

FEDERAL OMBUDSPERSON SECRETARIAT FOR PROTECTION AGAINST HARASSMENT



Tender document for	<u>PURCHASE OF FURNITURE & FIXTURE</u>
Tender document No.	<u>/FOSPAH/Gen/Proc/ Furniture & Fixture /2024-25/.</u>

**Office of the Federal Ombudsman Secretariat for Protection against Harassment of Women at
Workplace (FOSPAH)
LG & RD Complex, First Floor, Sector G-5/2, Islamabad
Telephone No.051-9262953**

GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

1.	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN).
2.	Bidder(s) must have sound financial position, sufficient experience, well reputation and capability for timely completion of supply.
3.	Earnest Money in the form of Cheque shall not be accepted, it should be in the form of Pay Order.
4.	No bidder will be allowed to submit its second or third offer with the same bid.
5.	Only those Bid(s) will be considered which would be submitted on the E-PAD.
	Bid opening Procedure.
6.	Single stage- Two envelope method will be adopted to evaluate the offer(s). 40% weightage will be given to 'Quality', & 60% weightage will be given to 'Cost'/ 'Price'.
7.	Offer(s)/item(s) which were not found according to the standard/specification(s) and evaluation criteria shall not be accepted.
8.	Sample of each item will be approved after detail inspection by the purchase committee.
9.	The offered price of item(s) should be inclusive of General Sales Tax if applicable. Moreover, GST & Income Tax will be deducted according to government rules & regulations.
10.	Validity of Bid shall be up to 30 th June 2025.
11.	Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).
12.	Bank Account _____ & IBAN No _____ Vender No. _____ Name _____ of _____ Bank Address _____ Telephone No. _____ Email address _____
13.	Pay Order/Call Deposit Receipt of Rs. _____ bearing No. _____ dated _____ of Bank _____ is attached in original as 50,000/- (Fifty Thousand only) fixed earnest money in favor of DDO, FOSPAH Islamabad as earnest money & performance guarantee will be 50000/- for successful bidders.
14.	Payment will be claimed after supply as per tender specifications and approved samples.
15.	Successful bidder(s) shall deposit 50000/- money as performance guarantee in shape of Pay Order or Call Deposit Receipt which will be retained by the department till expiry of guarantee period.
16.	All item(s) (samples) mentioned in tender shall be inspected at FOSPAH's Office, LG & RD complex, First Floor, Sector G-5/2, Islamabad/or, at Regional Offices.
17.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage shall lie on the supplier firm.

18.	FOSPAH's shall have the right at any stage to change (increase/decrease) the required quantity of the items or cancel the agreement /items without assigning the reason thereof.
19.	If there is any issue on Quality of any item, then final decision will be of the Procurement Committee (FOSPAH).
20.	There will be item wise selection.
21.	Items will be selected on the basis of approved sample/quality.
22.	Any item of tender can be cancelled without giving any reason.
23.	Samples can be checked at FOSPAH office, <u>LG & RD Complex, First Floor, Sector G-5/2, Islamabad.</u>
24.	The closing date for submission of E-bids is 03-03-2025 at 2:00PM and E-bids will be open on the same date at 2:35PM

(SIGNATURE & SEAL OF BIDDER)

Form "A"

FINANCIAL PROPOSAL FOR FURNITURE & FIXTURE

Sr. No	Name of Items with general specifications	Specification of item being Offered by Firm	QTY	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
1.	L shape Tables wooden/ lamination sheet dark brown (6X3X2.5)with 3 drawers , Side Rack and locks, Tempered glass 8 mm (Islamabad) or (as per sample)		3				
2.	L shape Tables wooden/ lamination sheet dark brown (6X3X2.5)with 3 drawers , Side Rack and locks, Tempered glass 8 mm (Multan) or (as per sample)		1				
3.	L shape Tables wooden/ lamination sheet dark brown (6X3X2.5)with 3 drawers , Side Rack and locks, Tempered glass 8 mm (Quetta) or (as per sample)		1				

4.	Tables wooden/ lamination sheet dark brown (5X3X2.5)with 3 drawers , Side Rack and locks , Tempered glass 8 mm (Islamabad) or(as per sample)		5				
5.	Tables wooden / lamination sheet dark brown (5X3X2.5)with 3 drawers , Side Rack and locks , Tempered glass 8 mm (Multan)or (as per sample)		2				
6.	Tables wooden / lamination sheet dark brown (5X3X2.5)with 3 drawers , Side Rack and locks , Tempered glass 8 mm (Quetta) or(as per sample)		2				
7.	Executive Revolving Chairs , with high back, Imported (Islamabad) or (as per sample)		10				
8.	Executive Revolving Chairs , with high back, Imported (Multan) or (as per sample)		2				

