

FEDERAL OMBUDSPERSON SECRETARIAT FOR PROTECTION AGAINST HARASSMENT



Tender document for	<u>PURCHASE OF OTHER MISC ITEMS</u>
Tender document No.	<u>/FOSPAH/Gen/Proc/ other misc items /2024-25/.</u>

**Office of the Federal Ombudsman Secretariat for Protection against Harassment of Women
at Workplace
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 30,000/- (Thirty Thousand only) fixed earnest money in favor of DDO, FOSPAH Islamabad as earnest money & performance guarantee will be 1 % for successful bidders.
14.	Payment will be claimed after supply as per tender specifications and approved samples.
15.	Successful bidder(s) shall deposit 1% of the total value of contract 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 04-03-2025 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 MISCELLANEOUS ITEMS/OTHERS

Sr. No	Name of Items	Specification of item being Offered by Firm	QTY	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
1.	28 GB USB, Kingston or equivalent (10), 128 GB USB, Kingston or equivalent (20),		30				
2.	Tissue box, Rose petal, papia, or equivalent		250				
3.	Tissue Roll, Rose petal, papia or equivalent		500				
4.	Air Freshener, Aseel or equivalent		50				
5.	Cells for Bells, Clocks, Computer Mouse Panasonic or equivalent		300				
6.	Remote Cell, Panasonic or equivalent		100				
7.	Hand Wash , Best quality or equivalent		100				

8.	Soap, Large, Dettol or equivalent		100				
9.	Dustbin with cap, Best quality or equivalent		10				
10.	Duster, Best quality, Or equivalent		100				
11.	Surf Excel , Ariel or equivalent (100 Grams)		200				
12.	Luster for Tyres, 7 CF or equivalent		30				
13.	Vehicle Duster Cloth(Towel cloth for dusting best quality usually comes in yellow color) or equivalent		100				
14.	Packing Tape, Best quality		40				
15.	Washing foam for utensils, Scotch Bright or equivalent		100				
16.	Polish for Vehicle, Cosmic or equivalent		30				
17.	Washing soap for Utensils, Lemon Max or equivalent		100				
18.	Phenyl, Best quality (1 Liter) or equivalent		100				
19.	Hand wash Towel, Best quality or equivalent		15				
20.	Acid, Large bottle, Best quality or equivalent		50				

21.	Wiper for floor, large, Best quality or equivalent		15				
22.	Mop, Large, Best quality, (dry =7 & wet = 7) or equivalent		7+7				
23.	Toilet Cleaner, Large, Harpic or equivalent		50				
24.	Extension lead, copper, 5m To 10m best quality or equivalent		20				
25.	FOSPAH Mugs as per sample		500				
26.	Shields as per sample		200				
27.	Annual Diaries as per sample		10				
28.	Case Registers as per sample		5				
29.	Complainant Register as per sample		5				
30.	Roof Ceiling Lights(different sizes, as per sample)		24				
31.	Dry Batteries 220 volt, Daewoo, Volvo, or equivalent		06				
32.	Call bells, best quality or equivalent		10				
33.	Toner 80 A HP or equivalent		30				
34.	Toner Xerox 3330 HP or equivalent		10				

35.	Toner T 2323 P Toshiba, HP or equivalent		02				
36.	Toner 53-A HP or equivalent		20				
37.	Toner CF 17 A HP or equivalent		10				
38.	Toner Ricoh HP or equivalent		05				
39.	Toner 136-A HP or equivalent		10				
40.	Toner CF 287 HP or equivalent		05				
41.	Wireless Keyboard Dell, Hp or equivalent		10				
42.	Wireless Mouse Dell, Hp or equivalent		10				
43.	Clocks with FOSPAH logo, best quality, as per sample		300				
44.	Handbags with FOSPAH logo, as per sample Small=250, Medium=250 & Large=250		750				
45.	Broom Large, Best Quality or equivalent		10				

46.	Cardboard Boxes, Carton, Large size, Best quality		50				
47.	Garbage Bags, Large, Best quality		100				
48.	Plastic Dust Pan best quality, or equivalent		10				
49.	File Board with thread, Standard size, Best quality		100				
50.	Tool Box, Large, Best quality, as per sample or equivalent		1				
51.	Water Jug, best quality, as per sample		6				

(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)