	Ann "C"
		08		Above 2 years but less than 5 years		
		05		Upto 2 years		
4	Length of Business relationship with Banks	10		5 years & Above	Certificate is required	Ann "D"
		05		Above 2 years but less than 5 years		
		0		Upto 2 years		
5	Authorized Dealer / Reseller	10		Authorized Dealer	Certificate is required	Ann "E"
		05		Reseller		
		0		No Certificate		
6	Average Yearly Turn Over in Last 3 Years	20		On an average of 20 M and above	Audit Report/ Tax Return	Ann "F"
		10		On an average of 10 M but less than 20 M		
		0		Below an average of 10 M		
7	Number of Offices in Cities	10		Pakistan & AJK	Attach Company Profile with mention of complete addresses and PTCL Landline numbers of the country wise offices	Ann "G"
		08		Pakistan Only		
8	No. of successful Contracts with Govt./ Organizations	10		05 & above	Work Orders to be attached duly issued from each concerned Office	Ann "H"
		05		1- 4		
		0		No		
9	No. of Employees	05		Above 10	CVs or relevant profile of staff	Ann "I"
		03		5 to 10		
		01		Less than 5		
Total Marks		100				

NOTE:

1. There can be subsequent clarification to this specific document for which it is advised to keep yourself abreast with the notification being hoisted on AJK Bank & AJK PPRA websites regularly.
2. Attachment of relevant evidence in evaluation criteria is mandatory. In case of non-provision of evidence in any of the requisite, no marks will be awarded.
3. Acquiring of 70% marks of the total score will make the Applicant qualify in evaluation criteria.



Prequalification of Vendors

4.2. Scoring Matrix for Office Equipment (Category B)

BAJK shall evaluate proposals/pre-qualification application form using the following evaluation criteria:

S.NO	Descriptions	Total Marks	Marks Obtained	Remarks	Remarks (Attachment of relevant evidence in each case is mandatory)	Attached Evidence as
1	Firm's Status	15		Public / Private Ltd.	NTN Certificate/Letter of Incorporation/Company Registration Letter is required to be enclosed	Ann "A"
		10		Partnership		
		05		Proprietorship		
2	Banks / Organizations presently on Clientele List for supply of relevant items	10		Above 5	Work Orders to be attached duly Issued from each concerned Bank	Ann "B"
		08		3 to 5		
		05		1 to 2		
3	Years in Business in relevant field	10		5 years & Above	NTN Certificate/Letter of Incorporation/Company Registration Letter is required to be enclosed	Ann "C"
		08		Above 2 years but less than 5 years		
		05		Upto 2 years		
4	Length of Business relationship with Banks	10		5 years & Above	Certificate is required	Ann "D"
		05		Above 2 years but less than 5 years		
		0		Upto 2 years		
5	Authorized Dealer / Reseller	10		Authorized Dealer	Certificate is required	Ann "D"
		05		Reseller		
		0		No Certificate		
6	Average Yearly Turn Over in Last 3 Years	20		On an average of 10 M and above	Audit Report/ Tax Return	Ann "E"
		10		On an average of 3 M but less than 10 M		
		0		From an average of 1 M to 3 M		
7	Number of offices in Cities	10		Pakistan & AJK	Attach Company Profile with mention of complete addresses and PTCL Landline numbers of the country wise offices	Ann "F"
		08		Pakistan Only		
8	No. of successful Contracts with Govt./ Organizations	10		05 & above	Work Orders to be attached duly Issued from each concerned Office	Ann "G"
		05		1- 4		
		0		No		
9	No. of Employees	05		Above 10	CVs or relevant profile of staff	Ann "H"
		03		5 to 10		
		01		Less than 5		
Total Marks		100				

NOTE:

1. There can be subsequent clarification to this specific document for which it is advised to keep yourself abreast with the notification being hosted on AJK Bank & AJK PPRA websites regularly.
2. Attachment of relevant evidence in evaluation criteria is mandatory. In case of non-provision of evidence in any of the requisite, no marks will be awarded.
3. Acquiring of 70% marks of the total score will make the Applicant qualify in evaluation criteria.



