

**FEDERAL OMBUDSPERSON SECRETARIAT FOR PROTECTION AGAINST HARASSMENT**



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

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

**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 <b>in the form of Cheque</b> 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.	<b>Bid opening Procedure.</b> <b>Single stage- one envelope method will be adopted to evaluate the offer(s).</b>
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 <b>financial year 2024-2025</b> .
14.	Validity of Bid shall be up to 30 <sup>th</sup> June 2025
15.	Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).
16.	Bank Account & IBAN No _____ Vender No. _____ 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.

<b>19.</b>	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.
<b>20.</b>	A separate agreement shall be executed with successful bidder.
<b>21.</b>	The quantity of items(s) can vary subject to availability of funds.
<b>22.</b>	All item(s) shall be inspected at FOSPAH's Office, LG & RD complex, First Floor, Sector G-5/2, Islamabad.
<b>23.</b>	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.
<b>24.</b>	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.
<b>25.</b>	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.

**(SIGNATURE & SEAL OF BIDDER)**

**FINANCIAL PROPOSAL FOR OFFICE STATIONERY**

<b>Sr. No</b>	<b>Name of Items</b>	<b>Specification of item being Offered by Firm</b>	<b>QTY</b>	<b>Unit Price without GST</b>	<b>GST</b>	<b>Total Unit Price with GST</b>	<b>Total Bid Cost</b>
1	Paper Ream A4 80 GRAM, Double A or Paper One or equivalent		<b>400 Ream</b>				
2	Legal Papers 80 GRAM, Double A or Paper One or equivalent		<b>200 Ream</b>				
3	Spiral Noting Pad, A 5, Select or equivalent		<b>350 Nos</b>				
4	Stamp pad, Medium, Dollar or equivalent		<b>50 Nos</b>				
5	Eraser, Standard size, Dux or equivalent		<b>120 Nos</b>				
6	Sharpner, Standard size, Dux silver or equivalent		<b>120 Nos</b>				
7	Punch Single hole (Large) Best quality		<b>70 Nos</b>				

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

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

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

44	Stock Register 8 No., Tayyaba or equivalent		<b>5 pcs</b>				
45	Log Books, 6 No. Tayyaba or equivalent		<b>15 pcs</b>				
46	Log Books, 4 No. Tayyaba or equivalent		<b>15 pcs</b>				
47	Attendance Register, 2 No. Tayyaba or equivalent		<b>3 pcs</b>				
48	Cash Book, 4 No. Tayyaba or equivalent		<b>3 pcs</b>				
49	Movement Register, 8 No. Tayyaba or equivalent		<b>10 pcs</b>				
50	Rulled Register 16 No. Lucky or equivalent		<b>20 pcs</b>				
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**

<b>S #</b>	<b>Documents</b>	<b>Attached (Please tick)</b>
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.	

**(SIGNATURE & SEAL OF BIDDER)**