



BIDDING DOCUMENT

FOR

**PROCUREMENT OF UNIFORMS FOR CUSTOM
OFFICERS AND SEPOYS ALONG WITH SHOES,
BADGES AND EPAULETTES WITH RESPECTIVE
RANKS DURING THE FINANCIAL YEAR 2025-2026**



GOVERNMENT OF PAKISTAN
COLLECTORATE OF CUSTOMS (ENFORCEMENT)
CUSTOM HOUSE KARACHI



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INVITATION TO E-BIDS THROUGH E-PADS
“BIDDING DOCUMENT FOR PROCUREMENT OF UNIFORMS OF CUSTOM OFFICERS AND SEPOYS ALONG WITH SHOES, BADGES AND EPAULETTES WITH RESPECTIVE RANKS DURING THE FINANCIAL YEAR 2025-2026”

In accordance with PPRA Rules 2004 as amended read with PPRA S.R.O. 296(I)/2023, dated 27th February, 2023, titled “E-Pak-Procurement Regulation 2023,” the Collectorate of Customs Enforcement, Karachi intends to invite E-bids through the E-Pak Acquisition and Disposal System (E-PADS) under Single Stage One Envelope (SSOE) bidding procedure from the firms/vendors who fulfill the eligibility criteria outlined in the bidding document.

2. E-bidding document containing detailed terms and conditions, specifications, and other requirements shall be uploaded on E-PADS at <https://eprocure.gov.pk>, PPRA’s and FBR’s official websites.

3. **E-bids**, prepared in accordance with the instructions outlined in the bidding document, along with the bid security instrument and required documents, must be submitted via E-PADS on or before **17th November, 2025 (Monday) by 11:00 am**, bids shall be opened on the same day at **11:30 am**. Manual financial bids shall not be accepted.

4. **Scanned copies** of all required documents mentioned in the eligibility criteria of bidding document must be uploaded through **E-PADS** when submitting the e-bid electronically through file uploading method (**Single Stage One Envelope Procedure**) and one original hard copy of documents except financial bid with following original documents must also be submitted to the **office of the Collector, Collectorate of Customs Enforcement, Karachi 6th Floor, Custom House, Karachi** before the e-bid closing time:

- i. **Bid Security Instrument:** 2 % of total quoted bid amount in the form of Pay Order drawn on the name of Collector, Collectorate of Customs Enforcement, Karachi (Please disregard the amount reflected on E-PADS when uploading scanned copy of bid security instrument).
 - ii. **Affidavit:** A stamp paper of **Rs.100/-** drawn on the name of firm stating that the firm has not been blacklisted at the time of submitting the e-bid through E-PADS for this activity.
5. For clarifications of all important matters of procurement with interested bidder (s) Pre-Bid meeting will be held on **30th October, 2025 at 11:00 am**.
6. Collectorate reserves the right to reject all bids or proposals at any time prior to acceptance, as provided under Rule 33 of the Public Procurement Rules, 2004 as amended from time to time.

(Tender-01/ 2025-26)
COLLECTORATE OF CUSTOMS ENFORCEMENT
6th Floor, Custom House, Karachi

Subject: **BIDDING DOCUMENTS / INSTRUCTIONS TO THE BIDDERS IN RESPECT OF ANNUAL TENDER NOTICE FOR “PROCUREMENT OF UNIFORMS FOR CUSTOM OFFICERS AND OFFICIALS ALONG WITH SHOES, BADGES AND EPAULETTES WITH RESPECTIVE RANKS DURING THE FINANCIAL YEAR 2025-2026”**

1. Introduction:

Collectorate of Customs Enforcement, Karachi intends to pre-qualify rates from the vendors/firms for supply of complete stitched uniforms along with shoes, badges and epaulettes with respective ranks in **90 days** from issuance of purchase order. Such bid may be offered or submitted through open competitive e-bidding in pursuance of Rule 36(a) of Public Procurement Rules 2004 i.e. **Single Stage – One Envelope** procedure and in accordance with S.R.O. 296(I)/2023, 27th February, 2023 title “E-Pak-Procurement Regulation 2023”:

- i. **Source of Funding:** Regular budget of Collectorate of Customs Enforcement, Karachi for the Financial Year 2025-2026.
- ii. **Scope of Work:** Supply of complete stitched Uniforms in quality Cloth along with shoes, badges and epaulettes with respective ranks and FBR guidelines for Uniform of Custom Officers and Sepoys as per **Custom General Order no. 01 OF 2022**.

