



GOVERNMENT OF PAKISTAN
COLLECTORATE OF CUSTOMS APPRAISEMENT (WEST)
CUSTOM HOUSE KARACHI

2nd Floor, Custom House, EduljeeDinshaw Road, Karachi.



No. SI/Misc/104/2023/Admn(AW)

Dated:-01.03.2024

INVITATION FOR BIDS FOR SUPPLY OF STATIONERY

Sealed quotations are invited for supply of Stationery items of Collectorate of Customs Appraisement-West, Custom House, Karachi from financially sound and reputable firms registered with the Income Tax & Sales Tax departments:

Sr.#	Description	Quantity
1	Paper A4 size 80gm	50 Boxes
2	Paper Legal size 80gm	15 Boxes
3	Ball Pen (Blue)	150 Packets
4	Ball Pen (Black)	30 Packets
5	Jam paper clips Small size	100 Packets
6	Jam paper clip Medium size	100 Packets
7	Jam paper clip Large size	50 Packets
8	Stapler	10 Dozen
9	Stapler Pin 24/6	500 Packets
10	File Tag Large size	10 Packets
11	File Tags Small size	20 Packets
12	Pencil	100 Packets
13	USB (32 GB)	02 Dozen
14	Wireless Keyboard & Mouse	06 Nos.
15	Highlighters (Yellow, Green, Red)	30 Packets
16	Eraser	02 Packets
17	Correction Fluid Pen	20 Packets
18	Paper Cutter Knife	02 Dozen
19	Stamp Pad (Blue & Black)	02 Dozen
20	Stamp Pad Ink (Blue & Black)	02 Dozen
21	Calculator 12 Digits	01 Dozen
22	Gum Stick	12 Packets
23	Marker (Blue)	02 Packet
24	Marker (Black)	02 Packet
25	Register 400 Pages	150 Nos.
26	Stock Register	06 Nos.
27	Log Book	40 Nos.
28	Envelopes 4x9 size	5000 Nos.
29	Envelopes 5x11 size	4000 Nos.
30	Envelopes A4 size	1000 Nos.
31	Colour Flags	30 Dozen
32	Keyboard	30 Nos.

33	Mouse	30 Nos.
34	Gel Pen 0.7mm (Black)	30 Packets
35	Gel Pen 0.7 mm (Blue)	60 Packets
36	Box File	03 Dozen
37	Note Pad Transparent	12 Dozen
38	Crystal clear tape 3 inch	50 Nos.
39	Carton tape 3 inch	50 Nos.
40	Clip Binder 15mm	24 Packets
41	Clip Binder 19mm	24 Packets
42	Clip Binder 25mm	24 Packets
43	Clip Binder 32mm	24 Packets
44	Clip Binder 41mm	24 Packets
45	Clip Binder 51mm	24 Packets
46	File Binder	1000 Nos.
47	Dak Pad Folder	02 Dozen
48	Hole Punch Single	24 Dozen
49	Yellow Slip 76mm x 76mm	06 Dozen
50	Sticky notes 4 colors 76mm 19mm	06 Dozen

2. The Tender documents may be obtained from the office of the undersigned upon formal request on the supplier's letter head at a cost of Rs.1000/- (non-refundable). Bids may be deposited till 11:00 a.m. of the 20th day of Publication of this invitation. The bids are required to be accompanied with Pay Order (Returnable) @2% of the total bid amount as earnest money in favor of Collector of Customs, Appraisement (West), Custom House, Karachi.

Terms and Conditions.

- i) Tender to be submitted on tender form which can be obtained from Collectorate of Customs Appraisement-West, Custom House, Karachi on payment of Rs.1000/- (Non-refundable) per set during office hours.
- ii) Sealed bids must be dropped in the Tender Box placed at 2nd Floor, Collectorate of Customs Appraisement-West, Custom House, Karachi by 21.03.2024 upto 11:00 a.m.
- iii) The bids will be opened on the same day at 11:30 a.m in presence of bidders who like to witness the opening of the Tenders.
- iv) All taxes levied by government will be deducted at source as per rules before final payments.
- iv) The supply of all items shall be required according to the supply order.
- v) The price should be valid for next one year.
- vi) The department reserves the right to cancel the bid or part thereof for any reason however the bidder may ascertain reasons for condition or non acceptance of his bid in writing.
- vii) Payments shall be made on satisfactory delivery of items. The partial delivery and partial payment is allowed.



(Deputy Collector)
Headquarters