



Government of Pakistan
(Establishment division)

**Federal Employees Benevolent
& Group Insurance Funds (FEB & GIF)**

**INVITATION OF BIDS FOR HIRING OF CONSULTANCY FIRM
FOR DEVELOPMENT OF RFP FOR END-TO-END ERP**

FEB & GIF is a body corporate/Autonomous body under the administrative control of Establishment Division. Its affairs are governed through a Board of Trustees (BOT) headed by Secretary, Establishment Division, as Chairman BOT. It deals with various welfare schemes for Federal Government Employees and their families, employees of the specified autonomous/corporate bodies under the provisions of FEB&GIF Act, 1969.

The organization intends to automate its functions including Finance & Accounts, Contributions, Investments, Welfare Schemes payments including (DCS), Real Estates, Administrative and Resource Management, Legal matters & equity/fund management and integration with other relevant Govt. institutions to extend delivery of service efficiently and effectively through customized web-based applications with end-to-end encryption.

The organization invites offers/bids of a well reputed, established, and income tax/sales tax registered **“Software/ERP Consultancy Firm(s)”** for development of Request for Proposal (RFP) document (for inviting bids from Software/ERP development and/or implementation firms) including Terms or References (TORs) for Requirement Analysis, Design, Development, Implementation and support of the agency specific ERP.

Bids will be processed under PPRA rules in a single stage two envelopes basis. Technical and Financial Bids in separate envelopes may clearly be Bundled, numbered and indexed accordingly in a non-detachable shape. Interested parties must carefully read the terms and conditions and selection criteria mentioned in the tender document, which is **summarized as under: -**

S#	Criteria	Required Attested copies.
1.	Firm must be registered with FBR for income tax/ Sales Tax & PSEB for last 05 years.	Relevant certificates.
2.	Must have completed at least 03 projects of such enterprise level RFPs in last 05 years.	Procurement and completion orders.
3.	Bidders should be financially sound having proper office, telephone number, fax number and official emails in Islamabad.	Occupancy/Agreement.
4.	Must have a sound full time technical team including solution architects, business/System Analysts.	Verifiable Summary and CVs.
5.	Bids must be accompanied by a bid security of Rs. 5% of bid price in the shape/form of Pay order/Demand Draft.	Pay order/bank draft in favor of “Board of Trustees, FEB&GIF” Islamabad
6.	A declaration that the firm is not blacklisted by any department/firm/organization OR in the process of such proceeding under PPRA Rules 2004	Declaration on stamp paper duly notarified.
7.	The Bidders are requested to give their best and final prices as no negotiations shall be allowed. The rates quoted will remain valid during the Financial Year-2022-2023 after opening of tenders and till signing of the agreement.	
8.	Eligible bidder will present their understanding/presentation to the procurement committee or any such committee constituted for the purpose at his own cost with the bids.	
9.	A pre-bid meeting will be held on 06-04-2023 11:00 am in FEB & GIF to discuss the opportunity. Any clarifications/queries on the matter must reach at least two days before the pre-bid meeting.	
10.	FEB & GIF reserves the right to reject any proposal without assigning any reason.	
11.	Interested eligible bidders may obtain the bidding documents without any charges on the submission of a written application. These documents can also be downloaded from http://feb.gif.gov.pk as well.	
12.	Sealed envelopes clearly bearing the IFB number and title of the bid must be delivered on the below mentioned address on or before 11:00am, April 13, 2023 . Bids will be opened at 11:30 am on the same day in the presence of bidders/their representatives at the Conference Room of FEB & GIF.	

Sayyad Ali Mughal (Deputy Director-Information Technology)

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