



GOVERNMENT OF PAKISTAN  
COLLECTORATE OF CUSTOMS ENFORCEMENT  
CUSTOMS HOUSE MULTAN



## TENDER NOTICE

Collectorate of Customs Enforcement, Custom House, Multan invites sealed bids from eligible dealers/firms having income tax / sales tax registration, for the following purchase for the financial year 2024-2025 and 2025-2026:

Tender Title	Tender Submission Deadline	Tender Opening Details
i- Uniform along with complete accessories ii- Stationery/Computer Stationery iii- Miscellaneous/Other Items	06/05/2025 at 01.00 PM	06/05/2025 at 02.00 PM

1. The said Items will be procured through Single Stage Two Envelop bidding.
2. The detailed specifications of the said Items, Schedule of requirement and contract conditions are given in the Standard Bidding Document which can be downloaded from [www.fbr.gov.pk/tenders](http://www.fbr.gov.pk/tenders) and [www.ppra.org.pktenders](http://www.ppra.org.pktenders) or can be taken by hand or through email till 06/05/2025.
3. Interested bidders may submit their sealed bids on the address given below by 01:00 pm hours on 06/05/2025. These bids will be opened on the same day at 02.00 pm hours in the Conference Room at the Ground Floor of Custom House, Multan in presence of the bidders.
4. The bids must accompany a Bid Security amount Rs. 20,000/- in the shape of Pay Order or Bank Draft in favour of Collector, Collectorate of Customs Enforcement, Multan issued by any scheduled bank of Pakistan.
5. Electronic submission of bids is not allowed.
6. The procurement shall be made as per availability of budget.
7. The procuring agency reserves the right to reject any or all the bids under Rule-33 of the PPRA Rules 2004.

PROCUREMENT OFFICER: Incharge General Branch, Custom House, LMQ Road, Multan.  
Phone # 061-9200377



GOVERNMENT OF PAKISTAN  
COLLECTORATE OF CUSTOMS ENFORCEMENT,  
CUSTOM HOUSE, L.M.Q. ROAD, MULTAN  
Tel# 061-9200381/ Fax# 061-9200924



<b>Tender document for</b>	<b><u>Uniform, Stationery and Misc./Other Items</u></b>
<b>Tender document No.</b>	1(5)29-GL/2024-25/ _____ dated 11.04.2025.
<b>Tender document Fee</b>	Rs.500/- .
<b>Total Pages</b>	13-Nos
<b>Detail of Pages</b>	Page-1 General Instructions for Bidders. Page-2 Form "A" Technical Proposal (Uniform) Page-3 Form "B" Technical Proposal (Stationery) Page-5 Form "C" Technical Proposal (Others) Page -7 General Instructions & conditions. Page-8 Form "D" Financial Proposal (Uniform) Page-9 Form "E" Financial Proposal (Stationery) Page-11 Form "F" Financial Proposal (Others) Page-13 Form "G" Evaluation Criteria

**COLLECTORATE OF CUSTOMS ENFORCEMENT, CUSTOM HOUSE, LMQ  
ROAD, MULTAN.**

Telephone No.061-9200377

(Maqbool Ahmad)  
Deputy Collector (HQ)  
Collectorate of Customs Enforcement  
Customs House, Multan

