



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

REGIONAL OFFICE MANGA MANDI

Ref. No. EOBI/MMR/A&A/2024/6644/6654

Dated. 17th January, 2024

RIZWAN MEHMOOD,

Deputy Director (MIS)

Public Procurement Regulatory Authority (PPRA),
Cabinet Division, 1st Floor, F.B.C. Building G-5/2,
Islamabad.

SUBJECT: Advertisement of Tender Notice # EOBI/MMR/01/2024
Dated 17.01.2024

Dear Sir,

Kindly advertise the **EOBI Regional Office Manga Mandi** enclosed Tender Notice # EOBI/MMR/01/2024 on the website of Public Procurement Regulatory Authority (PPRA). Tender fee will be payable after allotting the TSE number on Public Procurement Regulatory Authority (PPRA) website as advised by you.

Thanks & oblige please.

Zia-Ur-Rehman
(Zia-Ur-Rehman)
Regional Head

CC:

1. The DDG B&C-II, Lahore.
2. The Director (GAD), Head Office, Karachi.
- ✓ 3. The Director IT for placement on EOBI website.

*Please get it scanned and handover to
Mr. Najeeb Khan for placing on
In house F.
Mr. Abbas*

*Mr. Hanis
22-1-24*

Address: EOBI House, Haji Park Near Gujjar Plaza, By-Pass Manga Mandi, Multan Road.

Phone: 042-35384643 & 042-35384540 Email: mangamandiregion@eobi.gov.pk

EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

REGIONAL OFFICE MANGA MANDI

**TENDER NOTICE NO. EOB/MMR/01/2024 DATED
17.01.2024**

The Federal Government owned Autonomous Body (EOBI) invites sealed Tender from National Tax Registered Firms/Suppliers based at Mangamandi for office space on rental basis as per following detail, for establishment of his office at Manga Mandi.

TENDER TITLE: "REQUIRED OFFICE SPACE"

Sr. No.	Required In-Built Facilities
	Required 5500 sq. ft. space on double story building for office use on rental basis preferably at Multan Road near Manga Mandi By-Pass along with the following in-Built facilities.
1.	In-House (In-Built) 09 rooms on both floors
2.	Floor Tiles
3.	Wall Paneling
4.	Secure from all side
5.	Wall Paints
6.	Open Hall on Ground and 1st floor
7.	Parking for Vehicles and all utilities (water, electricity & telephone etc)

TERMS AND CONDITIONS

1. Quotations shall be accepted only on Tender Document to be collected from our office on Cash Payment of Rs. 1,500/- (Rupees Fifteen Hundred Only) as Tender Fee (Non-Refundable).
2. The sealed quotations should reach to the Secretary Procurement Committee, EOBI House, Haji Park Gujjar Plaza By-Pass Manga Mandi Multan Road, Lahore up to 03:00 P.M. on 31-01-2024.
3. Single stage two envelope bidding procedure shall be applied, which means that each bid shall comprise of two separate envelopes containing one financial & other technical proposal.

Address: EOBI House, Haji Park Near Gujjar Plaza, By-Pass Manga Mandi, Multan Road.

Phone: 042-35384643 & 042-35384540 Email: mangamandiregion@eobi.gov.pk



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

REGIONAL OFFICE MANGA MANDI

4. Tender closing date is 31-01-2024 at 03:00 P.M. and Tender opening date is 31-01-2024 at 03:00 P.M.
5. Sealed tenders complete in all respects must be reached to the undersigned by Courier Service/by post/by hand during office hours i.e. 08:30 A.M. to 04:30 P.M. (sharp) except Saturday and Sunday, till the closing dates as mentioned above up to 31-01-2024. The envelope must bear the "**FINANCIAL PROPOSAL**" and "**TECHNICAL PROPOSAL**" in bold and legible letters to avoid confusion
6. Initially, only the envelope marked "**TECHNICAL PROPOSAL**" shall be opened in the presence of authorized representatives in the office of Regional Head, EOBI Regional Office Manga Mandi, Haji Park Gujjar Plaza By-Pass Manga Mandi Multan Road, Lahore on 31-01-2024 at 03:00 P.M.
7. The envelope marked as "**FINANCIAL PROPOSAL**" shall be remained in the custody of M/S EOBI without being opened.
8. The Procurement Committee shall evaluate the technical proposal as per given evaluation criteria without reference to the price and reject any proposal which does not conform to the specified requirements.
9. During the technical evaluation no amendments in the technical proposal shall be permitted.
10. The financial proposals of bids shall be opened publicly at a time, date and venue communicated to the bidders in advance.
11. After the evaluation and approval of the technical proposal, M/s EOBI shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non responsive shall be returned un-opened to the respective bidders.
12. The lowest price evaluated bid shall be accepted.
13. The bidder should quote its rent rates for one year (12 Months) in the Financial Proposal.
14. The rates quoted shall remain valid for three (3) months from the date of opening of technical proposal.