2. Eligibility of Bidders:

- i. **Registration of the Firm/Supplier:** Name of Firm, year of establishment, ownership, Registration on E-PADS and FBR for income tax and sales tax, valid NTN number, etc.
- ii. **Firm Profile:** Complete profile of firm including head office/main postal address with active landline phone number installed in the office, email address, WhatsApp number of Focal Person, bank account details, income tax & GST certificates and with proof of active tax payer status, Audit Reports of Last three (03) years
- iii. **Experience:** Minimum three years’ experience in the business of supply of the uniform or similar items. Bidder shall provide a list of Government clients during last three years along with attested copies of work/supply orders for the FY 2022-23, 2023-24 and 2024-25.
- iv. **Financial Soundness:** Provide attested copies of bank statement of firm/vendor bank account active against the AGPR vendor number having minimum balance amounting to Rs. 10 million as on 30th June, 2025.
- v. **Performance Certificate:** For supply of similar goods/items from at least two Government Departments (attested copies).
- vi. **No Blacklisting Affidavit:** An affidavit/declaration by the firm on **Rs.100 stamp paper** declaring that the firm is not blacklisted by any government department or any other organization at the time of submission of bid for this activity. The same shall be uploaded on E-PADS at the time of submission of bid and original in the office of Collector before closing deadline for submission of bid.
- vii. **Bid Security:** Bid security 2 % of total quoted bid amount in the shape of Pay

Order in favour of Collectorate of Customs Enforcement. Scan copies shall be uploaded on E-PADS at the submission of bid and hard copy of all documents along with **original pay order** shall be submitted in the office of Collector before closing deadline for submission of bid.

- viii. **Stamp and Signature of Firm/Bidder:** The bidding document downloaded from E-PADS must be completed carefully, in accordance with the instructions provided. It should be duly signed and stamped, and then upload to E-PADS along with all the required documents. Additionally, a hard copy of the same must be submitted to the office of the Collector, Collectorate of Customs Enforcement, Custom House, Karachi before the deadline, accompanied by all documents specified in the bidding document. However, please be advised to submit your hard copy of quoted rates directly to the Procurement (Evaluation) Committee at the time of bid opening on E-PADS in order to prevent premature disclosure of your bid.

3. **Cost of Bids:**

All costs associated with the preparation and submission of the bid shall be borne by the bidder.

4. **Submission of E-Bid(s)**

- i. **Submission of E-Bid:** Proposals must be submitted through E-PADS at <https://eprocure.gov.pk>
- ii. As per Rule 36(a) of Public Procurement Rules 2004 i.e. **single stage – one envelope** procedure, proposal for providing services for provision of uniforms shall be submitted
- iii. **Language of Documents:** All documents must be in English.

5. **Opening and Evaluation of Bids:**

- i. Bids shall be opened through E-PADS by Procurement (Evaluation) Committee of Collectorate of Customs Enforcement, Karachi in accordance with E-Pak Procurement Regulation, 2023 at **11:30 am** on closing date provided on the E-PADS as well in the notice for invitation of bids.
- ii. A final evaluation report of e-bids prepared in the light of criteria laid down in the bidding document shall be announced by uploading the activity on E-PADS as per Rule 35 of PPRA Rules, 2004.

6. **Clarification on Bidding Document:**

To get the clarifications regarding the bidding document. A query may be submitted through E-PADS, in accordance with the E-Pak Procurement Regulations, 2023, within the specified timelines on E-PADS. In this regard a pre-bid meeting will also be held at Administration Office, Collectorate of Customs Enforcement, Custom House, Karachi on 30th October, 2025 at 11:00 am. Furthermore, it may be contacted at 021-99214212 for assistance during the office hours.

7. **Deadline for Submission of Bids:**

- i. E-bids must be uploaded on E-PADS on or before **17th November, 2025 11:00 am**

- ii. No bid shall be acceptable by hand/postal/mail/fax/telegraph/email.
- iii. After the deadline for submission of e-bids given above, no request for extension of time shall be entertained.

