



Employees' Old-Age Benefits Institution
190/1/B, Block-2, PECHS, Karachi.
Tel: +92 21-99225410-11
Website: www.eobi.gov.pk

REQUEST FOR PROPOSAL

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**. Since 2009, EOBI intent to introduce advance level automation of its business processes, therefore, requires GAP analysis/assessment of its present Information Technology Systems.

In order to carry out GAP analysis/assessment of Information Technology Systems, **EOBI invites proposals from firms with experience of IT Audit/GAP Analysis**. Bidding will be conducted under Open Competitive Bidding pursuant to Rule 36(b) "Single stage two envelope procedure" as per Public Procurement Rules 2004 and is open to all bidders as defined in the PPR-2004 that meet the following minimum eligibility/qualification criteria:

- i. The Bidder must be an Audit/Consultant firm registered under Companies Act 2017, & registered with the Federal and Provincial Tax Authorities.
- ii. The bidder should have performed IT audit of at least one public sector firm in the last three years (*Performance certificates/citations confirming the same must be enclosed*)
- iii. The bidder should be a member of ISACA (Proof/citation required).
- iv. The bidder should have performed IT audit of at least 3 organizations of repute over the last three years. (*Performance certificates/citations confirming the same must be enclosed*)
- v. The bidder should have an annual income of Rs. 10 million from IT audit/consultancy services during the last five years. (Audited accounts of must be enclosed)
- vi. The Bidder is not in litigation with EOBI or with any other company or Undertaking of Federal and/or Provincial Governments. (Affidavit required).
- vii. The Bidder has not made any false representation in the forms, statements and attachments submitted in proof of the pre-qualification requirements. (Affidavit required).
- viii. The Bidder has not been black listed by any Government or its organizations. (Affidavit required).

Complete details of eligibility criterion, services required, evaluation criteria, scope of work, technical details are available in the Request for Proposal (RFP).

RFP AVAILABILITY:

RFPs can be obtained on production of a Pay Order of Rs. 2,000 drawn on any local commercial bank in favor of **Employees' Old-Age Benefits Institution, Head Office, Karachi**, from date of publication of this advertisement.

BID OPENING, VALIDITY, & BID SECURITY:

Sealed bids are required to be submitted by interested bidders on or before 6th October, 2022 by **11:00 AM** in the office of undersigned. The applications received till the stipulated date & time shall be opened publicly on the same day at **11:30 AM** in the Board Room of EOBI Head Office, at 8th


floor in presence of the applicants or their authorized representatives who choose to attend. All bids submitted must have a validity of at least 120 days. Validity shall be counted from the date of opening of Financial Bid. All bids are to be accompanied with a "BID SECURITY" pay order equal to 2% of total bid value. BID SECURITY shall be placed in a separate envelope labelled accordingly with the financial proposal.

BID REJECTION:

Incomplete, conditional, and/or bids without Bid Security shall be instantly rejected. Bids which are for only one category shall also be rejected. Bids without cover letter (specimen provided in RFP) shall also be rejected. Bids without proof of minimum eligibility conditions stated above shall also be rejected.

PRE BID MEETING & CONTACT FOR TECHNICAL INFO:

A pre bid meeting is scheduled for 28th September, 2022, at 11:30 AM in the Board Room of EOBI Head Office, at 8th 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 at 021-99225383-84 or through email at nirmal@eobi.gov.pk RFPs can be obtained from the address mentioned below.


Director (General Administration Department)
EOBI Head Office, 190/B/1, PECHS Block # 2,
Near Blue Ribbon Bakery, Off Shara-e-Faisal, Karachi, Tel Nos: 012-99225375