9.	Executive Revolving Chairs , with high back, Imported (Quetta) or (as per sample)		2				
10.	Sofas Leatherite, with high quality poshish 1+1 seater (Islamabad) or (as per sample)		3				
11.	Side tables wooden/ lamination sheet dark brown 24*24*22 inches Tempered glass 8 mm or (as per sample) Islamabad		5				
12.	Center Tables 2X3.5 wooden, Tempered glass 12 mm (Islamabad) or (as per sample)		4				
13.	Center Tables 2X3.5 wooden Tempered glass 12 mm (Multan) or (as per sample)		2				
14.	Center Tables 2X3.5 wooden Tempered glass 12 mm (Quetta) or (as per sample)		2				
15.	Wooden Cabinets , with doors , 6*4 lasani (Islamabad) or (as per sample)		10				
16.	Wooden Cabinets, with doors, 5*3 lasani (Multan) or (as per sample)		2				

17.	Wooden Cabinets, with doors, 5*3 lasani (Quetta) or (as per sample)		2				
18.	Wooden Cabinets with doors, 5*3 lasani (Lahore) or (as per sample)		3				
19.	Wooden Cabinets with doors, 5*3 lasani (Karachi) or (as per sample)		2				
20.	Visitors Chairs with Net back, as per sample (Islamabad) or (as per sample)		20				
21.	Visitors Chairs with Net back as per sample (Multan) or as per sample		10				
22.	Visitors Chairs with Net back as per sample (Quetta) or as per sample		15				
23.	Visitors Chairs with Net back as per sample (Lahore) or as per sample		10				
24.	Wooden Coat Hanger as per sample standard size (Islamabad) or (as per sample)		10				
25.	Wooden Dice (Adjustable) as per sample (Islamabad) or (as per sample)		3				
26.	Office Blinds as per sample (Islamabad) or (as per sample)		5				

27.	Wooden Workstations, as per sample , quality and size (Islamabad) or (as per sample)		15				
28.	Wooden Cabin (as per sample) (Islamabad) or as per sample		9				
29.	Court Room Executive wooden chairs, or as per sample (Islamabad)		8				
30.	Cupboards in Store Room in Legal Section (Islamabad) or (as per sample)		20				
31.	Cupboard in Store Room (Karachi) or (as per sample)		1				
32.	Steel Almirah as per sample (Islamabad) or (as per sample)		5				
33.	3 Seater + 2 Seater Sofa Set Leatherite or (as per sample) (Islamabad)		1				
34.	Poshish of 3 Seater + 2 Seater Sofa or (as per sample) (Islamabad)		1				
35.	Sofa Set Leatherite 3 + 2 + 1 + 1 (Multan) or (as per sample)		1				
36.	Sofa Set Leatherite 3 + 2 + 1 + 1 (Quetta) or (as per sample)		1				
37.	Steel Almirah (Multan) or (as per sample)		2				

38.	Steel Almirah (Quetta) or (as per sample)		2				
39.	Steel Almirah (Lahore) or (as per sample)		2				
40.	Office blinds (Lahore) or (as per sample)		13				
41.	Office blinds (Multan) or (as per sample)		6				
42.	Office blinds (Quetta) or (as per sample)		6				
43.	Chairs for Conference Table (Lahore) or (as per sample)		10				
44.	Nesting Table 1+1+1 (Lahore) or (as per sample)		1				
45.	Under table drawers (Karachi) or (as per sample)		3				
46.	Wooden Partition as per sample) Islamabad		10				
47.	Glass Partition, Tempered glass with Doors as per sample), Islamabad		5				
48.	Glass Partition, Tempered glass with Doors as per sample), Lahore		3				

(SIGNATURE & SEAL OF BIDDER)

DOCUMENTS CHECKLIST FOR VENDOR

S #	Documents	Attached (Please tick)
1.	Request Letter for Tender Documents	
2.	CNIC copy	
3.	Company Profile	
4.	Bid Security	
5.	Financial Proposal (bid offer on above format)	
6.	Vendor Details (NTN, GST certificates etc)	
7.	Bank A/c, IBAN, Mobile No. & Email Address.	

(SIGNATURE & SEAL OF BIDDER)