Address: EOBI House, Haji Park Near Gujjar Plaza, By-Pass Manga Mandi, Multan Road.

Phone: 042-35384643 & 042-35384540 Email: mangamandiregion@eobi.gov.pk



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

REGIONAL OFFICE MANGA MANDI

15. Bid shall be in Pak rupees only and inclusive of all applicable taxes i.e. income tax etc., and any other tax/duties/surcharge as per current/prevalent GOP rules
16. No claim on/of Escalation during the currency of contract will be entertained.
17. Payment shall be made in advance (through cross cheque) for one year against the quoted / agreed rent for the hired property.
18. M/s EOBI will initially hire premises for one-year period.
19. The hiring can be extended for further period with mutual consent of both the parties with annually increase in rent @ 8%.
20. Payment shall be made after deduction of applicable taxes i.e. Income Tax, GST etc. at source as per prevailing Government Rules at the time of payment.
21. Offers are liable to be rejected if there is any deviation from the instructions as laid down in the bidding documents i.e. Incomplete bid shall not be accepted, offers are received after specified date and time, specification and other requirements are not properly adhered to or different from those given in the bidding documents.
22. Any overwriting and cutting should be avoided. However, if it is inescapable then each overwriting/cutting is to be signed and stamped by the bidder and certificate in this regard be attached with the financial bid that these cutting/overwriting had been made prior to submission of bids.
23. In case of any dispute or conflict between bidders and lesser, the case will be referred to Convener Procurement Committee, whose decision will be final and could not be challenged at any court of law.
24. The Competent Authority reserves the right to cancel/reject any bid or bids without assigning any reason thereof.
25. The bidders must attach copies of their NTN, GST and etc. certificates with the tender.
26. Taxes shall be levied (if applicable) as per laid down Government policy.
27. The successful bidder is bound to handover the possession of space after acceptance of bid, otherwise bid will be forfeited.

Address: EOBI House, Haji Park Near Gujjar Plaza, By-Pass Manga Mandi, Multan Road.

Phone: 042-35384643 & 042-35384540 Email: mangamandiregion@eobi.gov.pk



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

REGIONAL OFFICE MANGA MANDI

28. No change in quality shall be acceptable in given specification of required services after approval.
29. EOBI reserves the rights to cancel/reject any one or all the Tenders in accordance with rule (33) of Public Procurement Regulations.
30. No commission, brokerage will be paid by the Institution.
31. The firm has to submit an affidavit being not black listed from any department.

EVALUATION CRITERIA

Technical proposals shall be evaluated as per the laid down criteria. All supporting documents must be attached with Technical Proposal.

Bidder must score / achieve 60% as passing marks in technical qualification to become eligible for participating in financial bid opening. Technically qualified bidders shall be allowed to participate in the financial bid opening process. The financial bids of technically qualified bidders shall be returned un-opened as per PPRA Rules. House/premises shall be hired from the technically qualified bidder who has quoted the lowest financial bid and upon the recommendations of the relevant M/S EOBI Procurement Committee. If two or more bidders quoted the same financial bid, then the contract will be awarded to the one who has scored highest in technical qualification.

