



GOVERNMENT OF PAKISTAN
DIRECTORATE OF REFORMS & AUTOMATION(CUSTOMS)
11TH FLOOR, CUSTOM HOUSE, KARACHI.
Phone -021-99214160 Fax.021-99214146

No. D(R&A)P-09(3/3-285)/2014/ 224

Dated: 07 /07/2014

INVITATION FOR BIDS

The **Directorate of Reforms & Automation (Customs), Karachi** invites sealed bids from Income Tax & Sales Tax registered firms for procurement of the following stationary / computer stationary items as per details mentioned against each:

Lot. No	Item Description	Unit	Quantity
1	Paper A/4 Size, 90 grams	Ream	600
2	Paper Legal Size, 90 grams	Ream	30
3	Paper Legal Size (Green), 80 grams	Ream	05
4	Toner HP 400MFP	Nos.	02
5	Data Cartridges SLR-60, 60 GB	Nos.	50
6	Data Cartridges Ultrium-2, 400 GB	Nos.	10
7	Cleaning Cartridge SLR-60	Nos.	01
8	Printer Toner LaserJet HP P1102	Nos.	40
9	Printer Toner LaserJet HP P2035n	Nos.	10
10	Printer Toner LaserJet HP P1105	Nos.	05
11	Printer Toner LaserJet HP P1020	Nos.	05
12	File Binder	Nos.	200
13	Fax Panasonic UF-4600, Toner	Nos.	02
14	Fax Drum, Panasonic UF-4600	Nos.	01
15	Misc. Stationary Items	As per Annex-'A'	As per Annex-'A'
16	Toner Photocopier UTAX-CD-1182	Nos.	02

2. Bidders may submit bid(s) for one or more of the above lots. Evaluation and award of bids will be lot-wise.

3. Interested eligible bidders may obtain further information from *Directorate of Reforms & Automation (Customs), Karachi* at the address given below from 0900 to 1400 hours on any working day.

4. A complete set of bidding document in *English* may be obtained by the interested bidders on submission of written request on Company's letter head on payment of Rs. 1,000/- (non-refundable) as tender fee from Mr. Mahmud Shah, Drawing & Disbursing Officer, 9th Floor, Custom House, Karachi between 0900 to 1400 hours on any working day.
5. Interested bidders are required to submit their bids by 1100 hours on or before the 25th day of the publication of this tender in the print media. Earnest money amounting to 2% of the bid amount shall be accompanied with the bid in the form of Pay Order (Refundable) in favor of *Directorate of Reforms & Automation (Customs), Karachi*. The tender will be opened on the last day of submission at 1400 Hours at the office of undersigned. Bids will be opened in the presence of bidder's representatives who choose to attend the same.
6. Bids received late will be rejected.
7. All bids shall be valid for 180 days w.e.f opening of the bid.
8. All Government taxes shall be applicable as per law. Proof of registration with Income Tax & Sales Tax authorities should be enclosed with the bid.
9. The Directorate reserves the right to cancel the tender and / or to add / reduce the quantity of material.
10. Supply of items / quantities shall be made as per supply order according to requirements of the Directorate from time to time.
11. Payment(s) shall be made on satisfactory delivery of items. Partial delivery and partial payment(s) are allowed.
12. Bidders engaged in corrupt or fraudulent practices (including collusion / pooling) will be declared ineligible either indefinitely or for stated period of time.



(Nazia Saleem)
Assistant Director (Hqrs)

Annex-'A'

S.No	Items	Quantity	Quantity
1	Correction Pen	Nos.	40
2	Pencil	Box	20
3	Eraser	Nos.	50
4	UHU Stic	Nos.	30
5	Highlighter (green)	Nos.	30
6	Highlighter (yellow)	Nos.	30
7	Highlighter (Pink)	Nos.	30
8	Signature Pen (Expert Gel)	Box	20
9	Signature Pen (Gel-I Broader)™	Box	10
10	Ball Point (Blue / Black)	Box	20 each
11	Stapler Machine	Nos.	10
12	Stapler Pin	Box	40
13	Sharpener	Box	10
14	Sticking Notes (Yellow / Pink / Green)	Bundle	10 each
15	File Tags	Bundle	10
16	Clips	Box	20