

FEDERAL OMBUDSPERSON SECRETARIAT FOR PROTECTION AGAINST HARASSMENT



Tender document for	<u>PURCHASE OF IT EQUIPMENTS/PLANT & MACHINERY/HARDWARE</u>
Tender document No.	<u>/FOSPAH/Gen/Proc/ IT Equipments/Plant & Machinery/Hardware /2024-25/.</u>

**Office of the Federal Ombudsman Secretariat for Protection against Harassment of Women
at Workplace**
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).
2.	Bidder(s) must have sound financial position, sufficient experience, well reputation and capability for timely completion of supply.
3.	Earnest Money in the form of Cheque shall not be accepted, it should be in the form of Pay Order.
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 2025.
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 150,000/- (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 .
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.	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.
17.	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.
18.	If there is any issue on Quality of any item, then final decision will be of the Procurement Committee (FOSPAH).

19.	There will be item wise selection.
20.	Items will be selected on the basis of approved sample/quality.
21.	Any item of tender can be cancelled without giving any reason.
22.	The closing date for submission of E-bids is 14-04-2025 at 2:00PM .

(SIGNATURE & SEAL OF BIDDER)

Form "A"

FINANCIAL PROPOSAL FOR PURCHASE OF IT EQUIPMENTS/PLANT & MACHINERY

Sr. No	Name of Items	Required Specifications	Specification of item being Offered by Firm	QTY	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
1.	Laptop	HP, DELL or Equivalent Processor: Intel Core i5, 13 th Generation or higher RAM: 8GB DDR 4 or above Hard Drive: 512 SSD M2 or above Screen size: 13 inches or above Operating System: Licensed Microsoft Windows 11 Warranty: Standard, 1 Year		4				
2.	Desktop Computer and Accessories	HP, DELL or Equivalent Processor: Intel Core i5, 12 th Generation or higher RAM: 8GB DDR 4 or above Hard Drive: 1TB HDD LED Monitor: 18.5 inches or above. Accessories: Keyboard, Mouse. Operating System: Licensed Windows 11 Warranty: Standard, 1 Year		8				
3.	Scanner	HP or Equivalent Recommended daily duty cycle: 4000 pages Scan resolution, optical: Up to 600 dpi Scan Size: 8.5 x 122 in Scan Speed: Up to 40 ppm/80 ipm Control panel: Color touchscreen Automatic Document Feeder (ADF) Capacity: 50 pages One-pass duplex scanning		7				

		<p>Connectivity: Ethernet 10/100 Base-T, USB 3.0, Wi-Fi 802.11 b/g/n, Wi-Fi Direct</p> <p>Scan file format: For text and images: PDF, PDF/A, Encrypted PDF, JPEG, PNG, BMP, TIFF, Word, Excel, PowerPoint, Text (.txt), Rich Text (.rtf) and Searchable PDF</p> <p>Warranty: Standard, 1 Year</p>					
4.	Multifunction Printer	<p>HP or Equivalent</p> <p>Functions: Print, Scan, Copy and Fax</p> <p>Print Speed – Black: Up to 40 ppm</p> <p>Duty cycle (monthly, A4): 80,000 pages</p> <p>Automatic Document Feeder (ADF): 50-sheets</p> <p>Paper Size: Letter; A4; Legal; Envelopes</p> <p>Resolution (black): Up to 1200 x 1200 dpi</p> <p>Paper Storage: 250 Sheets</p> <p>Duplex printing: Automatic</p> <p>Control panel: Touchscreen</p> <p>Connectivity: USB 2.0, Gigabit Ethernet LAN 10/100/1000BASE-T, 2.4/5 GHZ Wi-Fi radio</p> <p>Mobile Printing Capability: Yes</p> <p>Print Technology: Laser</p> <p>Warranty: Standard, 1 Year</p>		9			
5.	Video Conferencing System	<p>Logitech or Equivalent</p> <p>Camera: Smooth motorized pan, tilt and zoom, controlled from remote or console</p> <p>Supported Resolutions: Full HD 1080p 30fps, H.264 UVC 1.5 with Scalable Video Coding (SVC)</p> <p>Zoom: 10x lossless HD zoom</p> <p>Field of View: 90°</p> <p>Rotation: 260°pan, 130° tilt</p> <p>Autofocus function</p> <p>Microphone:</p> <p>Range: 20-foot diameter range</p> <p>Sensitivity: -28dB +/-3dB</p> <p>Speaker:</p> <p>Max output: 91dB SPL</p>		1			

		Frequency response: 120Hz – 14KHz Sensitivity: 83dBSPL +/-3dB at 1W/1M Bluetooth and NFC wireless technology AEC: Acoustic echo cancellation Noise reduction technology Mount: Dual purpose (mount for wall/ elevating on a table) Warranty: Standard, 1 Year					
6.	Wireless Conference Room Audio System	Wireless Delegate Mic (Wireless 08 mic) Mixing Amplifier: 130Watt Two Wall-mounted speakers: 30Watt Ducting Cabling & Configuration included Warranty: Standard, 1 Year		1			
7.	Facial Multi-Biometric Time & Attendance Terminal	ZKTEco or equivalent Display: Touch Screen Face capacity: 3,000 Fingerprint capacity: 4,000 ID Card capacity: 10,000 (Optional) Logs capacity: 100,000 Communication: TCP/IP, USB Host, WiFi(optional) Backup Battery: 2000mAH Warranty: Standard, 1 Year		4			
8.	Air-Conditioner (Chillers)	Gree/Dawlance/Haier/TCL or equivalent Standing chiller (Inverter) 2 Ton		1			
9.	UPS with Batteries	UPS: 3 KVA Homage/Apollo/Winar/Solar or equivalent Batteries: 220AH Exide/AGS/Phoenix/Volta or equivalent		1			
10	Air Conditioners Inverters	Gree/Dawlance/Haier/TCL or equivalent Wall mounted (Inverter): 1.5 Ton		12			

11	Bracket Fan	Radius: 16 inches, Copper wire motor GFC/PakFan/Royal Fan or equivalent		15				
12	Microwave Oven	Dawlance/Haier/Orient/LG or equivalent 42 Litre, Non convection, Digital panel		3				
13	Water Dispensers	Gree/Dawlance/Haier/Homage/PEL or equivalent Standard size with cover and Refrigerator		7				

(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.	Vendor Details (NTN, GST certificates etc)	
7.	Bank A/c, IBAN, Mobile No. & Email Address.	

(SIGNATURE & SEAL OF BIDDER)