Prequalification of Vendors

4.3. Scoring Matrix for Bank Related Stationery (Category C)

BAJK shall evaluate proposals/pre-qualification application form using the following evaluation criteria:

S.NO	Descriptions	Total Marks	Marks Obtained	Remarks	Remarks (Attachment of relevant evidence in each case is mandatory)	Attached Evidence as
1	Firm's Status	15		Public / Private Ltd.	NTN Certificate/Letter of Incorporation/Company Registration Letter is required to be enclosed	Ann "A"
		10		Partnership		
		05		Proprietorship		
2	Banks / Organizations presently on Clientele List for supply of relevant items	10		Above 5	Work Orders to be attached duly Issued from each concerned Bank	Ann "B"
		08		3 to 5		
		05		1 to 2		
3	Years in Business in relevant field	10		5 years & Above	NTN Certificate/Letter of Incorporation/Company Registration Letter is required to be enclosed	Ann "C"
		08		Above 2 years but less than 5 years		
		05		Upto 2 years		
4	Length of Business relationship with Banks	10		5 years & Above	Certificate is required	Ann "D"
		05		Above 2 years but less than 5 years		
		0		Upto 2 years		
4	Authorized Dealer / Reseller	10		Authorized Dealer	Certificate is required	Ann "E"
		05		Reseller		
		0		No Certificate		
5	Average Yearly Turn Over in Last 3 Years	20		On an average of 10 M and above	Audit Report/ Tax Return	Ann "F"
		10		On an average of 3 M but less than 10 M		
		0		From an average of 1 M to 3 M		
7	Number of offices in Cities	10		Pakistan & AJK	Attach Company Profile with mention of complete addresses and PTCL Landline numbers of the country wise offices	Ann "G"
		08		Pakistan Only		
8	No. of successful Contracts with Govt./ Organizations	10		05 & above	Work Orders to be attached duly Issued from each concerned Office	Ann "H"
		05		1- 4		
		0		No		
9	No. of Employees	05		Above 10	CVs or relevant profile of staff	Ann "I"
		03		5 to 10		
		01		Less than 5		
Total Marks		100				

NOTE:

1. There can be subsequent clarification to this specific document for which it is advised to keep yourself abreast with the notification being hoisted on AJK Bank & AJK PPRA websites regularly.
2. Attachment of relevant evidence in evaluation criteria is mandatory. In case of non-provision of evidence in any of the requisite, no marks will be awarded.
3. Acquiring of 70% marks of the total score will make the Applicant qualify in evaluation criteria.



Prequalification of Vendors

4.4. Scoring Matrix for Bank Related Furniture and Fixture (Category D)

BAJK shall evaluate proposals/pre-qualification application form using the following evaluation criteria:

S.NO	Descriptions	Total Marks	Marks Obtained	Remarks	Remarks (Attachment of relevant evidence in each case is mandatory)	Attached Evidence as
1	Firm's Status	15		Public / Private Ltd.	NTN Certificate/Letter of Incorporation/Company Registration Letter is required to be enclosed	Ann "A"
		10		Partnership		
		05		Proprietorship		
2	Banks / Organizations presently on Clientele List for supply of relevant items	10		3 & Above	Work Orders to be attached duly issued from each concerned Bank	Ann "B"
		05		1-2		
3	Years in Business in relevant field	10		3 Years & above	NTN Certificate/Letter of Incorporation/Company Registration Letter is required to be enclosed	Ann "C"
		05		1-2 Years		
4	Length of Business relationship with Banks	10		3 years & Above	Certificate is required	Ann "D"
		05		Above 2 years but less than 3 years		
		0		1-2 years		
5	Manufacturer / Reseller	10		Manufacturer	Certificate is required	Ann "D"
		10		Reseller		
		0		No Certificate		
6	Average Yearly Turn Over in Last 3 Years	20		On an average of 10 M and above	Audit Report/ Tax Return	Ann "E"
		10		On an average of 3 M but less than 10 M		
		0		From an average of 1 M to 3 M		
7	Number of offices in Cities	10		Pakistan & AJK	Attach Company Profile with mention of complete addresses and PTCL Landline numbers of the country wise offices	Ann "F"
		08		Pakistan Only		
8	No. of successful Contracts with Govt./ Organizations	10		05 & above	Work Orders to be attached duly issued from each concerned Office	Ann "G"
		05		1-4		
		0		No		
9	No. of Employees	05		Above 10	CVs or relevant profile of staff	Ann "H"
		03		5 to 10		
		01		Less than 5		
Total Marks		100				

NOTE:

1. There can be subsequent clarification to this specific document for which it is advised to keep yourself abreast with the notification being hoisted on AJK Bank & AJK PPRA websites regularly.
2. Attachment of relevant evidence in evaluation criteria is mandatory. In case of non-provision of evidence in any of the requisite, no marks will be awarded.
3. Acquiring of 70% marks of the total score will make the Applicant qualify in evaluation criteria.