8. Validity of Bids:

Bid of the lowest and most advantageous bidders/firms shall remain valid till 30th June, 2026.

9. Bid Price:

- i. Bid price for provision of uniforms shall be quoted on the basis of units of quantity provided with each item provided on the format at Section-25 of this bidding document.
- ii. Bid Price shall be quoted in Pakistani Rupees, inclusive of all applicable taxes during the Financial Year 2025-2026.
- iii. The bidder shall be deemed to have obtained all related information as to requirement there to which may affect the bid price.
- iv. The bidder shall quote the prices of items according to specifications as provided in the list of items.
- v. While tendering the e-bid for items, the present trend / inflation in the rate of goods in the market shall be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained at any stage of period of contract agreement.

10. Bid Security:

- i. Each bidder shall upload scanned copy of the bid security amounting to 2% of total bid amount on E-PADS in favour of Collectorate of Customs Enforcement in the form of Pay Order drawn from any schedule bank AA rating and shall also submit (in original) in the office of Collector, Room No. 605, 6th Floor, Collectorate of Customs Enforcement, Custom House, Karachi before closing time for submission of e-bid.
- ii. Cheque/Cash shall not be accepted.
- iii. Bid security shall be returned to the unsuccessful bidders on the announcement of final evaluation report on E-PADS.
- iv. Bid security of the successful bidder shall be discharged upon the bidder sign the contract agreement with Collectorate and submission of performance security/guarantee from a Schedule Bank/Insurance Company having AA rating.
- v. The bid security shall be forfeited, if bidder withdraws the bid during the period of bid validity or the bidder fails to enter into contract with Collectorate till the date intimated by the procuring agency i.e. Collectorate of Customs Enforcement, Karachi.

11. Amendment in The Bidding Document:

Procuring Agency may, at any time prior to the deadline for submission of bids, modify or amend the bidding documents by issuing a corrigendum for any reason, as provided under Rule 23(3) of the Public Procurement Rules, 2004.

12. Extension in Submission Deadline:

Procuring Agency may, at its discretion, extend the deadline for the submission of bidding documents, as provided under **Rule 27 of the Public Procurement Rules, 2004**.

13. Rejection of Bid:

As provided under Rule 33(1) of Public Procurement Rules 2004, Collectorate shall reserve the right to reject all bids or proposals at any time prior to acceptance of contract, without thereby incurring any liability to the affected Bidder(s). The procuring agency may upon request, communicate to any bidder the grounds for rejection of Bids, but is not required to justify those grounds.

14. Right to Blacklisting:

The Procuring Agency, at any stage can blacklist a firm/bidder who consistently fails to provide satisfactory service or is found to be indulging in corrupt or fraudulent practices as per Rule-19 of PPR-2004 (as amended). However, the procuring agency shall be provided with an opportunity of hearing and record reasons before such orders.

15. Non- Responsiveness of the Bids:

A bid shall be considered as non-responsive for not being generally in order if;

- i. The-bid is not found accompanied with required bid security.
- ii. The-bid price is not inclusive of all taxes, duties etc.
- iii. Unable to provide the three years' experience of supply uniform to three Government Departments with proof of attested copies of work/supply orders.
- iv. Unable to provide the attested copy of bank statements to prove the financial soundness.
- v. Unable to provide the attested copies of valid NTN and GST certificate.
- vi. Unable to provide the tested copies of active income tax/GST status.
- vii. Unable to provide the landline number installed in the vendor's office or shop.
- viii. The bid is found to be in contravention of any clause of bidding documents.
- ix. Unable to provide the attested copies of performance certificates.
- x. Unable to provide an attested copy of the authorized dealer/distributor certificate from where genuine/original supplies of uniforms are required.
- xi. The bidding document downloaded from E-PADS must be completed carefully, in accordance with the instructions provided. It should be duly signed and stamped, and then uploaded to E-PADS along with all the required documents in Latest Version of Adobe PDF Format. Additionally, a hard copy of the same must be submitted to the office of the **Collector, Collectorate of Customs Enforcement, Custom House, Karachi** before the deadline, accompanied by all documents specified in the bidding document. However, please be advised to submit your hard copy of quoted rates (Bill of Quantities-BoQ) directly to the Procurement & Evaluation Committee at the time of bid opening on E-PADS in order to prevent premature disclosure of your bid. In case of non-compliance bid shall be considered as non-responsive and accordingly disqualified from the bidding process.
- xii. Strict scrutiny of all conditions specified in the bidding documents shall be conducted including cross-referencing and verification of support documents submitted by the bidders. Therefore, in your own interest, ensure that all required

formalities are carefully completed prior to uploading the documents on E-PADS. The same documents must be submitted at the time of bid opening without any alteration or modification to avoid disqualification from the bidding process.