<b>GENERAL INSTRUCTIONS &amp; CONDITIONS FOR THE BIDDERS</b>	
1	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered, have National Tax Number (NTN) and are active on Active Tax Payer List of FBR.
2	Bidder(s) must have sound financial position, sufficient experience, well reputation and capability for timely completion of supply.
3	Bidder(s) must attach Rs. 20,000/- as Earnest Money (refundable) in the shape of Pay Order, Call Deposit Receipt or Bank Draft.
4	Bid(s) found without Rs.20,000/- as Earnest Money in the shape of Pay Order, Call Deposit Receipt or Bank Draft will not be considered and turned down.
5	Firm(s) must certify that it has not been blacklisted from any government organization.
6	Bid(s) with Rs.20,000/- Earnest Money in the form of Cheque shall not be accepted.
7	No bidder will be allowed to submit its second or third offer with the same bid.
8	Only those Bid(s) will be considered which would be submitted on the CoC Enforcement Multan's tender documents Form.
	<b>Bid opening Procedure.</b>
	Single stage- two envelope procedure will be adopted to evaluate the offer(s).
	The bid shall comprise a single package containing two separate envelopes each envelope should contain separately the " <b>TECHNICAL PROPOSAL</b> " and " <b>FINANCIAL PROPOSAL</b> "
	Two separate envelopes shall be marked as " <b>TECHNICAL PROPOSAL</b> " and " <b>FINANCIAL PROPOSAL</b> " in bold and legible letters.
9	Initially " <b>TECHNICAL PROPOSAL</b> " will be opened to evaluate the offer(s) with the specification(s) and required criteria mentioned in the tender document.
	Offer(s)/item(s) which will not be found according to the standard/specification(s) and evaluation criteria shall not be accepted and " <b>FINANCIAL PROPOSAL</b> " of such firms will be returned unopened on spot.
	" <b>FINANCIAL PROPOSAL</b> " will be opened only of those firms whose offer(s)/items would be found as per specifications and laid down criteria.
10	The offered price of item(s) should be inclusive of General Sales Tax if applicable. Income Tax will be deducted at the time of payment.
11	The successful bidder shall deposit 5% of the total value of contract as performance warranty, which will be retained by the department till expiry of warranty period. The period of warranty/guarantee will start from the date of delivery/satisfactory inspection of item(s).
12	A separate agreement shall be executed with successful bidder.
13	The quantity of item(s) can vary subject to availability of funds.
14	Supply will have to be made within two weeks of Supply Order at CoC Enforcement Multan.
15	All item(s) shall be inspected at CoC Enforcement, Custom House LMQ Road, Multan
16	Item(s) which will not be found according to required specifications/ standard shall not be accepted.
17	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
18	Payment will be claimed on completion of 100% supply as per tender specifications and approved samples.
19	CoC shall have the right at any stage to change the required quantity of the items subject to availability of funds or cancel the agreement without assigning the reason thereof.
20	Firms are required to submit the following documents alongwith the technical proposal:- i. List of support Team, ii. List of Service Centers, iii. Annual Turn Over /Auditable Accounts of the firm, iv. Company history in the business, v. Affidavit undertaking that the firm never been black listed, vi. Minimum three work orders for the supply of the similar item/product (Preferably in government organizations)

**TECHNICAL PROPOSAL FOR UNIFORM AND PROTECTIVE CLOTHING**

Name of firm			
Complete address with Telephone & Mobile No.			
<b>S#</b>	<b>Item Description</b>	<b>Qty.</b>	<b>Name(s) of item(s) with specification being offered.</b>
1.	Stitched Pant and Shirt	As per availability of Budget	(i) Charcoal Grey (with Velcro badges) with 2 pockets on each. (ii) Camouflage (with Velcro badges) with 2 pockets on each.
2.	Inner Shirt	--	Black colour, friendly use in Summer season
3.	Shoes	--	(i) Shoes shall be with maximum 2" heels, black colour Oxford pattern shoes without toe-cap having five (5) eyelets for shoes laces. (ii) Black colour, long double-molded sole (DMS) shoes.
4.	Socks	--	(i) Black colour (ii) Black socks for double-molded sole (DMS) shoes
5.	Shoulder Badges (with Customs insignia)	--	Silver Metal Badges
6.	Cap	--	Beret Cap with Customs Logo
7.	Web Belt	--	Black colour, wider silver metal buckle having embossed Customs Insignia.
8.	Name Plate	--	(i) Black colour plastic material (ii) EMD Silver Velcro badges
9.	Customs Insignia	--	Metal badge (Customs logo)
<b><u>Evaluation Criteria:</u></b> Sample of each item is mandatory.			

