



GOVERNMENT OF PAKISTAN
COLLECTOR, COLLECTORATE OF CUSTOMS
ISLAMABAD INTERNATIONAL AIRPORT
ISLAMABAD



TENDER NO. 01 2023-24

Subject: -

TENDER FOR PURCHASE OF STATIONERY 2023-24

In terms of the instruction in PPRA Rules 2004, the Collectorate of Customs, International Airport 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 gms and 70 gms) |
| 02 | Photo State Paper Ream Legal A4 Size (Double A80 gms and 70 gms) |
| 03 | Ball Points Picasso or Equivalent |
| 04 | Uni Ball Signo Gel Pen 0.7mm (Find Quality) or Equivalent |
| 05 | Pencil , Sharpener & Rubber (Superior Quality) |
| 06 | Note Sheet Pad (200 Pages with this Collectorate Logo) |
| 07 | Paper Clips |
| 08 | Dispatch |
| 09 | File Covers (Three Color printing 310 gms. Art Card White) with Collectorate Name & Monogram |
| 10 | Single Hole Punch Small & Large |
| 11 | Gum Stick (22 gm) |
| 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 | Highlighter (different color) |
| 16 | Adhesive Yellow Flag (different color) |
| 17 | Peon Books (200 pages printed with new Customs Logo |
| 18 | File Tag |
| 19 | Register Plain (16 No.) |
| 20 | File Binders |
| 21 | Stapler Machine Small & Large or equivalent. |
| 22 | Stapler Pin Dollar 24/6 or equivalent |
| 23 | Stapler Pin Remover |
| 24 | Electronic Calculator (Citizen Scientific or equivalent 16 digits Small & Large) |
| 25 | USB/ Flash Drive (Kingston or Equivalent 16 GB & 8 GB and 4 GB) |
| 26 | Stamp Pad |
| 27 | Punch Machine Heavy Duty |
| 28 | Paper Cutter |
| 29 | Writing Pads |
| 30 | Scale m/o stain less steel |
| 31 | Scotch Tape (one inches & three inches |
| 32 | File tray plastic |
| 33 | Ink Bottle Medium,(Blue/ Black) |

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 11.08.2023 at 12:00 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 International Airport Islamabad equivalent to Rs.50,000/- as Call deposit.
- Bids shall be opening at 14:00 PM the same day (11.08.2023) 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 of 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.


(Beenish Rasheed) 19/07
Deputy Collector (HQ)