

GOVERNMENT OF PAKISTAN
OFFICE OF THE CHIEF COLLECTOR (ENFORCEMENT)
1-Mauve Area, G-10/4
ISLAMABAD

TENDER NOTICE

Sealed bids are invited from well-reputed firms/contractors/suppliers who are registered with the Sales Tax/Income Tax Departments and have their own offices/factories in Rawalpindi-Islamabad for the procurement of the following items for the Office of the Chief Collector Customs (Enforcement), Islamabad, during the financial year 2025-26. Bidders are required to submit their tenders both electronically via the e-PADS system and physically by hand:

| | |
|------------------------------------|---|
| Number of Tenders | 01 |
| Title of Procurements | Purchase of Uniform and Protective Clothing |
| Contact Officer | Deputy Collector (HQs), Tel. No: 051-9106212 |
| Closing date & time | 27.11.2025 at 1200 hours. |
| Date, time & Venue of bids opening | 27.11.2025 at 1230 hours Conference Room of the Office of the Chief Collector Customs (Enforcement), 1-Mauve Area, G-10/4, Islamabad |

2. Bids Security @ 5% of the quoted price of the total tender amount in the shape of a Bank Draft/Pay Order (refundable) in favor of Deputy Collector (HQs), Office of the Chief Collector (Enforcement), Islamabad must be attached with each bid separately.

3. Tender documents, list of items/details, and terms/conditions can be obtained from the e-PADS system.

The procuring agency reserves the right to accept or reject any or all bids/proposals in accordance with Rule-33 of PPRA Rules, 2004.


(Naveed-ur-Rehman Bugvi)
Additional Collector (HQs)
Tel. No: 051-9106212

6/11/25

Government of Pakistan
Federal Board of Revenue
Chief Collector of Custom (Enforcement), Islamabad



BIDDING DOCUMENTS

**“PURCHASE OF UNIFORM AND PROTECTIVE
CLOTHING”**

1, Mauve Area, Sector G-10/4, Islamabad
Ph: 051-9106211

BIDDING DOCUMENTS
FOR PURCHASE OF UNIFORM AND PROTECTIVE CLOTHING

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1. **INVITATION TO BIDS**

The Chief Collector of Custom (Enforcement), Islamabad intends to introduce the process of competitive bidding of Companies/ Firms/ Contractor/ Suppliers etc. in order to streamline its procurement procedures for purchase of uniform and protective clothing. All reputable and well-established Companies/Firms/Contractor/Suppliers etc. located in Islamabad/Rawalpindi are invited to apply for the bidding by submitting their proposals online via PPRA's e-PADS Portal. The Chief Collector of Custom (Enforcement) will process all the procurement in accordance with the policy defined and specified under PPRA Rules by the Government of Pakistan.

2. **CONTRACT**

Contract means agreement between the parties i.e. the purchaser/procuring entity (Chief Collector of Custom (Enforcement), Islamabad on behalf of the President) and the tenderer/bidder (accepted for the purpose).

3. **DETAIL OF UNIFORM AND PROTECTIVE CLOTHING**

As per Annexure-C.

4. **RECEIPTS AND OPENING OF TENDER**

Sealed tenders should reach this office on **27.11.2025** by **1200** hours and will be opened on the same day at **1230** hours in the presence of the bidders or their authorized representatives.

For any clarification or further information if deemed, the bidders may contact with Mr. Muhammad Sajid, IO, Chief Collector of Custom (Enforcement), Islamabad on Phone No. 051-9106211

5. **BIDDING PROCEDURE**

- i. Single stage one envelope procedure will be adopted to evaluate the offers. Bids(s) must be submitted online via PPRA's e-PADS Portal containing all information required for bidding including the information required as Annexure-A to Annexure-C of the bidding documents. A hard copy (in original) of the same must be placed in a sealed cover/envelop marked as "**Tender for Purchase of Uniform and Protective Clothing**".
- ii. All items rates should be quoted as the tender is on as a whole basis.
- iii. All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.

