FEDERAL OMBUDSPERSON SECRETARIAT FOR PROTECTION AGAINST HARASSMENT

وفاقی محتسب

OMBUDSPERSON

برائے انسداد ہراسیت

Tender document for	**Printing & publication**
Tender document No.	/FOSPAH/ Printing & Publication /2026-27/.

Office of the Federal Ombudsperson 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.
6.	**Bid opening Procedure.** 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 30th June 2027.
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 45,000/-(Forty Fifty Thousand only) fixed earnest money in favor of DDO, FOSPAH Islamabad as earnest money.
14.	Payment will be claimed after supply as per tender specifications and approved samples.
15.	Successful bidder(s) shall deposit 10% 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, First Floor, Mir Square, Melody Market, Sector G-6 Near Aapara Police Station, Islamabad. 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 must submit sample of the item to FOSPAH office before final printing.
25.	The firm involved in any litigation with Govt or semi Govt organization cannot participate in the said tender.
26.	The firm should provide an affidavit for being not blacklisted by any Govt organization or not involved in any litigation.
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)

Form "A"

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	Annual Report	Size: (12 x 8) inches, Total pages 60, Title 350grm art card four color printing with imported glue lamination, Inner pages 150gram Japan made virgin pulp mat (kinmari) papers with great folding strength four color printing in Japan or Germany made ink advanced chemical engineering, high color saturation and strict environmental compliance. Machine gum binding with proper crease, (as per sample) each book will be thoroughly tested, any deviation found in the book will be rejected. (best quality as per sample)		300				
2	Code of Conduct	Size: 3 feet length & 2 feet weight Proper trimming. (best quality as per sample)		300 Total (150 in Urdu 150 in English)				

3	Calendar	Art Card 300gram (Ningbo and Hi-Kote brands) four color printing front back on Japan or German made ink, with hard base and mat lamination . length 9 inch width 7.5inch, with cardboard and spiral binding (as per sample) Printing quality will be thoroughly tested, any deviation found in calendars, the order will be cancelled.		500				
4	File Cover (Blue)	300 Gram (Ningbo and Hi-Kote brand), Size 14.5inch length, 20 inch width, with Front Cover content printing on Japan or German made ink as per sample		1000				
5	File Cover (Green)	300 Gram (Ningbo and Hi-Kote brand), Size 14.5inch length, 20 inch width, with Front Cover content printing Japan or German made ink as per sample		1000				
6	Booklet	350gram Art (Ningbo and Hi-Kote brand), Card four color printing with mat lamination, Inner pages 150gram Mat paper four color printing with center pin binding(as per sample)		1000 (English)				
7	Standees	Size : 5*2.5 feet, High- resolution full-color printing- Premium synthetic media star-mat 400 gram, Complete with stand and carrying bag standard quality		30				

8	FOSPAH Diary/ Folder	Executive Leatherette Folder (Bifold) Length 9inch width 12 inch with refillable writing pad, Dark Green Textured Rexine/ Leatherette (Outer) + Green Suede/ Velvet (inner), Gold foil stamping, embossing on front cover, document pocket, clear PVC and display window, horizontal slot and pen loop, writing pad of 30-50 sheets of 80 GSM white offset paper, best quality as per sample		150				
9	Diary writing Pads	Writing Pad 7× 5 inches Total Pages per Pad: 60 Pages Inside Paper ,80 GSM Offset / Bond Paper (clean white, smooth writing surface for smooth ink/ballpoint flow). Back Board: Heavy Strawboard (approx. 300–400 GSM) for firm writing support. Black leatherette/cloth binding tape wrapped over the top edge to secure the sheets tightly to the back board. Top-glued pad allowing easy, clean tear-off of individual sheets. (best quality as per sample)		1000				
10	FOSPAH's Pin	Superior Quality, Etching and Coating (as per sample)		100				

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)