



BIDDING DOCUMENT
FOR
TENDER FOR THE INSTALLATION OF AN ESCALATOR AT
CUSTOM HOUSE, KARACHI



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



6th Floor Custom House, Eduljee Dinshaw Road, Karachi Ph: 021-99214168 Fax: 021-99214234

INVITATION TO E-BIDS THROUGH E-PADS
“BIDDING DOCUMENT FOR TENDER FOR THE INSTALLATION OF AN ESCALATOR AT
CUSTOM HOUSE, KARACHI”

Tender no. 06/2025-26

The Collectorate of Customs Enforcement, Karachi intends to invite E-bids “**For the installation of an Escalator at Custom House, Karachi**” 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, interested bidders may download the documents with key details:

- **Bid Submission Deadline: 30th December, 2025, 02: 00 PM**
- **Bid Opening: 30th December, 2025, 02:30 PM**
- **Bid Security: 2% of total quoted amount (Pay Order in favor of Collectorate of Customs Enforcement, Karachi)**
- **Performance Guarantee: 5% of contract value (after award)**
- **Must be submitted via E-Pads 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 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.

5. Bids are evaluated by the Procurement Committee and incomplete bids are marked non-responsive. While the Collectorate reserves the right to accept or reject 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.

6. To address queries, interested bidders can contact at telephone no. 021-99214212 and WhatsApp no. 03006080240.


(Toufique Ahmed)
Assistant Collector HQs

(Tender-06/ 2025-26)
COLLECTORATE OF CUSTOMS ENFORCEMENT
6th Floor, Custom House, Karachi

Subject: **BIDDING DOCUMENTS / INSTRUCTIONS TO THE BIDDERS IN RESPECT OF TENDER NOTICE FOR “INSTALLATION OF AN ESCALATOR AT CUSTOM HOUSE KARACHI**

1. Introduction:

The Collectorate of Customs Enforcement, Karachi, intends to receive bids from the vendors/firms for **installation of an escalator at Custom House, Karachi**. 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. **Scope of Work:** Installation of an Escalator from ground to First Floor of the Custom House, Karachi.
- ii. The expenditure shall be met from the budgetary allocation of FY 2025-26.

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. and Registration with Pakistan Engineering Council (PEC).
- 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 & SRB certificates and with proof of active tax payer status, Audit Reports of Last three (03) years and must be registered with **PAKISTAN ENGINEERING COUNCIL (PEC)**.
- iii. **Experience:** Minimum three years’ experience. Bidder shall provide a list of Government clients during last three years along with attested copies of work 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 Karachi’s vendor number having minimum balance amounting to Rs. 40 million.
- v. **Performance Certificate:** 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. Scanned 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. **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.
- iii. **Language of Documents:** All documents must be in English.

4. **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 Regulations, 2023 at **02:30 pm** 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.

5. **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, it may be contacted at 021-99214212 and 0300-6080240 for assistance during the office hours.

6. Deadline for Submission of Bids:

- i. E-bids must be uploaded on E-PADS on or before **30th December, 2025 02:00 pm**
- 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.

7. Validity of Bids:

Bid of the lowest and most advantageous bidders/firms shall remain valid for 30 days after the bid opening.

8. Bid Price:

- i. Bid price shall be quoted on the basis of area description provided in bill of quantities on the format at Section-21 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.

9. 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. Cheque/Cash shall not be accepted.
- ii. Bid security shall be returned to the unsuccessful bidders on the announcement of final evaluation report on E-PADS.
- iii. 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.
- iv. The bid security shall be forfeited, if bidder withdraws during the period of bid validity or the bidder fails to enter into contract till the date intimated by the Collectorate of Customs Enforcement, Karachi.

10. 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.

11. 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.**

12. 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.

13. 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.

14. Redressal of Grievances:

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

15. Evaluation Criteria

Term	Details/Basis of Evaluation	Maximum Points
Complete firm profile	Comprehensive details of the firm's structure, operations and capabilities	10
Name of firm and year of establishment	5 years establishment – 05 points more than 5 years – 10 points	10
Audit report for the last three years	5 points per year	15
Experience (minimum 3 years)	2 work orders per year	20
Financial soundness(Bank Statement showing minimum Rs. 40 million)	1 point on 4 million	10
Performance certificates from government department	05 points each	10
No Blacklisting Affidavit(since establishment)	Proof of no blacklisting	05
Technical Proposal	Quality and compliance with specifications	20
Total		100 points

Note: The firm must secure at least **70 marks** to qualify as per the above criteria.

