



GOVERNMENT OF PAKISTAN
COLLECTORATE OF CUSTOMS
ISLAMABAD INTERNATIONAL AIRPORT
ISLAMABAD



TENDER NO. 01 2023-24

Subject: -

TENDER FOR PURCHASE OF STATIONERY 2024-25

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 2024-25 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 Register
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.(Fine Quality)
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 (with printing Customs logo 100 pages)
30	Scale m/o stain less steel
31	Scotch Tape (one inches & three inches
32	File tray plastic
33	Ink Bottle Medium,(Blue/ Black)

34	Marker Dollar #70/Marker
35	Dak Pad
36	Confidential Red Seal
37	Immediate Flag
38	Color Paper A4 80 Gms (Yellow/ Green/ Pink) 100 Sheets
39	White Fluid Pen
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 09.10.2024 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 (03.10.2024) in the presence of competition or Successful bidders will have to provide the Stationery items during the financial year 2024-25 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.



Deputy Collector (HQ)