



GOVERNMENT OF PAKISTAN
COLLECTOR, COLLECTORATE OF CUSTOMS
PLOT # 24, MAUVE AREA, G-9/1,
ISLAMABAD



TENDER NO. 02 2023-24


Subject: - **TENDER FOR PURCHASE OF STATIONERY 2023-24**

In terms of the instruction 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 2023-24 detailed as under:

S No.	Stationery Items
01	Photo State Paper Ream A4 Size (Double A80 grms)
02	Photo State Paper Ream Legal Size (Double A80 grms)
03	Ball Points Piano or Equivalent
04	Uni Ball Signo Gel Pen 0.7mm (Fine Quality) or Equivalent
05	Led Pencil , Sharpener & Rubber (Superior Quality)
06	Note Sheet Pad (200 Pages with Customs Logo)
07	Paper Clips
08	Dispatch Register (Printed 400 Pages 68 grms local paper)
09	File Covers (Four Color printing 310 grms. Art Card White with amination/Custom Logo)
10	Single Hole Punch
11	Gum Stick (22 gm) Sensa Large
12	Envelope (Khaki Centery/ Craft Size 10x8'' printed with new Customs Logo
13	Envelope (Khaki Centery/ File Cover/Legal Size printed with new Customs Logo
14	Envelope White (A4 size)
15	Highlighters (Yellow/Red Colour)
16	Adhesive Yellow Flag (different color)
17	Peon Books (200 pages printed with Customs Logo
18	File Tag
19	Register Plain (16 No.)
20	File Binders
21	Stapler Machine KW-Trio # 5820 or equivalent.
22	Stapler Pin Dollar PMP 24/6 or equivalent
23	Stapler Pin Remover
24	Calculators (Citizen or equivalent 14/16 digits)
25	Ink Pad
26	Stamp Pad
27	Dak Pad
28	Paper Cutter
29	Paper Pins
30	Marker Dollar # 70
31	Marker Tempo

32	Writing Pads (with printing customs logo 100 pages)
33	Scale stain less steel
34	Scotch Tape (one inches & three inches)
Note :- Samples of all items mentioned above are required in tender opening competition	

2. Only GST/NTN register firms can submit their bids as per the following conditions:-
- Bids should reach the undersigned by **09.08.2023 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 Deputy Collector (HQ), Collectorate of Customs Islamabad equivalent to Rs.50,000/- as Call deposit.
 - Bids shall be opening at 14:00 PM the same day **(09.08.2023)** in the presence of competition or Successful bidders will have to provide the Stationery items during the financial year 2023-24 within 15 days after the issuance or purchase order. Failing which the amount of Call deposit shall be forfeited and the order shall stand cancelled.
 - Quoted rate 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 above mentioned Items Specification As per Sample
 - All rules and conditions contained in PPRA rules, 2004 shall apply.


(FARHEEN ZAHRA)
DEPUTY COLLECTOR (HQ)