**TECHNICAL PROPOSAL FOR STATIONERY/COMPUTER STATIONERY**

Name of firm			
Complete address with telephone & Fax No.			
S#	Item Description	Speciation of Items	Name(s) of item(s) with specification being offered.
01	ATTENDANCE REGISTER	Minimum 100 pages 70gm	
02	BALL POINT	Click ball point 0.8mm, best quality	
03	BINDER CLIP (MED 32MM)	Best Quality	
04	CALCULATOR	Casio or equivalent (12 digit), 16 digits , large display with memory check function	
05	Sticky Note 3 X3	Best quality	
06	CORRECTION PEN 9 ML	Best quality	
07	DAK PAD	Artificial Leather (Best Quality)	
08	ENVELOP 11x5 (M)	Best Quality White	
09	ENVELOP 9x4 (S)	Best Quality White	
10	ENVELOP A4 Size	Best Quality White	
11	ENVELOP FILE SIZE	Best Quality White	
12	ERASER AL 30	White best quality	
13	FILE FLAPPER CLOTH LINED	Fine Quality	
14	FOOT SCALE STEEL 12"	Fine quality	
15	GUM STICK 25 GRM	Fine quality	
16	HIGHLIGHTER	Fine quality	
17	LEAD PENCIL	Fine quality	
18	PAPER CLIP BOX 368MM	Fine quality	
19	PAPER A-4 SIZE 80 GRAM	Colour white, substance 80gm, Brightness 102 or above, Thickness 110 um or above, Roughness 140ml/Min or nearest. Opacity 95%, 500 sheets	
20	PAPER CUTTER Large	Fine quality	
21	PAPER LEGAL SIZE 80 GRAM	Colour white, substance 80gm, Brightness 102 or above, Thickness 110 um or above, Roughness 140ml/Min or nearest. Opacity 95%	

S#	Item Description	Speciation of Items	Name(s) of item(s) with specification being offered.
22	PAPER PUNCH LARGE (SINGLE HOLE)	Fine Quality	
23	Pencil SHARPENER PLASTIC	Fine Quality	
24	PERMANENT MARKER (BLACK, BLUE)	Fine Quality	
25	REGISTER NO.20	Fine Quality	
26	REGISTER NO.30	Fine Quality	
27	REGISTER NO.40	Fine Quality	
28	SCISSOR (MEDIUM)	Fine Quality	
29	SCOTCH TAPE 1"	Fine Quality	
30	SCOTCH TAPE 2"	Fine Quality	
31	STAMP PAD Large (BLUE)	Fine Quality	
32	STAPLER PIN H.DUTY 23/8	Fine Quality	
33	STAPLER PIN (DOLLAR 24/6)	Fine Quality	
34	STAPLER PIN REMOVER	Fine Quality	
35	TABLE SET (LEATHER)	Fine Quality	
36	TABLE SET (PLASTIC)	Fine Quality	
37	TABLE SET (STEEL JALI)	Fine Quality	
38	TAG BUNDLE 8 " T-Shape	Fine Quality	
39	GEL PEN (Black)	Best Quality	
40	VEHICLE LOG BOOK No.3	Fine Quality	
41	GEL PEN (Blue)	Best Quality	
42	Printer Cartridge Hp laser jet Pro 4003dw	Original HP or equivalent	
43	Printer Cartridge Cannon LBP 2900	Original Cannon or equivalent	
44	Printer Cartridge Hp laser jet Pro P1102	Original HP or equivalent	
45	Photocopier Konica Minolta Bizhub 450i toner	Original or equivalent	
46	Photocopier RICOH Gestetner toner Photocopier MP2501	Original or equivalent	

