



Request for Proposal Hiring of Consultancy Firm for Development Project Positions

Employees' Old-Age Benefits Institution (EOBI) intends to hire the services of a Consultancy Firm for Recruitment of IT professionals on contract basis for an IT Project titled as "Revamping EOBI Applications & Database for Strengthening Social Security System by the Institution". Bids are accordingly invited from competent Firms to undertake services of screening, written test & initial interview of the eligible applicants in an efficient/ timely manner and as per bid documents. Bidding will be conducted **Rule 36(b), Single Stage Two envelope procedure of PPRA Rules 2004** and is open to Bidders who meet following criteria:

- i. The bidder is a registered firm under the Companies Act 2017 and is operating in Pakistan for at least three fiscal years.
- ii. Must be in the Latest Active Taxpayer List of FBR.
- iii. The bidder must be registered in EOBI and regularly paying contribution.
- iv. The bidder must have provided hiring services to at least two public sectors and at least three private sector organizations in the last five years and made recruitment/selection for senior and middle level position in these organizations.
- v. The bidder should have at least annual revenue/turnover of Rs. 500 million during the last five fiscal/ calendar years.
- vi. The bidder must not be in litigation with EOBI and Federal Government and has not been blacklisted by Government.

AVAILABILITY OF BID DOCUMENTS:

Bid documents shall be available from the date of publication of tender notice in the newspapers from the below mentioned address or EOBI Zonal Offices situated at 57-L, Gulberg-III, Lahore and Plot No.32, 33 & 34, Sector G-10/4, Islamabad, on production of Rs. 5,000/= Pay Order (non-refundable) drawn on any commercial bank in favor of "EMPLOYEES' OLD-AGE BENEFITS INSTITUTION, HEAD OFFICE, KARACHI".

BID CLOSING, OPENING, VALIDITY, & BID SECURITY:

Bids prepared in accordance with the instructions in the bidding documents containing Technical and Financial Proposals in separate envelopes, must reach at address given below on or before 16.08.2023 at 11:00 am. Opening of technical bid is set for 16.08.2023 at 11:30 am in the Board Room of EOBI Head Office, at 8th floor. Representatives of bidders may attend the bid opening. All bids submitted must have a validity of at least 180 days. Validity shall be counted from the date of opening of Financial Bid. Financial Bid shall be opened after evaluation of technical bids for which bidders will be informed. All bids are to be accompanied with a "BID SECURITY" pay order of Rs.500,000/= in favor of "EMPLOYEES' OLD-AGE BENEFITS INSTITUTION, HEAD OFFICE, KARACHI".

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.

Director (General Administration Department)
EOBI Head Office, 190/B/1, P.E.C.H.S Block # 2,
Near Blue Ribbon Bakery, Off Shara-e-Faisal, Karachi, Tel No: 021-99225397

