



GOVERNMENT OF PAKISTAN
Model Customs Collectorate Appraisalment & Facilitation (East)
Custom House, Karachi

File No. 1(46)/MCC/Tender No.03/2019-20

Dated: 08/05/2020

TENDER NOTICE NO. 03/2019-20
Tender for Supply of Office Stationery and Computer Stationery

Model Customs Collectorate of Appraisalment & Facilitation (East), Custom House, Karachi, invites tenders for Supply of "Office Stationery and Computer Stationery" as per list and sample details attached from reputed manufacturers, dealers, suppliers, and firms / contractors duly registered with Sales Tax, Income Tax Department and are on Active Taxpayer list of Federal Board of Revenue. The rates must be quoted on the same list.

2. The tender documents alongwith items list can be obtained from the administration branch MCC (Appraisalment-East), Custom House, Karachi on cash payment of **Rs.1000/- (non-refundable)** during office hours on or before **29.05.2020**.

TERMS & CONDITIONS

S #	Description	Details
1.	Name of procuring Agency	MCC Appraisalment & Facilitation (East), Custom House Karachi
2.	Procedure of open competitive bidding	Under rules 36(a) of PPRA – single-one envelope procedure
3.	Place and Deadline for Submission of Bid	29.05.2020 at 11:00 hrs Conference Room of MCC Appraisalment & Facilitation (East), Custom House Karachi
4.	Time & Place of opening of bids	29.05.2020 at 11:30 hrs Conference Room of MCC Appraisalment & Facilitation (East), Custom House Karachi
5.	Opening of Bids	All bids shall be opened publicly in the presence of bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding. All bids submitted after the time prescribed shall be rejected and returned without being opened.
6.	Language of the bids	All documents relating to the Bid and others shall be in the English language
7.	Evaluation Criteria	As per sample available in this Collectorate.
8.	Documents required alongwith the bid	1. Copies of GST and NTN certificates. 2. Vendor Number issued by AGPR 3. Bank accounts details. 4. Contact Number. 5. Affidavit in stamp paper Rs.20/- that the firm is not black listed. 6. The name of firm must be on Active Taxpayer list issued by FBR.
9.	Time period for performance of contract	Whole financial year 2019-20
10.	Delivery Schedule	Within seven days from the date of issuance of Purchase Order.
11.	Bid Security	The amount equivalent to 5% of their offer in the shape of pay order or demand draft from a scheduled bank in favor of Collector, Model Customs Collectorate Appraisalment & Facilitation (East), Custom House, Karachi , as guarantee for satisfactory performance of the tender obligation. Bid security will

		stand forfeited in case of successful bidder fails to comply with the execution of supply. Bid security of successful bidder will be released on completion of contract i.e after 30.06.2020 subject to satisfactory completion.
12.	Supply of goods	Firm would be bound to supply/deliver the goods on the approved rates throughout the year and even on short notices at their own transport in this Collectorate situated at Custom House Karachi.
13.	Inspection of Items Supplied	Within ten days after receipt of supply, in case of any fault, the firm would be responsible for its replacement free of cost.
14.	Price	Rates offered shall be inclusive of all applicable taxes in PKR.
15.	Validity of Bid	90 days from the date of opening of tender.
16.	Validity of rates offered by the successful Bidder	The rates offered by the successful bidder would be valid and remained unchanged upto 30.06.2020.
17.	Quantity	On need basis from time to time during the whole financial year 2019-20
18.	Rejection of Bids	The Chairman Purchase Committee shall reserve the right to reject the bid/all bids as per the provisions contain in Public Procurement Rules, 2004 amended from time to time.
19	Disciplinary measures in case of default	As per provisions contained in Public Procurement Rules, 2004 amended from time to time and other instructions of the government in this regard.


(Moeen Afzal Ali)
 Deputy Collector (Headquarters)
 MCC (Appraisalment & Facilitation (East),
 Custom House, Karachi
 Phone # 021 – 99210378

Copy to:-

- ✓ 1. The Member (FATE), Federal Board of Revenue, Islamabad, for uploading on the FBR – Website.
2. The Collector of Customs, MCC (Appraisalment & Facilitation (East), Custom House, Karachi.
3. The Deputy Director, Public Procurement Regulatory Authority, First Floor, FBC – Building, G-5/2, Islamabad, for uploading on their website.


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GOVERNMENT OF PAKISTAN
MODEL CUSTOM COLLECTORATE
APPRAISEMENT & FACILITATION (EAST)
CUSTOM HOUSE
KARACHI



List of Items (Office Stationery and Computer Stationery)

S#	Name Items	Qty	Rate	GST	Total Rate
1	Paper One – 80gms A/4 or equivalent	300 Nos			
2	Paper F4 Legal Paper 80gms (White)	70 Nos			
3	Paper F4 Legal 80gms (Green)	30 Nos			
4	Ball Point Piano or equivalent	25 Pkt			
5	Signature Pen (Jel pen)	50 Pkt			
6	Calculator (Citizen) 14 digits or equivalent	15 Nos			
7	Uniball signo or equivalent	50 Nos			
8	Uniball eye micro or equivalent	50 Nos			
9	Dak Pad rexine	25 Nos			
10	Dairy Register No.06	50 Nos			
11	Draft Pad Full Size	25 Nos			
12	Draft pad small	30 Nos			
13	Envelopes Brown with cloth 10x12	400 Nos			
14	Envelopes Brown 9x4	400 Nos			
15	Envelopes Brown 9x6	400 Nos			
16	Envelopes White 8x10	100 Nos			
17	Gum Stick Medium 21 gm	50 Nos			
18	Gum Stick Small 8gm	50 Nos			
19	High Lighter Multi Color	30 Nos			
20	Ink Bottle Medium, (Blue/Black)	30 Nos			
21	Lead Pencil Goldfish #6000 or equivalent	30 Pkt			
22	Lead Pencil with rubber	30 Pkt			
23	Log Book # 4	30 Nos			
24	Marker Permanent # 70/90 (blue/black)	20 Nos			
25	Marker tempo or equivalent (blue/black)	20 Pkt			
26	Movement Register # 4	30 Nos			
27	Notice Board pins	50 Nos			