**TECHNICAL PROPOSAL FOR OTHERS/MISC. ITEMS**

Name of firm			
Complete address with telephone & Fax No.			
S#	Item Description	Speciation of Items	Name(s) of item(s) with specification being offered.
1.	Air Freshener 300 ml or nearest	Best Quality	
2.	Broom Hard	Best Quality	
3.	Broom Flower	Best Quality	
4.	Door Bell with Cells	Best Quality, Imported	
5.	Dust Bin Large	Standard Quality, Plastic	
6.	Dust Bin (Small)	Standard Quality, Plastic	
7.	Glass Cleaner	Best Quality	
8.	Laundry Detergent 35 grm	Best Quality	
9.	Soap 80 grm	Best Quality	
10.	Hand Wash Liquid	Best Quality	
11.	Dish Wash Soap Liquid	Best Quality	
12.	Cell 'AA' size	Best Quality	
13.	Cell 'AAA' size	Best Quality	
14.	Towel White (Large Size)	Fine Quality	
15.	Insect Killer Spray	Best Quality	
16.	Duster Cotton (colored)	24''*24'' Fine Quality	
17.	Toilet Brush	Medium, Fine Quality	
18.	Mop	Medium Size	
19.	Floor Surface Cleaner (1000 ml)	Best Quality	
20.	Phenyl (2.75 ltr)	Best Quality	
21.	Phenyl Tablets (small packs)	Fine Quality	
22.	Air Freshener Ticki	Fine Quality	
23.	Acid (Sweep) 600 MI	Fine Quality	
24.	Toilet Cleaner 750 MI	Best Quality	
25.	LED Bulb (24W)/warm light Screw	Best Quality	
26.	LED Bulb (24W)/warm light Pin	Best Quality	

S#	Item Description	Speciation of Items	Name(s) of item(s) with specification being offered.
27	Tissue Box	Minimum 300 sheets, 100x2 ply, ultra-soft	
28	Tissue Roll	2 ply, Fine quality	
29	Wiper (Large)	Best Quality	
30	Wiper (Small)	Best Quality	
31	Water Set (Glassy)	Fine Quality	
32	Sugar Pot (Glass)	Fine Quality	
33	Tea Tray Plastic (for 06 cups)	Fine Quality	
34	Face Mask Box	3 Ply, Nose Pin , Fine quality	
<b>Evaluation Criteria:</b> Sample of the item will be tested physically.			

<b>GENERAL INSTRUCTIONS &amp; CONDITIONS</b>	
i.	The specifications, standard and quality of the items mentioned in the document are final and unchangeable, if any firm submits its offer with itself changing in the above mentioned specifications will not be accepted and will be deemed for the same specifications, standard and quality mentioned in the tender document.
ii.	Payment will be made after complete delivery.
iii.	Quantity of items required will be as per availability of Budget.
iv.	Supply will have to be made within two week of Supply Order at CoC Multan.
v.	No bidder will be allowed to submit its second or third offer with the bid.
vi.	Only that/those Bid(s) will be considered which would be submitted on the CoC's tender document.
vii.	Validity of Bid shall be as per tender notice.
viii.	Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).
ix.	Bank Account No _____ Vendor No. _____ Name of Bank _____ Address _____
x.	Only Authorized dealers / Registered persons are allowed to participate in the subject tender for supply of required items.
xi.	Bidder must produce and display sample(s) at the time of opening of Technical Proposals for evaluation of offered items with CoC's specifications and samples. <b>Note</b> <ul style="list-style-type: none"><li>➤ Initially "<b>TECHNICAL PROPOSAL</b>" will be opened to evaluate the offer(s) with the specification(s) and required criteria mentioned in the document.</li><li>➤ Offer(s)/item(s) which will not be found according to the standard/specification(s) and Evaluation criteria shall not be accepted and "<b>FINANCIAL PROPOSAL</b>" of such firms will be returned unopened.</li><li>➤ "<b>FINANCIAL PROPOSAL</b>" will be opened only of those firms whose offer(s)/item(s) would be found as per specifications and laid down criteria.</li></ul>

