



FEDERAL OMBUDSMAN SECRETARIAT
FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT THE WORKPLACE
1ST FLOOR, LG&RD COMPLEX, BEHIND SBP, SECTOR G-5/2, ISLAMABAD



TENDER NOTICE

1. Sealed Tenders are invited from Islamabad / Rawalpindi based reputable firms having proper shops and telephone facility, duly registered with the income tax and sale tax authorities for supply of office stationery, paper, toners and other miscellaneous items during the financial year 2019-2020.
2. Interested parties may obtain the required Tender Documents from PPRA website www.ppra.org.pk and FOSPAH, Islamabad website www.fospah.gov.pk.
3. Security deposit of Rs.5,000/- (In the form of Demand Draft issued by an authorized bank only) will have to be furnished alongwith the tender, in favour of Assistant Director (Admn), Federal Ombudsman Secretariat (FOSPAH), Islamabad, which will be returned to unsuccessful bidders within a fortnight and in case of successful bidders after 30.6.2020. The rates offered will remain valid upto 30.06.2020.
4. Firm will be bound to supply / deliver the goods even on a short notice, using their own transport to FOSPAH, Islamabad.
5. This Secretariat reserves the right to accept or reject any or all bids as per rules. The Competent authority will also have the right to cancel the contract partially or entirely during the currency of the year if items are found sub-standard or short in quantity and also not supplied timely. The security amount in that case, will be forfeited and the firm will be black listed after giving a written notice.
6. Sealed tenders complete in all respect may reach the Assistant Director (Admn), Federal Ombudsman Secretariat (FOSPAH), 1st Floor, LG&RD Complex, G-5/2, Islamabad by **14th October, 2019 (Monday)** upto closing hours. Tenders will be opened on **15th October, 2019 (Tuesday) at 11:00 hours** in the presence of available bidders.

(Zaheer Ahmed)
Assistant Director (Admn)
Ph. No. 9262953-49 (Ext: 109)



FEDERAL OMBUDSMAN SECRETARIAT
FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT THE WORKPLACE (FOSPAH)
14-M, Ali Plaza, First Floor, F-8 Markaz, Islamabad



TENDER DOCUMENTS

Name of the Firm: _____

Address: _____

Telephone No.: _____ Fax No. _____

GST Reg. No.: _____

National Tax Number: _____

LIST OF TENDER ITEMS OF FOSPAH, ISLAMABAD
ANNUAL TENDER 2019-2020

(Stationery, Miscellaneous Items and Toners etc)

List of Stationery Items

Sr. No.	Name of Items	Unit	Price (In Rupees)	GST (In Rupees)	Price including GST (In Rupees)
1.	Ball Point (Piano Crystal) or equivalent	Pkt			
2.	Ball Point Uni-ball eye or equivalent	Each			
3.	Doller Pointers 0.3mm	Each			
4.	Diary Register No. 12 (Tayyaba or equivalent)	Each			
5.	Eraser Pelican (AL-30) or equivalent	Each			
6.	File Covers (Printed)	Each			
7.	File Board A4 Size (Best Quality)	Each			
8.	File Flapper Clothline	Hund			
9.	File Box Ring (A4)	Dozen			
10.	Coloured Flags	Pkt			
11.	Foot Scale China Steel 12"	Each			
12.	Gum Bottle (Small)	Dozen			
13.	Gum Stick Large (Dollar) or equivalent	Each			