Part A) Mandatory Requirement *

- a) The covered area of building should be minimum 3500 sq ft. with having nine rooms.
- b) Owner should be of Pakistani National must have valid CNIC. (Enclose Documentary proof)
- c) He must be owner of the premises / building / house. In case of two or more owner's application must be accompanied with the legal / legitimate power of attorney in the name of applicant. (Enclose Documentary proof).
- d) The building being offered must be free of encumbrances, possession able and free from all types of litigation. No loan has been taken against the property and it has not been pledged anywhere. House/building has been constructed as per the approved by laws of the concerned municipal/cantonment etc. agency. Previous taxes of the building (if any) have been paid by the owner. (Enclose Documentary proof)

Address: EOBI House, Haji Park Near Gujjar Plaza, By-Pass Manga Mandi, Multan Road.
Phone: 042-35384643 & 042-35384540 Email: mangamandiregion@eobi.gov.pk



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

REGIONAL OFFICE MANGA MANDI

- e) Previous utility bills have been paid by the owner. (Enclose Documentary proof)
- f) Building has approved building plan from concerned controlling agency. (Enclose Documentary proof)
- g) Building has all basic amenities like electricity, water and telephone. (Enclose Documentary proof)
- h) Building has 3 phase electric connection. (Enclose Documentary proof)

PART B) GENERAL CRITERIA S.NO	DESCRIPTION	EVALUATION CRITERIA	MAX	EARNED MARKS
1	Covered Area	a. Within 4500 to 5500 sqft 10Marks b. Less than 4500 sqft 00 Marks	10	
2	Location of Premises	a. Located on main (100 meter) road 10 Marks b. Located on main (> 100 m and < 500 m) road 5 Marks c. Located on main (> 500 m and < 1000 m)road 3 Marks d. Located on main (> 1000 m) road 00 Marks	10	
3	Accessibility	a. Public Transport available within 250 meter distance 5 Marks b. Public Transport available within 500 meter distance 3 Marks c. Public Transport available within >1000 meter distance 2 Marks d. Public Transport available within >2000 meter distance 0 Marks	5	
4	Rooms	a. 9 rooms 10 Marks b. Less than 9 rooms 00 Marks	10	
5	Hall/ Conference room	a. Yes 10 Marks b. No 00 Marks	10	
6	Bath rooms	a. 3 attach bathrooms and one general bathroom 5 Marks b. 2 attach bathrooms and one general bathroom 3 Marks c. No general bathroom 0 Marks	5	
7	Flooring	a. Tile/Marble flooring in good condition 5 Marks b. Chips flooring in good condition 3 Marks	5	
8	Parking space	a. Parking for 4 vehicles 5 Marks b. Parking for 2 vehicle 3 Marks c. No parking 00 Marks	5	

Address: EOBI House, Haji Park Near Gujjar Plaza, By-Pass Manga Mandi, Multan Road.
Phone: 042-35384643 & 042-35384540 Email: mangamandiregion@eobi.gov.pk



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

REGIONAL OFFICE MANGA MANDI

9	Security arrangement	a. High and Secured walls or Barbed Wire on all external walls 5 Marks b. Normal walls and no Barbed wire 3 Marks	5	
10	Generator wiring	a. Generator wiring available 10 Marks b. Generator wiring not available 0 Marks	10	
11	UPS wiring	a. Ups Wiring available 5 Marks b. Ups Wiring not available 0 Marks	5	
12	Open Area/ Corridor	a. Open Area available on 200 Sqft area 5 Marks b. Open Area available on 100 Sqft area 3 Marks c. Open Area not available 0 Marks	5	
13	Water Connection/Self Boring	a. Self-boring 5 Marks b. Water connection govt 3 Marks	5	
14	Wooden Cabinets in rooms for files	a. Cabinet in each room 5 Marks b. Cabinet per room 1 Marks c. No cabinet 00 Marks	5	
15	Kitchen	a. Yes 5 Marks b. No 0 Marks	5	
Total		100		

- I. Minimum qualifying marks are 60% in above table. Attach Supporting documents.
- II. Financial Proposals, having 60% Marks and above in qualification shall be opened and non-qualified bids shall be returned unopened.
- III. M/s EOBI procurement committee shall visit the premises and marks shall be awarded as per criteria given above.

For further details, the undersigned may be contacted during working hours in person or telephonically over Phone No. 042-35384540.

Mr. Nasrullah Shah
Secretary Procurement Committee,
EOBI House Manga Mandi
Haji Park, Gujjar Plaza By-Pass Manga Mandi,
Multan Road, Lahore.