(SIGNATURE & SEAL OF BIDDER)

**FINANCIAL PROPOSAL FOR UNIFORM AND PROTECTIVE CLOTHING**

Name of Firm					
Complete address with telephone & Fax No.					
S#	Item Description	Qty	Unit Price without GST	GST	Total Unit Price with GST
1	Stitched Pant and Shirt (i) Charcoal Grey (ii) Camouflage	As per availability of Budget			
2	Inner Shirt	--			
3	Shoes (i) Dress Shoes / Boots (ii) DMS Shoes	--			
4	Socks (i) Normal Size for Dress Shoes (ii) Lengthy Size for DMS Shoes	--			
5	Shoulder Badges (with Customs insignia)	--			
6	Belt	--			
7	Beret Cap	--			
8	Name Plate (with Customs insignia) (i) Plastic (ii) Velcro	--			
9	Customs Insignia	--			

**FINANCIAL PROPOSAL FOR STATIONERY/COMPUTER STATIONERY**

Name of Firm					
Complete address with telephone & Fax No.					
S#	Item Description	Specification being Offered	Unit Price without GST	GST	Total Unit Price with GST
1.	ATTENDANCE REGISTER	Minimum 100 pages 70gm			
2.	BALL POINT	Click ball point 0.8mm, best quality			
3.	BINDER CLIP (MED 32MM)	Best Quality			
4.	CALCULATOR	Casio or equivalent (12 digit), 16 digits , large display with memory check function			
5.	Sticky Note 3 X3	Best quality			
6.	CORRECTION PEN 9ml	Best quality			
7.	DAK PAD	Artificial Leather (Best Quality)			
8.	ENVELOP 9x4 (S)	Best Quality White			
9.	ENVELOP A4 Size	Best Quality White			
10.	ENVELOP FILE SIZE	Best Quality White			
11.	ERASER AL 30,	White best quality			
12.	FILE BOARD LEGAL SIZE	Best quality			
13.	FILE FLAG DIFFERENT COLORS	Best quality, multi-color, sticky type			
14.	FOOT SCALE STEEL 12"	Fine quality			
15.	GUM STICK 25 GRM	Fine quality			
16.	HIGHLIGHTER	Fine quality			
17.	LEAD PENCIL	Fine quality			
18.	PAPER CLIP BOX 368mm	Fine quality			
19.	PAPER A-4 SIZE 80 GRAM	Colour white, substance 80gm, Brightness 102 or above, Thickness 110 um or above, Roughness 140ml/Min or nearest. Opacity 95%, 500 sheets			
20.	PAPER CUTTER Large	Fine quality			
21.	PAPER LEGAL SIZE 80 GRAM	Colour white, substance 80gm, Brightness 102 or above, Thickness 110 um or above, Roughness 140ml/Min or nearest. Opacity 95%, 500 sheets			
22.	PAPER PUNCH LARGE (SINGLE HOLE)	Fine Quality			
23.	Pencil SHARPENER PLASTIC	Fine Quality			