6. **EVALUATION**

All the bids submitted would be evaluated by a committee constituted for the purpose on cost and quality basis. The criteria of evaluation will be assessed from bidder's experience, reputation and compliance to the specification's commitment and comprehensive statement of expenditure as per Annexure-B.

7. **BID SECURITY**

Earnest Money/ Bids security deposit @ 5% (Five percent) of the total bid price (refundable) in shape of Pay Order, Demand Draft, Call Deposit Receipt from any scheduled bank in favor of **Drawing & Disbursing Officer, Chief Collector of Custom (Enforcement), Islamabad** should be enclosed with the bid, otherwise bid will be rejected.

8. **RIGHT RESERVED**

The Chief Collector of Custom (Enforcement), Islamabad reserves the right to accept / reject any or all tender proposals or cancel the bidding process at any stage after assigning due reason under PPRA Rules.

9. **DISQUALIFICATION**

Offers are liable to be rejected if there is any deviation found from any of the instruction as depicted in the bid documents.

10. **SUPPLY/DELIVERY OF ITEMS**

- i. Supply will have to be made within fifteen days of supply/purchase order. However, emergent demands etc. if any will be made within three days positively.
- ii. All defective / substandard items will be replaced immediately at bidder/supplier's risk and cost.

11. **TERMS OF PAYMENT**

- i. The payment will be made through AGPR cross cheques/Direct Bank Credit System-Micro Payments Gateway (MPG) after satisfactory delivery, inspection of items and receipt of valid sales tax invoice.
- ii. Income Tax, GST will be deducted as per existing rules / orders issued from time to time by the Government of Pakistan.

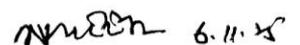
12. **SCOPE OF JOB**

- i. The Chief Collector of Custom (Enforcement) will offer a tender qualification letter for one (01) year to the successful bidder(s) for regular supply of uniform and protective clothing on annual basis provided that the period of contract can be terminated by the Chief Collector of Custom (Enforcement) after assigning any due reason or intimation.
- ii. The successful bidder(s) will be expected to deliver the goods within the specified period and timeline(s).
- iii. Rate(s) should be quoted in Pakistani Rupees inclusive of Government Taxes (where applicable). Taxes may be shown separately. No cutting/amendment in the rates will be accepted.
- iv. The companies/firms/contractors/suppliers etc. will provide quality goods/items to the Chief Collector of Custom (Enforcement) within agreed timelines of supply/purchase order during the contract period.

13. GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

- i. Only those companies/firms/contractors/suppliers etc. are allowed to participate in the tender who are registered General Sales Tax (GST), having National Tax Number (NTN) and are exists on Active Tax Payer List of the Federal Board of Revenues (FBR).
- ii. Bidders must have capabilities of all types of uniform and protective clothing.
- iii. Bidders must have sound financial position, sufficient experience, well reputation and capacity for timely completion of supply.
- iv. The specifications, standard and quality of the items mentioned in the documents are final and unchangeable, if any firm submits its offer with itself changing in the given specifications will not be entertained and will be deemed to have violation of specifications, standards and quality mentioned in tender documents.
- v. Bid(s) without Bid Security will not be considered and turned down.
- vi. Bid(s) Bid Security in the form of cheque shall not be accepted.
- vii. Bidders must certify/undertake that it is not under a declaration of ineligibility/blacklist by any Government (Federal or Provincial), a local body or any public sector organization.
- viii. No bidder will be allowed to submit its second or third offer with the same bid.
- ix. Bid(s) must be submitted online via PPRA's e-PADS Portal containing all information required for bidding including the information required as Annexure-A, B and Annexure-C of the bidding documents.
- x. Validity of Bid shall be upto **30th June, 2026**.
- xi. The Chief Collector of Custom (Enforcement), Islamabad reserve the right to request submission of additional information from bidders in order to clarify/further understand aspect of technical proposal, if required.
- xii. Only those bid(s) will be considered which would be submitted on the Chief Collector of Custom (Enforcement), Islamabad's bidding documents forms/annexures.
- xiii. A separate agreement shall be executed with the successful bidder.
- xiv. The quantity of items can vary subject to availability of funds or requirements.
- xv. Bidder shall be bound to supply quality goods/items. Refurbished, obsolete, damaged etc. item(s) will not be accepted.
- xvi. Bidder shall be liable to provide warranty of goods/items (where applicable). If the same defect arises again during the warranty period, the firm shall be responsible to replace it free of cost.
- xvii. In case any of the term and condition of the agreement is violated, the responsibility for loss or damage will be borne by the bidder.
- xviii. Only Islamabad/Rawalpindi-based bidders are eligible to submit their proposals.

