



Request for Proposal Email Services for EOBI

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 has been using Gmail suit for communications since long. Now that Gmail is discontinued, EOBI invites proposals from reputed firms to provide email services.

Bidding will be conducted under **Public Procurement Rules 2004, Open Competitive Bidding, Rule 36(b), Single Stage Two envelope procedure**, and is open to all bidders who meet the following eligibility/qualification criteria:

- i. The Bidder is a registered firm under the Companies Act 2017 as well as registered with Federal and Provincial Tax Authorities. The company should be operating in Pakistan for at least three fiscal years. (**Proof required**).
- ii. The bidder should have an annual income of Rs. 500 million during the last five fiscal years. (**Audited accounts showing the income must be enclosed**)
- iii. The bidder should provide the following services:
 - a. Enterprise-grade SPAM protection
 - b. Anti-virus protection
 - c. SSL certificate
 - d. Dedicated email server
 - e. Email account Administration
 - f. Storage space management
 - g. Performance Dashboard (for monitoring)
- iv. The Bidder is not in litigation with EOBI or with any other company or Undertaking of Federal and/or Provincial Governments and has not made any false representation in the forms, statements and attachments submitted to EOBI and has not been black listed by any Government or its organizations. (**Affidavit required**).
- v. The bidder should provide the project plan. (**Plan should be attached with technical proposal**).

AVAILABILITY OF BID DOCUMENTS:

Bid documents shall be available from the date of publication of RFP in the newspapers and on websites of PPRA and EOBI from the below mentioned address on production of Rs. 2000/- Pay Order/ Demand draft (non-refundable) drawn on any commercial bank, made in the name of EMPLOYEES' OLD-AGE BENEFITS INSTITUTION, HEAD OFFICE, KARACHI.

BID OPENING, VALIDITY, & BID SECURITY:

Interested Bidders may submit their proposals (Technical & Financial Proposal) placed in main envelope with the validity of 120 days. Bid Security Rs. 200,000/- in shape of Pay Order/Demand draft on the name of Employees Old-age Benefit Institution from scheduled bank of Pakistan enclosed in Technical envelope, shall be addressed to **Director (General Administration), EOBI Head Office, 190/1/B, Block-2 PECHS, Karachi at or before 1100 Hours on 23rd December, 2022**. The Bids will be opened on same day at 1130 Hours at Board room of EOBI Head Office Karachi. Bids received after the above deadline will not be accepted.

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 on **12th December, 2022**, at 11:00 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. Najeeb Ullah Khan Assistant Director in IT Department Head Office through email at najeeb.khan@eobi.gov.pk (021-99225378). For administrative queries about the procurement process, please contact Mr. Muhammad Naem Shoukat, Director, at the following address.

Director (General Administration Department)
EOBI Head Office, 190/B/1, PECHS Block # 2,
Near Blue Ribbon Bakery, Off Sharah-e-Faisal, Karachi, Tel Nos: 021-99225405