

FEDERAL OMBUDSPERSON SECRETARIAT FOR PROTECTION AGAINST HARASSMENT



Please read tender document
carefully while filling up rates,
product specification etc.

Tender document for	<u>OFFICE STATIONERY</u>
Tender document No.	<u>/FOSPAH/Gen/Proc/Stationery/2024-25/.</u>
Total Pages	08 \
Detail of Pages	Page-1 General Instructions/Terms & Conditions for Bidders. Page-4 Form "A" Financial Proposal.

office of the Federal Ombudsman Secretariat for Protection against Harassment
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, have National Tax Number (NTN) and are active on Active Tax Payer List of FBR.
2.	Bidder(s) must have sound financial position, sufficient experience, well reputation and capability for timely completion of supply. Copy of balance sheet of last years must be attached.
3.	The participating firms/companies must have its registered office ware house in Islamabad/Rawalpindi also.
4.	Bidder(s) must attach 3% of the complete bid/offer (cost with GST, if applicable) as Earnest Money (refundable) in the shape of Original Pay Order or Call Deposit Receipt in favor of DDO, FOSPAH Islamabad. Earnest Money in the form of Cheque shall not be accepted.
5.	Firm(s) must certify that it has not been blacklisted from any government organization on stamp paper.
6.	No bidder will be allowed to submit its second or third offer with the same bid.
7.	Only those Bid(s) will be considered which would be submitted on the FOSPAH's tender documents Form.
8.	Bid opening Procedure. Single stage- one envelope method will be adopted to evaluate the offer(s).
9.	Offer(s)/item(s) which not found according to the standard/specification(s) and evaluation criteria shall not be accepted.
10.	Sample of each items (non-branded) shall recall to this office with bids to present to committee for selection.
11.	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.
12.	The specifications, standard and quality of the items mentioned in the document are final and unchangeable, if any firm submits its offer with itself changing in the above mentioned specifications will not be accepted and will be deemed for the same specifications, standard and quality mentioned in the tender document.
13.	Supply will have to be made within 15 Days of Supply Order at FOSPAH Islamabad. However, emergent demand(s) if any, will be fulfilled within a day or next day positively during the financial year 2024-2025 .
14.	Validity of Bid shall be up to 30 th June 2025
15.	Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).
16.	Bank Account & IBAN No _____ Vender Name _____ of _____ Bank Address _____ Telephone No. _____ Email address _____
17.	Pay Order/Call Deposit Receipt of Rs. _____ bearing No. _____ dated _____ of Bank _____ is attached in original as 100000/- (One Hundred Thousand only) fixed earnest money in favor of DDO, FOSPAH Islamabad.
18.	Payment will be claimed on completion of 100% supply as per tender specifications and approved samples.

19.	Successful bidder(s) shall deposit 5% 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.
20.	A separate agreement shall be executed with successful bidder.
21.	The quantity of items(s) can vary subject to availability of funds.
22.	All item(s) shall be inspected at FOSPAH's Office, LG & RD complex, First Floor, Sector G-5/2, Islamabad.
23.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will lie on the supplier firm.
24.	FOSPAH's shall have the right at any stage to change the required quantity of the items subject to availability of funds or cancel the agreement without assigning the reason thereof.
25.	Bid for an item should contains all informations about brand/specification /packing size/no of quantity/ quality etc. and vendors should bring samples on the date of opening of Tender.
26.	Last date for the bidding will be 18-Sep-2024 at 11-00AM and bids will be opened on the same date at 11-30AM.

(SIGNATURE & SEAL OF BIDDER)

FINANCIAL PROPOSAL FOR OFFICE STATIONERY

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	Paper Ream A4 80 GRAM, Double A or Paper One or equivalent		400 Ream				
2	Legal Papers 80 GRAM, Double A or Paper One or equivalent		200 Ream				
3	Spiral Noting Pad, A 5, Select or equivalent		350 Nos				
4	Stamp pad, Medium, Dollar or equivalent		50 Nos				
5	Eraser, Standard size, Dux or equivalent		120 Nos				
6	Sharpner, Standard size, Dux silver or equivalent		120 Nos				
7	Punch Single hole (Large) Best quality		70 Nos				