Note: - All uniform articles items samples must be provided before the opening tender time.


(Naveed-ur-Rehman Bugvi)
Additional Collector (HQs)
Ph: 051-9106212

14. SAMPLE COVER LETTER FOR SUBMISSION OF TENDER
TECHNICAL/FINANCIAL PROPOSAL

[on Firm's letterhead]

[Date]

To

The Chief Collector,
Chief Collector of Custom (Enforcement),
Islamabad.

**Subject: TECHNICAL/FINANCIAL PROPOSAL IN RESPECT OF TENDER FOR
SUPPLY OF UNIFORM AND PROTECTIVE CLOTHING**

Dear Sir,

We offer to provide the supply of uniform and protective clothing in accordance with your Tender Proposal dated [insert date of tender advertised]. We hereby submit our technical/financial proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you received.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

15. **SAMPLE AFFIDAVIT FOR NON-BLACKLIST**

[on legal stamp paper of Rs.50 duly verified by the Notary Public]

1. It is stated that M/s. [*name of company/firm/contractor/supplier*] is participating in tender for supply of uniform and protective clothing to Chief Collector of Custom (Enforcement), Islamabad for the financial year 2025-26 effecting from the date of issuance of work order/contract agreement.

2. M/s. [*name of company/firm/contractor/supplier*] hereby certifies that it is not under a declaration of ineligibility/blacklist by any Government (Federal & Provincial), a local body or any public sector organization. Furthermore, M/s. [*name of company/firm/contractor/supplier*] is not involved in any litigation with any party whatsoever.

Signature (head/owner) _____

Name _____

CNIC No. _____

Address _____

Telephone No. _____

Mobile No. _____

Email ID. _____

Stamp of the firm.

16. SAMPLE CONTRACT FORM

THIS CONTRACT is made at _____ on ____ day of _____ 2025, between the President of the Islamic Republic of Pakistan through the Chief Collector of Custom (Enforcement), Islamabad, Government of Pakistan (hereinafter referred to as the "Procuring entity") of the First Part; and M/s (*firm name*) a firm registered under the laws of Pakistan and having its registered office at (*address of the firm*) (hereinafter called the "Tenderer/Firm/Company") of the Second Part (hereinafter referred to individually as "Party" and collectively as the "Parties").

WHEREAS the Procuring Entity invited bids for supply of office uniform and protective clothing, in pursuance whereof M/s (*firm name*) being the Manufacturer/ authorized Supplier/ Firm / Contractor in Pakistan and ancillary services offered to supply of office uniform and protective clothing; and
Whereas the Procuring Entity has accepted the bid by the firm/company/contractor/supplier for supply of office uniform and protective clothing for the period of _____ years commencing from _____