14.	Highligher (Dollar or equivalent)	Dozen			
15.	Ink Pelican # 4001 Original or equivalent	Each			
16.	Ink Dollar (Ordinary)	Each			
17.	Marker Dollar different colours (Best Quality)	Each			
18.	Movement Register for Staff Car 6 Quires	Each			
19.	Note Pad Small	Each			
20.	Note Pad Large	Each			
21.	Paper Clips (Best Quality)	Dozen			
22.	Paper Pins (Best Quality)	Pkt			
23.	Paper Cutter Fine (Steel)	Each			
24.	Pen Holder Fine Quality (BUX#240) or equivalent	Each			
25.	Pencil Sharpener Steel	Each			
26.	Pencil Shorthand (Goldfish) or equivalent	Dozen			
27.	Pencil lead Goldfish or equivalent	Dozen			
28.	Peon Book	Each			
29.	Pin Cushion Steel	Each			
30.	Punch Single Hole Superior	Each			
31.	Scissor large size (Best Quality)	Each			
32.	Stapler Machine good quality MAX HD-24/6 & 26/6 or equivalent	Each			
33.	Stapler Machine Superior Large KW#5871 or equivalent	Each			
34.	Stapler Pin Remover SDI#1164 or equivalent	Each			
35.	Stapler Pins (Dollar) Large size or equivalent	Dozen			
36.	Stapler Pins (Dollar) Small size or equivalent	Dozen			
37.	Stamp Pad (Best Quality)	Each			
38.	Shorthand Book	Each			
39.	Table Set Mobile	Set			
40.	Table Set Lather (Fine Quality)	Set			
41.	Tag	Dozen			
42.	While Fluid Pen	Each			

List of Toners for Computer Printers

Sr. No.	Name of Items	Unit	Price (In Rupees)	GST (In Rupees)	Price including GST (In Rupees)
1.	Toner for HP Laserjet Printer M102a (17A Toner)	Each			
2.	Toner for HP Laserjet Printer Pro 400 m425dn (80A Toner)	Each			
3.	Toner for HP Laserjet Printer P2015 (53A Toner)	Each			
4.	Toner for HP Laserjet Printer P2035 (05A Toner)	Each			
5.	Colour Toner for HP Laserjet Printer CP1525n (Complete Set (CMYK)-04 Toners)	Each			
6.	Colour Toner for HP Laserjet Printer Pro300 Color M351a (Complete Set (CMYK)-04 Toners)	Each			
7.	Colour Toner for HP Laserjet Printer 8600 Pro (Complete Set (CMYK)-04 Toners)	Each			

List of Paper for Computer and Photocopier

Sr. No.	Name of Items	Unit	Price (In Rupees)	GST (In Rupees)	Price including GST (In Rupees)
1.	Paper 80 Gms A4 Size Imported 500 Sheets (Supreme / Double A) or equivalent	Ream			
2.	Paper 80 Gms (Legal Size) Imported 500 Sheets (Supreme / Double A) or equivalent	Ream			
3.	Photostate Paper 70 Gms A4 Size Imported 500 Sheets or equivalent	Ream			

List of Miscellaneous Items

Sr. No.	Name of Items	Unit	Price (In Rupees)	GST (In Rupees)	Price including GST (In Rupees)
1.	Air Freshener Large 400ml different perfume (ASEEL Original or equivalent)	Each			
2.	Air Freshener Large 300ml different perfume (ASEEL Original or equivalent)	Each			
3.	Calculator Ordinary 12 Digit (Best Quality)	Each			
4.	Cobra (Mortine) or equivalent	Each			
5.	Cell (AA)	Dozen			
6.	Cell (AAA)	Dozen			
7.	Duster White Ordinary	Each			
8.	Duster Yellow (Superior Large)	Each			
9.	Dust Bin	Each			
10.	Lock 50 mm China (Tri Circle) or equivalent	Each			
11.	Lux Soap (Medium)	Each			
12.	Liquid Soap	Each			
13.	Scotch Tape Large 1"x72 Yards Deer	Each			
14.	Scotch Tape Packing	Each			
15.	Scotch Tape Small Louis 1/2x10 Yards	Each			
16.	Tissue Paper (Perfumed) Rose Petal Luxury (Large) or equivalent	Pkt			
17.	Tissue Paper Rose Petal (Large) or equivalent	Pkt			
18.	Tissue Roll	Dozen			
19.	Towel Large Size Superior	Each			
20.	Table Green Cloth	Meter			
21.	Vim Large 250 GMS (Medium)	Each			
22.	Water Set Superior	Each			
23.	Water Set Ordinary	Each			