

**FEDERAL GOVERNMENT EMPLOYEE HOUSING AUTHORITY
10-MAUVE AREA, SECTOR G-10/4, ISLAMABAD.**

REQUEST FOR PROPOSALS

Federal Government Employees Housing Authority (FGEHA), 10-Mauve Area Sector G-10/4, Islamabad invites Sealed proposals from registered firms of national repute having vast experience in the filed for provision of the following facilities the General Public.

- i. Computer equipment.
- ii. Stamp vendor.
- iii. Notary Public/ Oath Commissioner Facility.
- iv. Information Technology (I.T)
- v. Picture/Snapshot facility.
- vi. Architectural Consultancy including (Map preparation).
- vii. Furniture and Fixtures

The firm must have adequate experience (of at least 10 years) in the said field and having good repute. The firm shall also provide an undertaking that it or its owner has never been blacklisted by any Government and / or Semi Government and / or Autonomous body nor they have been declared any punishment from any court of law, the sealed proposals must be accompanied with all relevant documents i.e. Registration of firm, previous experience record etc. Proposals are to be submitted at the address mentioned below within (15) fifteen days from the date of this advertisement

FORMATION OF FACILITATION CENTER

The idea behind the theme for constitution of Facilitation Center is that the scope of work of Housing Authority had been enhanced manifold. There are five housing schemes which have been launch successfully i.e. Phase-I Phase-II. Phase-IV and Phase-V whereas, there are also five ongoing schemes which are under process of allotment as well as acquisition of land and development of infrastructure. In this connection, it has been observed that allottees / owners of plots have to complete different nature of paper works and arrangement regarding allotment of plots as well as transfer of plots. In that case they face a plot of problems in preparation / documentation of the cases being not having such type of experience before. Therefore, we offer service of our firm being specialist in this filed and the following proposals are place before the Housing Authority for consideration / facilitation of the public. The covered area of the said facilitation center is 580 sq.ft situated at ground floor of FGEHA Head Office, Mauve Area, G-10/4, Islamabad.

2. The following documents may be accompanied with the sealed tender.
 - i. An affidavit on stamp paper of Rs. 100/- that the firm has never been indulged in any litigation and has never been blacklisted by any Ministry/Division /Department/Organization of the Government(s).
 - ii. Performance Certificate by Major Government/Private Organizations.
 - iii. Attested copy of certificate of registration with Income tax and Sales tax.
 - iv. **3%** of earnest money and 10% of security of total services fee amount for one year in the shape of Pay Order/Demand Draft in favor of Federal Government Employee Housing Authority from any scheduled Bank as security/call deposit/earnest money.
 - v. Tender documents having details specification along with terms and conditions can be obtained from www.fgeha.gov.pk and www.ppra.gov.pk free of cost. Undersigned on any working day from 10:00 am to 04:00 pm.
 - vi. Bank reference in respect of financial stability of the firm
 - vii. The Proposals (Technical & Financial); prepared in accordance with the instructions provided in the RFP must be submitted on (<https://eprocure.gov.pk>) through electronic means only.
 - viii. E-Tenders without attachment of Bid Security in favor of FGEHA equal to the earnest money will be rejected.
 - ix. Bidders shall quote which is to be charged against rate/rent of the said facility and the highest quoted rate/rent shall be finalized accordingly.
 - x. Utility Charges (Electricity) will be paid by the vendor.
 - xi. Financial Proposal(s) of only Technically Responsive & Qualified Firms will be opened at the date and time, to be determined and communicated later.
 - xii. All the applicable Federal/Provincial taxes (income tax, sale tax, and eta.) must be included while preparing the Financial Proposal and are required to be submitted in the quoted rates and not to be mentioned separately.
 - xiii. The issuance of Work Order shall be subject to approval of Competent Authority
 - xiv. **Last date of receipt of sealed bids/ Tenders is after 15 days till 11:30 A.M of this advertisement and Tender will be opened on at 12:00 P.M noon in the committee room of Federal Government Employees Housing Authority, Islamabad in the presence of the bidders or their representatives.**