16. Redressal of Grievances:

As provided under Rule 48 of Public Procurement Rules, 2004.

17. Provision of samples:

- i. The lowest and most advantageous bidders shall provide the sample of items free of cost where required by the Procurement & Evaluation Committee.
- ii. Collectorate shall reject the bid if sample(s) where required, fail to meet the **specification prescribed in the Custom General Order no. 01 OF 2022.**
- iii. **Camouflage Fabric Description:** 60% BCI Cotton 40% Polyester Ripstop High Count with Special Finishes Including but not only Antimicrobial, Moisture Wicking Making the Fabric Anti Odour and Very Highly Breathable. Construction: 20cd x 14cd/90x52 Fabric Weight: 6.2oz (210 GSM) Finish Width: 58 Inch. The Fabric is a Special Finished Fabric Specially Made for Customs Pakistan using top quality dyes and chemicals which are all oeko-tex certified and the production is done in ISO 9001 certified factory.

18. Award of Contract:

Prior to the award of contract, Collectorate shall issue a Bid Evaluation Report giving justification for acceptance or rejection of the bids by uploading the activity on E-PADS. After completion of 15 days uploading time of Bid Evaluation Report on E-PADS, a Letter of Intent (LoI) shall be issued to the successful and most advantageous bidder (s) through E-PADS. After the acceptance of LoI, contract agreement shall be signed by Collector on behalf of Collectorate of Customs Enforcement, Karachi with the successful and most advantageous bidder(s).

19. Signing of contract:

- i. Promptly after acceptance of LoI, lowest and most advantageous bidder (s) shall provide the stamp paper worth **Rs.100/-** issued on the name of firm for preparation of contract agreement.
- ii. Within 14 days of acceptance of LoI both the Procuring Agency and the successful and most advantageous bidder (s) shall sign a contract agreement.
- iii. If the successful Bidder, after completion of all codal formalities shows inability to sign the contract for any reason whatsoever, then their Bid Security shall be forfeited and the firm shall be blacklisted for a minimum period of six months, in such situation the procuring Agency may award the contract to next lowest evaluated Bidder.

20. Performance Security/ Guarantee:

After signing of contract agreement, the successful bidder (s) within 60 days shall submit to the Collectorate a **Performance Guarantee equivalent to 5%** of the estimated amount of contract in the shape of Pay order having validity till 30th June, 2026 from a schedule bank of Pakistan or AA rating insurance company. After the verification of performance guarantee submitted by the successful bidder, the firm(s) bid security instrument shall be released.

21. Completion Schedule:

- i. The bidder shall bear all costs associated with preparation and submission of bids / signing of contract agreement etc.
- ii. Successful bidder shall be bound to provide the stitched uniforms with all accessories after signing of contract agreement with Collectorate. Contract agreement shall remain valid till 30th June, 2026 from the date of its commencement.
- iii. Collectorate shall provide the 90 days' time to the successful lowest and most advantageous bidder for delivery of items from the date of issuance supply/purchase order(s).
- iv. Collectorate will issue the purchase/supply order(s) against the estimated quantities on need basis and estimated quantities provided in the bidding document which may vary (increase/decrease).

22. Entry into Force of Performance of Service Contract:

As provided vide Rule 44(a) of Public Procurement Rules 2004.

23. Procuring Agency's Right to Vary Quantities at the Time of Award:

Collectorate reserves the right at the time of issuance of purchase/supply order to increase or decrease the estimated quantity of goods/items originally specified in the bidding documents without any change in the unit price. Supply order to the successful bidder shall be issued on the need basis only.