16. 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 of 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).

17. 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.

18. Performance Security/ Guarantee:

After signing of contract agreement, the successful bidder (s) within **10 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.

19. 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 work completion 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 completion.

20. General Terms & Conditions:

- i. The bid shall be submitted through E-PADS in accordance with PPRA Rules

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 02:30 pm.

- 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 complete the work. In case of non-compliance, the security deposit /performance guarantee of the firm shall be forfeited.
- v. The bids 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. If it appears that constructor has made knowingly an attempt to use substandard material, the contract shall instantly be cancelled besides forfeiture of security deposit as well as initiation of process to get the firm blacklisted.
- vii. 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 and whose names and designations shall be made available to the parties as and when cause of action arises.

21. Bid Submission Form/Notice Inviting Tender:

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.

Name of Work: (Provision of 2 Numbers of Escalator including allied Electrical/Civil work at Custom House, Karachi)

S.No.	Description	Amount
SH – I	Escalator 2 Nos.	Rs.
SH – II	Civil Work	Rs.
Total		Rs.

S.No.	Description	Qty.	Rate	Unit	Amount
SH – I (1)	Providing & installing fully imported escalator of the following specification as per standard manufacturers recommendation with reference to make offered Escalator arrangement single, Vertical Rise 6096mm and horizontal span L=16305mm (as standard) inclination 30-35 degree step band speed 0.5m/s step width 600/1000mm, level step, 2 level step or upper and lower landing, worm gear, drive type, manually lubricated chain having 3x400 volt, 50 Hz, 230 volt automatic start/stop operation mode, start VVF motor power supply 11KW, arrangement parallel, standard installation according to EN115, tempered safety glass, handrail color black or approved may, inner and outer ducking hair line stainless steel, skirting hairline stainless steel, pallet/step stainless steel with plastic, combs aluminum, bush type for stainless decking as per manufacturer recommendation as approved by the engineering incharge. All octroy; shipment and taxes will be charged of quoted amount. China Make KOYO/SIGMA/FUJJI	2 Job		Job	
	Providing and laying 25mm PVC insulated and PVC sheeted LT un-armored copper conductor cable in 50mm UPVC pipe for incoming and outgoing connection for escalator. (Fast/AGE/Pioneer cable)	100 RFT		Per RFT	
	Providing and fixing 50 Ames 4 pole high breaking capacity MCCB in existing board including incoming and outgoing connection as required (Approved make)	2 Nos		Each	
	Providing and fixing phase changer sequence unit upto 50Ames capacity range as required	1 Job		Per job	
	Providing and fixing MS Sheet surface type distribution board duly fabricated with coating paint including all existing calculated wiring as per load as required	1 Job		Per Job	
Total for Escalator and allied Electrical Work				Rs.	
SH – II (2)	Civil Work Providing RCC structure upto 30ft height i.e. providing RCC raft foundation, RCC columns, RCC beams and Lintels, RCC roof finished with plaster, coloring work, false ceiling, paneling, decorative lighting and plantation, etc. complete including making of pit for escalator machine	1 Job (800 Sq Ft)		P. Sq ft	
Total for Civil Work				Rs.	

NOTE:

- i. The Contractor/bidder will provide a structural drawing and working plan before execution of civil work. This firm/Vendor intends to undertake the work under the Collectorate of Customs (Enforcement), Custom House, Karachi. It is hereby expressly stated that the Competent Authority reserves the right to amend, modify, or revise the work specifications, scope, quantities, or any other related details at any stage of the project, without any obligation to compensate for such changes. All works shall be carried out strictly in accordance with the final approved specifications, instructions, and directions issued by the Competent Authority.
- ii. All payments will be made after execution of work as per actual measurements.



(Toufique Ahmed)
Assistant Collector HQs