S#	Item Description	Specification being Offered	Unit Price without GST	GST	Total Unit Price with GST
24	PERMANENT MARKER (BLACK, BLUE)	Fine Quality			
25	REGISTER NO.20	Fine Quality			
26	REGISTER NO.30	Fine Quality			
27	REGISTER NO.40	Fine Quality			
28	SCISSOR (MEDIUM)	Fine Quality			
29	SCOTCH TAPE 1"	Fine Quality			
30	SCOTCH TAPE 2"	Fine Quality			
31	STAMP PAD (BLUE)	Fine Quality			
32	STAPLER MACHINE, 25 SHEETS CAPACITY, 23/8	Fine Quality			
33	STAPLER PIN (DOLLAR 24/6)	Fine Quality			
34	STAPLER PIN REMOVER	Fine Quality			
35	TABLE SET (LEATHER)	Fine Quality			
36	TABLE SET (PLASTIC)	Fine Quality			
37	TABLE SET (STEEL JALI)	Fine Quality			
38	TAG BUNDLE 6 " T-Shape	Fine Quality			
39	GEL PEN (Black)	Best Quality			
40	VEHICLE LOG BOOK No. 3	Fine Quality			
41	GEL PEN (Blue)	Best Quality			
42	Printer Cartridge Hp laser jet Pro 4003dw	Original HP or equivalent			
43	Printer Cartridge Cannon LBP 2900	Original Cannon or equivalent			
44	Printer Cartridge Hp laser jet Pro P1102	Original HP or equivalent			
45	Photocopier Konica Minolta Bizhub 450i toner	Original or equivalent			
46	Photocopier RICOH Gestetner toner Photocopier MP2501	Original or equivalent			

**FINANCIAL PROPOSAL FOR OTHERS/MISC. ITEMS**

Name of Firm					
Complete address with telephone & Fax No.					
S#	Item Description	Specification being Offered	Unit Price without GST	GST	Total Unit Price with GST
01	Air Freshener 300 ml or nearest	Best Quality			
02	Broom Hard	Best Quality			
03	Broom Flower	Best Quality			
04	Door Bell with cells	Best Quality, Imported			
05	Dust Bin Large	Standard Quality, Plastic			
06	Dust Bin (Small)	Standard Quality, Plastic			
07	Glass Cleaner	Best Quality			
08	Laundry Detergent 35 gm	Best Quality			
09	Soap 80 gm	Best Quality			
10	Hand Wash Liquid	Best Quality			
11	Dish Wash Soap Liquid	Best Quality			
12	Cell 'AA' size	Best Quality			
13	Cell 'AAA' size	Best Quality			
14	Towel White (Large Size)	Fine Quality			
15	Insect Killer Spray	Best Quality			
16	Duster Cotton (colored)	24''*24'' Fine Quality			
17	Toilet Brush	Medium, Fine Quality			
18	Mop	Medium Size			
19	Floor Surface Cleaner (1000 ml)	Best Quality			
20	Phenyl (2.75 ltr)	Best Quality			
21	Phenyl Tablets (small packs)	Fine Quality			
22	Air Freshener Ticki	Fine Quality			
23	Acid (Sweep) 600 MI	Fine Quality			
24	Toilet Cleaner 750 MI	Best Quality			
25	LED Bulb (24W)/warm light Screw	Best Quality			
26	LED Bulb (24W)/warm light Pin	Best Quality			
27	Tissue Box	Minimum 300 sheets, 100x2 ply, ultra-soft			
28	Tissue Roll	2 ply, Fine quality			
29	Wiper (Large)	Best Quality			

S#	Item Description	Specification being Offered	Unit Price without GST	GST	Total Unit Price with GST
30	Wiper (Small)	Best Quality			
31	Water Set (Glassy)	Fine Quality			
32	Sugar Pot (Glass)	Fine Quality			
33	Tea Tray Plastic (for 06 cups)	Fine Quality			
34	Face Mask Box	3 Ply, Nose Pin , Fine quality			

**Technical Evaluation Criteria for Purchase of Uniform/Stationery/Others**

<b>Criteria</b>	<b>Max. Marks</b>
<b>Performance Profile:</b> Performance with Major Clients (Ministries/Divisions/Departments, Organizations) to whom services provided.	20
<b>Experience of the company years</b>	20
<b>Financial Position of the Firm</b>	20
<b>Technical staff</b>	20
<b>Delivery time</b>	10
<b>Clients</b>	10
<b>Total Score</b>	<b>100</b>
<b>Minimum score to pass for Financial Evaluation</b>	<b>70</b>

**Note:** Submission of documentary evidences for each evaluation criteria is mandatory for marks allocation.