

FEDERAL OMBUDSPERSON SECRETARIAT FOR PROTECTION AGAINST HARASSMENT



Tender document for	<u>PRINTING AND PUBLICATION</u>
Tender document No.	<u>/FOSPAH/Gen/Proc/Printing and Publication/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' (i. Company Profile (Registration, NTN, Vendor Number etc., ii. Similar nature work Order, iii. Yearly Turnover of firms), & 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 100,000/- (One Hundred 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 3% 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.</u> Focal Person from applied firm must visit FOSPAH office for checking samples before quoting rates. Any bid submitted by the firm without visiting the office and inspecting 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 22-12-2025 at 2:00 PM and E-bids will be open on the same date at 2:30PM
27.	The successful bidder shall be liable to submit sample/Draft of the items to be printed and will take final prints, once the sample (digital print) is approved.

(SIGNATURE & SEAL OF BIDDER)

FINANCIAL PROPOSAL FOR PRINTING AND PUBLICATION

Sr. No	Name of Items with general specifications	Specification of item being Offered by Firm	Specification of item being Offered by Vendor	QTY	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
1.	Judgement Book	Size: (8.5 x 6) inches, Title: Hard Binding with dark green color mat lamination and Golden Panni Printing, Inside Inner pages 115-gram glossy offset paper two color printing manual stich binding. (as per sample)		500				
2.	Annual Reports	Size: (12 x 8) inches, Title 350grm art card four color printing with mat lamination, Inner pages 128gram mat paper four color printing gum binding, (as per sample)		700				
3.	Calendars	Art Card 300gram four color printing front back, with hard		1500				

		base and mat lamination. length 9 inch width 7.5inch, with cardboard and spiral binding (as per sample)						
4.	Metro Bus Stickers (19*9.5 inches)	Size: (19 x 9.5) inches PVC Vinyl sticker four color printing. (as per sample)		3000				
5.	Building Flex/ Posters	Size (12 x 18) inches, Panaflex high quality star mat printing, (as per sample)		1500				
6.	Letterhead	120grm Govt VIP Official texture paper with single color printing (as per sample)		3000				
7.	Small Booklet	350gram Art Card four color printing with mat lamination, Inner pages 150gram Mat paper four color printing with center pin binding(as per sample)		5000				
8.	Law Books	350gram Art Card four color printing with mat lamination, Inner pages		3000				

		150gram Mat paper four color printing with center pin binding (as per sample)						
9.	Brochures	128gram mat paper four color front back printing with folding size A4. (as per sample)		10,000				
10.	File Covers	300 Gram, Size 14.5inch length, 20 inch width, with Front Cover content printing as per sample		Blue Color 2500, Green Color 2500, White Color 2500				
11.	Wrapping Sheets	128 gram, FOSPAH Logo Printing (as per sample)		2000				
12.	FOSPAH Bags	300 Gram, Large 14 * 14 inch, Medium 11*11 inch, Small 9.5 * 9.5 inch, with FOSPAH Logo (as per sample)		Small 1000, Medium 1000, Large 1000				

(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	
9.	List of supply orders/work orders	

(SIGNATURE & SEAL OF BIDDER)