

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 /2025-26/.</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) and 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 and execution of work.
3.	Earnest Money in the form of Cheque shall not be accepted, it should be in the form of Pay Order or Call Deposit Receipt in the name of FOSPAH.
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 2026.
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 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.
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/ designs must be checked at FOSPAH office, <u>LG & RD Complex, First Floor, Sector G-5/2, Islamabad. Focal Person from applied firm must visit FOSPAH office for checking samples before quoting rates.</u> Any bid submitted by the firm without visiting the office and inspecting furniture samples, will not be accepted.
24.	The firm involved in any litigation with Govt or semi Govt organization cannot participate in the said tender.
25.	The firm should provide an affidavit for being not blacklisted by any Govt organization or not involved in any litigation.
26.	The closing date for submission of E-bids is 01-12-2025 at 2:30 PM and E-bids will be open on the same date at 2:35PM

(SIGNATURE & SEAL OF BIDDER)

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.	Conference Table for Conference Hall (Length approx. 18 ft & Width approx. 6 ft) High quality finishing with warrantee Best Quality as per sample		01				
2.	Imported high quality Executive Revolving Chairs for Conference Hall Best Quality as per sample		24				
3.	Chairs at back side of Conference table Best Quality as per sample		45				
4.	Dice/Podium Digital (Material: Hydraulic, Aluminum & Acrylic Glass) Best Quality as per sample		01				
5.	Dice/Podium (Non-Digital) (Material: Hydraulic, Aluminum & Acrylic Glass) Best Quality as per sample		01				

6.	Credenza (Length 2 ft 6inch, width 5ft) Best Quality as per sample		02				
7.	Four wooden cupboard, dark brown color, two door: i. 3*3ft. ii. 4*3ft. iii. 9*3ft. iv. 9*9ft. Best quality as per sample.		04				
8.	Reception Desk with FOSPAH Logo (Aluminum/steel FOSPAH alphabets) (Length/Height 3.5 ft, width 1ft 8 inch) Best Quality as per sample		01				
9.	Executive Table wooden/ lamination sheet dark brown (6X3X2.5)with 3 drawers , Side Rack and locks, with glass on top 8 mm) Best Quality as per sample		02				
10.	Executive revolving chair with best ergonomic features hydraulic mechanism, and adjustable armrests, Best Quality as per sample		01				

11.	Side Rack (Drawer) Without Pull out tray (Length 2.5 ft, width 3 ft) Best Quality as per sample		08				
12.	Wooden visitor chairs for Advisor Room Best Quality as per sample		03				
13.	Wooden Cupboard with doors (5*3) Best Quality as per sample		02				
14.	Visitor Sofa i.5Seater (3+2), ii. 02 Seater, dark brown color, Best Quality as per sample		1 set 5 Seater(3+2) 01 set (02 Seater)				
15.	Full Wall Mounted Shelves (Wooden lamination Sheet) Dark brown color (8 ft, width 4 ft) Best Quality as per sample		01				
16.	Center Table, Dark brown color (glass top) (length 4 ft, width 2 ft) Best Quality as per sample		02				
17.	Customized Revolving Chair Best Quality as per sample		01				
18.	Small Stool Best Quality as per sample		01				

19.	Work Stations (cubic) with racks Best Quality as per sample		02				
20.	Wooden lamination sheet Shelves (6*4) (with nine shelves each for store room) Best Quality as per sample		04				
21.	2 Door Steel Almirah (6*3), dark charcoal color, spray panted Best Quality as per sample		06				
22.	Waiting Hall Table (6*3) as per sample		01				
23.	MDF sheets (White Color) Partition, with glass Door as per sample and Map), Secretary Office (Melody)		01				
24.	Glass and MDF Sheet (white color) Cabins as per sample and Map (Melody)		10				
25.	Store Room, High quality MDF Sheets termite free (White Color) as per sample and Map (Melody)		01				
26.	High quality Tempered Glass Partition with door and all accessories as per sample and Map (LG &RD Complex)		01				

27.	Table and Chair for I.T person in Training Hall. Best Quality as per sample		01set				
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(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.	AGPR Islamabad Vendor Number	
7.	Bank A/c, IBAN, Mobile No. & Email Address.	
8.	Firm Focal person/representative Phone number	

(SIGNATURE & SEAL OF BIDDER)