- xv. The Authority reserves the right to reject all or any tender/bid inconsistent with rules.
- xvi. FGEHA reserves the right to accept or reject any or all the bids with assigning cogent reason.
- xvii. The admissible taxes shall be deducted at source as per Government rules.
- i. **Computer Setup:-**
In this regard, a computer setup will be installed equipped with latest technology, which will help in all the typing work of different type of documentation as per specified specimen of the Housing Foundation.
- ii. **Stamp Vendor:-**
A stamp vendor duly having authorized license form the district administration will be available for issuance of all type of stamp papers as pre requirement of the Housing Authority.
- iii. **Notary Public / Oath Commissioner Facility:-**
A duly authorize notary public / oath commissioner will be available for attestation of legal documents as well as legal advice.
- iv. **Information Technology (I.T) Facility:-**
All the time internet, telephone, computer system, scanner, Photostat machine (Black & white and colored) will also be available in the said facilitation center.
- V. **Picture / Snapshot Facility:-**
A setup will also be installed for taking picture / Snapshot on urgent basis.
- Vi. **Architectural and Map Facility:-**
A facility of all type of architectural advice and maps through a certified and authorize architect will also be available.
- VII. **Furniture's and Fixtures**
All Furniture's and Fixtures items will be provided by the Vendor.

Proposal:-

In view of the all above fact, it is submitted that our firm is having specialization in providing the above referred services with the request to give us a chance and allocate a reasonable space in the premises of Housing Authority for setup of Authority center in the best interest of General public. However, all the expenditure on the setup will be incurred by our firm and FGE Housing Authority shall evaluate the proposals on lest cost basis. Bidders shall provide rates on prescribe rates formal for evaluation quoted price.

Sr. No	Description Minimum	Minimum Requirement	Quoted Cost/Availably
01	Computer Setup 06 No	Processor: Intel Core i5 (12th–14th Gen) OR AMD Ryzen 5 RAM: 16GB (must) Storage: 512GB SSD (fast reliable) Graphics: Integrated (no need for gaming GPU) OS: Windows 11 Pro/Microsoft office/Antivirus License Ports: USB, HDMI, LAN (for printers & networking/750 kva	
02	IT Infrastructure	<ul style="list-style-type: none"> •High-speed internet (PTCL / Nayatel) up to 50mps •Laser printer (for e-stamp printing) •Scanner Lenz pro document(12mp/5mp) (for document upload) • Biometric device (if required by system) •UPS backup (very important) 	
02	E-Stamp	Authorization / License From Punjab Board of Revenue (BOR) or authorized franchise system Only approved vendors can issue e-stamp papers Business Registration NTN / GST registration (FBR) Office registration (if government setup → through department approval) Affidavit on Stamp Paper Declaration that: You are not blacklisted .You will follow government rules	

03	04 No. heavy duty printer	<ul style="list-style-type: none"> • Print Technology: Laser (Black & White) • Print Speed: Minimum 35–45 pages per minute (ppm) • Resolution: Minimum 1200 × 1200 dpi • Duty Cycle: Minimum 80,000 – 150,000 pages/month • Recommended Monthly Volume: 5,000 – 15,000 pages • Duplex Printing: Automatic (both side printing) • Paper Size Support: A4, Legal, Letter • Input Tray Capacity: Minimum 250–500 sheets • Output Tray: Minimum 150 sheets • Connectivity: USB + LAN (Ethernet) • Memory: Minimum 256MB • Processor: Minimum 800 MHz • Toner Type: High yield (minimum 3,000–10,000 pages) 	
	01 No. color printer	Color Laser Jet Pro 3000	
04	Picture Camera	<ul style="list-style-type: none"> • Type: DSLR / Mirrorless Camera • Resolution: Minimum 18–24 Megapixels • Sensor: APS-C or better • Lens: 18–55mm kit lens (standard) • Autofocus: Fast auto focus system • Image Quality: High resolution for ID / documents • ISO Range: 100 – 6400 minimum • Flash: Built-in + external support • Display: Minimum 3-inch LCD • Connectivity: USB + WiFi (preferred) • Storage: SD Card (minimum 64GB) • Battery Backup: Minimum 500–1000 shots • Tripod Support: Required • Compatibility: Windows system integration • Warranty: 1–2 years 	
05	Architect & Map	Draftsman Civil and Auto cad	
06	Rent for total Area of Facilitation Centre	580SFT	
07	Photo Copy Charges? One side / ID Card	One side/ ID Card A4 pages	

ASSISTANT DIRECTOR ADMIN (CS)
FEDERAL GOVERNMENT EMPLOYEES HOUSING AUTHORITY
10, MAUVE AREA, G-10/4, ISLAMABAD
051-9106044