

## REQUEST FOR PROPOSAL (RFP)



**Employees' Old-Age Benefits Institution**  
190/1/B, Block-2, PECHS, Karachi.  
Tel: +92 21 34328050-59  
Website: www.eobi.gov.pk

**Employees' Old-Age Benefits Institution (EOBI)** is an autonomous organization working under the Human Resource Division of the Ministry of Overseas Pakistanis and Human Resources, **Government of Pakistan**. EOBI plans to introduce advance level automation of its business processes, therefore, requires GAP analysis and proposal for solution in the context of its present Information Technology Systems.

In order to carry out task of GAP analysis and proposal for solution of Information Technology Systems, **EOBI invites bids from firms with experience of IT Audit/Consultancy**. Bidding will be conducted under **Public Procurement Rules 2004, Open Competitive Bidding, Rule 36(a), Single Stage Two envelope procedure**, and is open to all bidders who meet the following eligibility/qualification criteria:

- i. The Bidder must be an Audit/Business Consultant firm registered under Companies Act 2017, & registered with the Federal and Provincial Tax Authorities.
- ii. The bidder should have performed IT audit/Business Consultancy of at least one public sector firm in the last five years (**Performance certificates/citations confirming the same must be enclosed**)
- iii. The bidder should have performed IT audit /Business Consultancy of at least 2 organizations of repute over the last five years. (**Performance certificates/citations confirming the same must be enclosed**)
- iv. The bidder should have an annual income of Rs. 5 million from IT audit/Business Consultancy services during the last five years. (**Audited accounts showing the income must be enclosed**)
- v. The Bidder is not in litigation with EOBI or with any other company or Undertaking of Federal and/or Provincial Governments. (**Affidavit required**).
- vi. The Bidder has not made any false representation in the forms, statements and attachments submitted to EOBI. (**Affidavit required**).
- vii. The Bidder has not been black listed by any Government or its organizations. (**Affidavit required**).

### **RFP AVAILABILITY:**

RFPs shall only be issued to the shortlisted firms after evaluation of the above-mentioned eligibility criteria.

### **BID OPENING, VALIDITY, & BID SECURITY:**

All Bids must be accompanied by Bid Security equal to 2% of bid amount in the shape of pay order/Demand Draft from any schedule bank of Pakistan in favor of Employees Old-Age Benefit Institution and must be delivered to Director (GAD) EOBI head office, 190/1/B, Block 2 P.E.C.H.S Karachi on or before 23<sup>rd</sup> November, 2022 @ 1100 hours. The Technical Bids will be opened on same date @ 1130 hours in the Board Room of EOBI Head Office, at 8<sup>th</sup> floor. Representatives of Bidders may attend the Bid opening. All Bids submitted must have a validity of at least 120 days. Validity shall be counted from the date of opening of Financial Bid. BID SECURITY shall be placed in a separate envelope labelled accordingly with the technical proposal.

### **BID REJECTION:**

Incomplete, conditional, and/or bids without Bid Security shall be instantly rejected. Bids without proof of eligibility conditions stated above shall also be rejected.

### **PRE BID MEETING & CONTACT FOR TECHNICAL INFO:**

A pre bid meeting is scheduled for 7<sup>th</sup> November, 2022 at 11:30 AM in the Board Room of EOBI Head Office, at 8<sup>th</sup> floor. Interested bidders may attend the meeting to seek clarifications, if any. For technical information, please contact Mr. Nirmal Director (IT) in IT Department Head Office or through email at nirmal@eobi.gov.pk, for administrative queries about the procurement process, please contact Muhammad Naeem Shoukat, Director, at the following address.

**Director (General Administration Department)**  
EOBI Head Office, 190/B/1, PECHS Block #2,  
Near Blue Ribbon Bakery, Off Shara-e-Faisal, Karachi, Tel Nos: 021-