24. General Terms & Conditions:

- i. The bid shall be submitted through E-PADS in accordance with PPRA Rule besides submission of hard copies in sealed envelope along with original Bid Security and affidavit before closing deadline provided on E-PADS, which will be opened by the Procurement (Evaluation) Committee in the presence of bidders or their representative on the same day at 11:00 am.
- ii. The bidding documents are available on EPADS which can be downloaded from <https://eprocure.gov.pk>. All Bidders are bound to quote/ submit bid rate clearly on the prescribed format of E-PADS according to specification mentioned in bidding documents, failing to which their bid will not be evaluated.
- iii. The rate of each item shall remain fixed for the whole financial year i.e. up to 30th June, 2026.
- iv. Successful bidder/firm shall be liable to execute a contract agreement in accordance with the PPRA Rules to provide the complete Stitched uniforms with all the badges/Epauettes/Ranks and shoes at the office premises at their own cost within ninety (90) days from the date of issuance of supply/purchase order. In case of non-compliance, the security deposit /performance guarantee of the firm shall be forfeited.
- v. The bids to be given for each item must be inclusive of all applicable taxes for the FY 2025-2026 and be filled carefully. For any mistake, procuring agency will not be responsible, and not allow to the bidder to amend the same at any stage during the currency of contract agreement.

- vi. The successful bidder(s) are required to furnish samples of the items, where requested by the Procurement (Evaluation) Committee, for the purpose of quality evaluation and acceptance prior to the uploading of the Final Evaluation Report on E-PADS. The lowest or most advantageous bidder(s) shall be bound to supply items that strictly conform to the approved samples.
- vii. Warranty shall be claimed on items where applicable. If at any stage, accessories included in the tender found malfunctioned, the firm will be bound to replace it immediately. If it appears that supplier has made knowingly an attempt to supply substandard items, the supply order shall instantly be cancelled besides forfeiture of security deposit as well as initiation of process to get the firm blacklisted.
- viii. In case of disagreement dispute arises between the procuring agency and successful Bidder (s), the case will be referred to Grievances Redressal Committee which have already been constituted by Collectorate whose names and designations shall be made available to the parties as and when cause of action arises.
- ix. In case the quoted brand by the vendor(s)/bidder(s) is unavailable in the market due to unforeseen reasons, the vendor(s)/bidder(s) must propose an equivalent alternative of such item. The proposed alternative shall be subject to approval by the Procurement (Evaluation) Committee, based on sample evaluation, before the supply is made.

25. List of Items and Bid Submission Form of the bidding documents:

Note: Firms/Bidders are required to quote their rates against each item listed under. Strict scrutiny of all conditions specified in the bidding documents will be conducted. Therefore, in their own interest, bidders shall ensure that all required formalities are successfully completed prior to uploading the documents on E-PADS. The same documents must be submitted at the time of bid opening without any alteration or modification to avoid disqualification from the bidding process.

**COLLECTORATE OF CUSTOMS ENFORCEMENT
KARACHI**

ANNUAL PROCUREMENT PLAN FOR FY 2025-2026

A. QUANTITY OF UNIFORMS

S. No.	Name of Item	Unit of Quantity	Unit Rate inclusive of all taxes (Rs.)	Total (E)=(C)x(D) (Rs.)
(A)	(B)	(C)	(D)	(E)
1.	Collector's Uniform (Charcoal)	02		
2.	Additional Collector (Charcoal)	04		
3.	Assistant Collector (Charcoal/Camouflage)	10		
4.	PO/IPS/SPS (Camouflage)	115		
5.	Hawaldar (Camouflage)	45		
6.	Sepoy (Camouflage)	480		
	Total Amount			

NOTE: If at any stage, items included in the tender found damaged, the firm will be bound to replace it immediately. If it appears that supplier has made knowingly an attempt to supply substandard items, the supply order shall instantly be cancelled besides forfeiture of security deposit as well as initiation of process to get the firm blacklisted. All uniforms will be provided as specified by the CGO no. 01 OF 2022 mentioned above and will correspond to the respective ranks of all officers in accordance with their badges and epaulettes.

**PAKISTAN CUSTOMS CAMOUFLAGE JAWAN UNIFORM
Badges Placement Sheet**



(Signature)
(Toufique Ahmed)
Assistant Collector HQs