



GOVERNMENT OF PAKISTAN  
COLLECTORATE OF CUSTOMS ISLAMABAD,  
24, MAUVE AREA, G-9/1,  
ISLAMABAD.

Subject:-

**TENDER FOR PURCHASE OF STATIONERY 2021-22.**

In terms of the instructions contained in PPRA Rules 2004, the Collectorate of Customs, Islamabad hereby submits its bidding notice for publishing on PPRA's website whereby this Collectorate intends to Purchase Stationery Items for the Financial Year 2021-22; detailed as under:


S.No.	Name of Stationery Items
1.	Photo State Paper Ream A4 Size (Double A 80 gms)
2.	Photo State Paper Ream Legal Size (Double A 80 gms)
3.	Ball Points Picasso or Equivalent
4.	Uni-Ball Signo Gel Pen 0.7mm ( Fine Quality)
5.	Pencil, Sharpener & Rubber (Superior Quality)
6.	Toner HP Laser Jet Printer P-1005, 1020, 1102, 1320, 2035 & 2055 (China)
7.	Note Sheet Pad (200 Page with MCC Logo)
8.	Paper Clips
9.	Dispatch Register (Printed 400 page 68 Grams Local paper)
10.	File Covers (Three Color printing 310 gms. Art Card White) as per specimen
11.	Single Hole Punch
12.	Gum Stick (22 G) Sensa Large
13.	Envelope (Khaki Centery/Craft Size 10x8" printed with Customs Logo)
14.	Envelope (Khaki Centery/ File cover/Legal size printed with Customs Logo)
15.	Envelope White (A4 size)
16.	Highlighter (Yellow Color)
17.	Adhesive Yellow Flag (different colour)
18.	Peon Book (200 Pages)
19.	File Tag
20.	Register plain (16 no.)
21.	File Binders
22.	Staplers machine KW-Trio # 5820 or equ.
23.	Stapler Pin Dollar pmp 24/6 or equ.
24.	Stapler Pin Remover

**Note:- Samples of all items mentioned above are required in tender opening competition.**

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Only GST/NTN registered firms can submit their bids as per the following conditions:-

- Bids should reach the undersigned by **24.09.2021** at **1230 hours** or 25 days after the publishing of this advertisement on PPRA's website, whichever is later.
- Bids should be attached with a pay order in the name of "DDO (HQ), Collectorate of Customs Islamabad" equivalent to Rs. **50,000/-** as call deposit.
- Bids shall be opened at **14:00** hours the same day (**24.09.2021**) in the presence of competitors or their bidder, if they choose to be present.
- Successful bidders will have to provide the Stationery items during the financial year 2021-22 within 25 days after the issuance of purchase orders, failing which the amount of call deposit shall be forfeited and the order shall stand cancelled.
- Quoted rates should be inclusive of applicable Govt. duties and taxes.
- Further details about the purchase can be obtained from the General Branch of the Collectorate during office hours.
- All rules and conditions contained in PPRA rules, 2004 shall apply.

  
(TANYA KHAN MOHMAND)  
ASSISTANT COLLECTOR (HQ)  
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