Prequalification of Vendors

4.5. Scoring Matrix for Bank Related Advertising and Publicity (Category E)

BAJK shall evaluate proposals/pre-qualification application form using the following evaluation criteria:

S.NO	Descriptions	Total Marks	Marks Obtained	Remarks	Remarks (Attachment of relevant evidence in each case is mandatory)	Attached Evidence as
1	Firm's Status	15		Public / Private Ltd.	NTN Certificate/Letter of Incorporation/Company Registration Letter is required to be enclosed	Ann "A"
		10		Partnership		
		05		Proprietorship		
2	Banks / Organizations presently on Clientele List for supply of relevant items	10		3 & Above	Work Orders to be attached duly issued from each concerned Bank	Ann "B"
		05		1-2		
3	Years in Business in relevant field	10		3 Years & above	NTN Certificate/Letter of Incorporation/Company Registration Letter is required to be enclosed	Ann "C"
		05		1-2 Years		
4	Length of Business relationship with Banks	10		3 years & Above	Certificate is required	Ann "D"
		05		Above 2 years but less than 3 years		
		0		1-2 years		
5	Technical Capability	10		Yes	Evidence is required	Ann "D"
		05		No		
6	Average Yearly Turn Over in Last 3 Years	20		On an average of 10 M and above	Audit Report/ Tax Return	Ann "E"
		10		On an average of 3 M but less than 10 M		
		0		From an average of 1 M to 3 M		
7	Number of offices in Cities for Prompt Support	10		Pakistan & AJK	Attach Company Profile with mention of complete addresses and PTCL Landline numbers of the country wise offices	Ann "F"
		08		Pakistan Only		
8	No. of successful Contracts with Govt./ Organizations	10		05 & above	Work Orders to be attached duly issued from each concerned Office	Ann "G"
		05		1-4		
		0		No		
9	No. of Employees	05		Above 10	CVs or relevant profile of staff	Ann "H"
		03		5 to 10		
		01		Less than 5		
Total Marks		100				

NOTE:

1. There can be subsequent clarification to this specific document for which it is advised to keep yourself abreast with the notification being hosted on AJK Bank & AJK PPRA websites regularly.
2. Attachment of relevant evidence in evaluation criteria is mandatory. In case of non-provision of evidence in any of the requisite, no marks will be awarded.
3. Acquiring of 70% marks of the total score will make the Applicant qualify in evaluation criteria



Prequalification of Vendors

5. Compulsory Compliance Requirements

- Income Tax Registration with Govt. AJK/Pakistan.
- Attachment of Affidavit (specimen attached as Annexure "A") on stamp paper duly attested by notary public that the firm/individual is not blacklisted or not in any litigation nor in any conflict with Govt. agency in the territory of the state of AJK or Pakistan..

6. Grounds for Disqualification

The applicant will be delisted and considered disqualified prior/during technical evaluation process or after award contract if:

- Black listed by AJ&K PPRA or BAJK/any authority of SBP/Govt of AJK/Pakistan
- If it finds, at any time, that the information submitted by the applicant concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.
- The company is not registered with Income Tax Registration/AJK or Pakistan.
- The applicant failed to submit Pay Order/Demand Draft in favor of Bank of Azad Jammu and Kashmir.
- During verification process of the client list the response by any of the banks unsatisfactory on account of previous performance



Prequalification of Vendors

7.

Annexure "A"

To be typed on Rs.100/- Stamp Paper

AFFIDAVIT / DECLARATION

**(AS REQUIRED BY THE STATE BANK OF PAKISTAN THROUGH
BPRD CIRCULAR NO.13, DATED DECEMBER, 11, 2014)**

I, _____ S/o _____, Proprietor/Authorized

Representative/Partner/Director of M/s _____, having NTN # _____, holding CNIC #
_____, do hereby state on solemn affirmation as under:

1. That the above named firm/company has not been adjudged an insolvent from any Court of law.
2. That no execution of decree or order of any Court remains unsatisfied against the firm/company.
3. That the above named firm/company has not been compounded with its creditors.
4. That my/our firm/company has not been convicted of a financial crime.
5. The firm/company has neither been blacklisted nor in any conflict with government agency in the territory of AJK or Pakistan.
6. The firm/company is not engaged in any arbitration with any government entity.

That whatever stated above is true and correct as to the best of my knowledge and belief.

City: _____

Dated. _____

DEPONENT

(PROPRIETOR / REPRESENTATIVE)/DIRECTOR

Solemnly affirmed and stated by the above named deponent, personally, before me, on this _____ day of
_____, 2026, who has been identified as per his CNIC.

COMMISSIONER FOR TAKING AFFIDAVIT