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

- 1) In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as "Contract":
- 2) The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz:-
 - a. Bidding document for purchase of office uniform and protective clothing
 - b. the Price Schedule submitted by the Bidder/Tenderer,
 - c. the Schedule of Requirements/specifications;
 - d. the General/Special Conditions of Contract;
 - e. the firm/company/contractor/supplier's Notification of Award of Contract; and
 - f. the Supply/Purchase Order
- 3) In consideration of the payments to be made by the Procuring Entity to the Tenderer/Firm/Company/Contractor/Supplier as hereinafter mentioned, the Tenderer/Firm/Company/Contractor/Supplier hereby covenants with the Procuring Entity to supply of office uniform and protective clothing therein in conformity in all respects with the provisions of this Contract.
- 4) The Purchaser/Procuring Entity hereby covenants to pay the Tenderer/Firm/Company/Contractor/Supplier in consideration of the supply of office uniform and protective clothing, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
- 5) This Contract shall be deemed to have come into force on _____ for the financial year 2025-26 and shall terminate on 30.06.2026 subject to satisfactory performance of firm/company/contractor/supplier [*i.e. name of firm/company/Contractor/Supplier*], however, this contract shall be deemed to be terminated by the Procuring Entity subject to not adherence of any of clause of terms & conditions conveyed in the Bidding documents by the firm/company/contractor/supplier..
- 6) The [Tenderer/Firm/Company/Contractor/Supplier] hereby declared that it has not been under a declaration of ineligibility /blacklist from any Government (Federal & Provincial), a local body or any public sector organization.
- 7) [Tenderer/Firm/Company/Contractor/Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, Contract or other instrument, be voidable at the option of Government of Pakistan (GoP).
- 8) Notwithstanding any rights and remedies exercised by GoP in this regard, [Tenderer/Firm/Company/Contractor/Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Tenderer/Firm/Company/Contractor/Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.
- 9) In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. Secretary, Law, Justice and Human Rights or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.
- 10) This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.
- 11) If the firms provide substandard item/services and fail to provide the item/services, the payment of risk purchase/services (which will be purchased/serviced by the GoP) the price difference shall be paid by the Firm/Company/Contractor/Supplier.
- 12) Incase of supply of substandard product the destruction cost will be borne by the firm i.e burning, dumping, inceration.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed at _____ (the place) and shall enter into force on the day, month and year first above mentioned.

Signed/ Sealed by the Tenderer/
authorized Supplier/ Contractor

Signed/ Sealed for the Procuring Entity

Sign: _____
Name: _____
CNIC: _____
Designation: _____

Sign: _____
Name: _____
CNIC: _____
Designation: _____

Witness 1:

Witness 2:

Sign: _____
Name: _____
CNIC: _____
Address: _____

Sign: _____
Name: _____
CNIC: _____
Address: _____

Organizational Information

| Sr. No. | Required Information | Response | |
|---------|---|--------------------------|--|
| 1. | Legal Name of Firm/Company/Contractor/Supplier etc. | | |
| 2. | Year of Registration / Establishment of the Organization | | |
| 3. | National Tax Number (NTN) | | |
| 4. | General Sales Tax (GST) number | | |
| 5. | Dealership Certificate | | |
| 6. | What is the legal status of your organization? [Tick the relevant box (one box only). Attach copy/copies of Registration Certificate(s)] | Sole Proprietor | |
| | | Public Limited Company | |
| | | Private Limited Company | |
| | | Private Partnership Firm | |
| | | Others [please specify] | |
| 7. | Name and Designation of "Head of Organization". | | |
| | Landline Phone No. | | |
| | Fax No. | | |
| | Mobile No. | | |
| | Email: | | |
| | Address of Organization: | | |
| 8. | Name and Designation of "Contact Person" | | |
| | Landline Phone No. | | |
| | Mobile No. | | |

(Signature & Seal of Bidder)

Evaluation Criteria

| Sl. No. | Description | Category Marks | Total Marks | Documents Required |
|--------------------|--|----------------|-------------|--|
| 1. | Relevant Experience | | 20 | Registration Certificate. |
| 1.1 | 1-3 years experience | 5 | | |
| 1.2 | 4-7 years experience | 10 | | |
| 1.3 | 7-10 years experience | 15 | | |
| 1.4 | More than 10 years experience | 20 | | |
| 2. | Financial Soundness | | 20 | Bank Statement or on bank letter head Certificate. |
| 2.1 | Bank Statement worth upto Rs.200,000/- | 5 | | |
| 2.2 | Bank Statement worth upto Rs.200,001 to Rs.300,000/- | 10 | | |
| 2.3 | Bank Statement worth upto Rs.300,001 to Rs.400,000/- | 15 | | |
| 2.4 | Bank Statement worth more than Rs.400,000/- | 20 | | |
| 3. | Total Clients with the Firm | | 20 | Copies of supply/purchase orders or List of clients on signed Firm's letter head. |
| 3.1 | 1-3 clients | 5 | | |
| 3.2 | 4-7 clients | 10 | | |
| 3.3 | 8-10 clients | 15 | | |
| 3.4 | More than 10 clients | 20 | | |
| 4. | Company/Firm | | 20 | Detail of nature of firm on signed Firm's letter head. |
| 4.1 | Manufacturer / Authorized Distributor | 20 | | |
| 4.2 | importer /Wholesaler | 15 | | |
| 4.3 | Contractor / General Order Supplier | 10 | | |
| 5. | Working Staff and Machinery | | 20 | List of working staff with name and designation and detail of machinery on Firm's letter head. |
| 5.1 | Working Staff of 1-3 (3 Machines) | 5 | | |
| 5.2 | Working Staff of 4-6 (6 Machines) | 10 | | |
| 5.3 | Working Staff of 7-10 (10 Machines) | 15 | | |
| 5.4 | Working Staff of more than 10 (10 Machines) | 20 | | |
| TOTAL MARKS | | | 100 | |