8	Punch Double Hole, 20 sheets, Worksafe or equivalent		60 Nos				
9	Paper cutter, Large, Deli or equivalent		60 Nos				
10	Scissor , 10 inch, Sensa or equivalent		60 Nos				
11	Fluid pen, standard size, Dux or equivalent		150 Nos				
12	Punch Single hole (Small) Best quality		70 Nos				
13	Scissor , 7 inch, Sensa or equivalent		60 Nos				
14	Highlighters, standard size, piano or equivalent		150 Nos				
15	Led Pencil, Standard size, Dux or equivalent		200 Nos				
16	Steel scale, 1 ft, thick guage, Dux or equivalent		50 Nos				
17	Ball Point Blue, piano crystal		1000 Nos				
18	Ball Point Black, piano crystal		250 Nos				
19	Ball Point Red, piano crystal		100 Nos				
20	Gel Pen Blue, M&G leader or equivalent		100 Nos				

21	Gel Pen Black, M&G leader or equivalent		70 Nos				
22	Uniball Pen Blue, Eye fine, original or equivalent		120 Nos				
23	Uniball Pen Black, Eye fine, original or equivalent		60 Nos				
24	Permanent Marker Blue, Dollar or equivalent		50 Nos				
25	Permanent Marker Black, Dollar or equivalent		50 Nos				
26	Ink Bottle for permanent markers, Best quality		20 Nos (10 black + 10 blue)				
27	Paper Clip, 36 mm,(80 pieces box) three flower or equivalent		130 Box				
28	Paper Pin, best quality		30 Box				
29	Scotch Tape, 1 inch, Deer or equivalent		120 Nos				
30	Envelop Legal, white, best quality		2500 Nos				
31	Envelop A4, white, best quality		3000 Nos				
32	Envelop 9/4, white, best quality		15000 Nos				

33	Stapler Machine, standard size, TF, Deli or equivalent, 24/6		50 Nos				
34	Stapler Pin, 24/6, Dollar or equivalent		100 box (single box)				
35	Stapler Machine, Heavy duty, 220 sheets, Deli, TF or equivalent		3 Nos				
36	Stapler Pin, Heavy duty, 23/10, 23/15, 23/17 Deli, TF or equivalent		3 Nos				
37	Tag, 6 inch best quality		2000 Nos				
38	Flag, multicolor, paper, wide size best quality		210 single packets				
39	Flag, multicolor, plastic, wide size best quality		330 single packets				
40	Gum Stick, 36 gm, UHU or equivalent		150 Nos				
41	Shorthand Note Book, best quality		100 Nos				
42	Peon Book, best quality		30 Nos				
43	Stock Register 6 No., Tayyaba or equivalent		5 pcs				

44	Stock Register 8 No., Tayyaba or equivalent		5 pcs				
45	Log Books, 6 No. Tayyaba or equivalent		15 pcs				
46	Log Books, 4 No. Tayyaba or equivalent		15 pcs				
47	Attendance Register, 2 No. Tayyaba or equivalent		3 pcs				
48	Cash Book, 4 No. Tayyaba or equivalent		3 pcs				
49	Movement Register, 8 No. Tayyaba or equivalent		10 pcs				
50	Rulled Register 16 No. Lucky or equivalent		20 pcs				
51	Pen Jar, Iron, best quality		20 Nos				
52	File Tray plastic , single, best quality		12 Nos				
54	Packing tape, 2 inch, Sensa or equivalent		60 Nos				
55	File Bag with button (file size) , best quality		30 Nos				
56	Calculator , 16 digit, casio or equivalent		06 Nos				
57	Pin Opener, standard size, best quality		30 Nos				

58	BINDER CLIP (MED 25MM), Best quality		30 Nos				
59	CHIT STICKING/NOTES3 X3, Sensa or equivalent		30 single packets				
62	Color Paper A4 size, best quality		1 Ream				
63	ACR Paper A4 size (One Ream Yellow and One Ream Pink) 80gm, best quality		2 Ream				
64	STAMP PAD INK MEDIUM (Blue)		20 pcs				
65	TABLE SET (Leather), fine quality		6 Sets				

(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.	List of Support Team	
5.	Bid Security	
6.	Minimum 03 work orders for the supply of the similar item/product (in government organizations)	
7.	Financial Proposal (bid offer on above format)	
8.	Legal Status Undertaking (Company is not blacklisted)	
9.	Vendor Details (NTN, GST certificates etc)	
10.	Bank A/c, IBAN, Mobile No. & Email Address.	

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