Note: Minimum qualification marks are 70. Absence of any required documents will lead to zero marks in that specific area.

(Signature & Seal of Bidder)

FINANCIAL PROPOSAL FOR UNIFORM AND PROTECTIVE CLOTHING

Name of Firm: _____

Vender No. _____

Complete address with telephone, Mobile & Fax No. _____

| S. No. | Item Description | Specification of item being Offered by Firm | Unit Price without GST | GST | Total Unit Price with GST |
|--------|--|---|------------------------|-----|---------------------------|
| 1. | SHIRT Charcoal Grey (as per sample) | | | | |
| 2. | TROUSER Charcoal Grey (as per sample) | | | | |
| 3. | SHIRT Customs Field Uniform (Camouflage) (as per sample) | | | | |
| 4. | TROUSER Customs Field Uniform (Camouflage) (as per sample) | | | | |
| 5. | FOOTWEAR (Shoes-Black color Oxford Pattern) (as per sample) | | | | |
| 6. | SOCKS (Black Cotton Color) (as per sample) | | | | |
| 7. | Customs INSIGNIA (Chest-Metal) (as per sample) | | | | |
| 8. | BELT (web belt – black color with wider silver metal buckle having embossed Customs Insignia (as per sample) | | | | |
| 9. | BERET CAP Black Color with Monogram (as per sample) | | | | |
| 10. | PEAK CAP with Monogram (Camouflage) (as per sample) | | | | |
| 11. | HAT with Monogram (Camouflage)(as per sample) | | | | |
| 12. | BATON/STICK (Malacca Cane) (as per sample) | | | | |
| 13. | BATON/STICK (Black Leather Cane) (as per sample) | | | | |
| 14. | NAME PLATE (Plastic) (as per sample) | | | | |

| S. No. | Item Description | Specification of item being Offered by Firm | Unit Price without GST | GST | Total Unit Price with GST |
|--------|---|---|------------------------|-----|---------------------------|
| 15. | NAME TAG (embroidered in silver thread) (as per sample) | | | | |
| 16. | KHANDA NUMBER (Metal Shoulder Badge) (as per sample) | | | | |
| 17. | PAK FLAG (Metal) (as per sample) | | | | |
| 18. | CUSTOMS BADGE (Embroidered Patch) (as per sample) | | | | |
| 19. | PAK FLAG (Cloth) (as per sample) | | | | |
| 20. | INNER SHIRT (Printed) (as per sample) | | | | |
| 21. | SHOES Black Color, long double-molded sole (DMS) (as per sample) | | | | |
| 22. | JERSEY (Charcoal Grey, V-Neck) (as per sample) | | | | |
| 23. | SERVICE BADGE (Experience Wise) (as per sample) | | | | |
| 24. | WINTER JACKET (Black and water proof) (as per sample) | | | | |
| 25. | Uniform- Ceremonial | | | | |
| 26. | P- Cap (Ceremonial) | | | | |
| 27. | Beret Cap (Ceremonial) | | | | |
| 28. | Silves Dori (Ceremonial) | | | | |
| 29. | Star and Badges (Ceremonial) | | | | |

Note:- Rates of all uniform articles having superior qualities are to be given and all uniform articles must be as per Customs new CGO.

(Signature & Seal of Bidder)