



GOVERNMENT OF PAKISTAN  
OFFICE OF THE CHIEF COLLECTOR CUSTOMS (AIRPORTS)  
CUSTOM HOUSE  
ISLAMABAD  
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TENDER NO. 01/ 2025-26

**Subject: - TENDER FOR PURCHASE OF STATIONERY ITEMS (FY 2025-26)**

In terms of the instructions in PPRA Rules 2004, office of the Chief Collector Customs (Airports), Islamabad hereby submits its bidding notice for publishing on PPRA's website whereby this office intends to Purchase Stationery Items during the Financial Year 2025-2026, as detailed under:

S. No.	Stationery Items
01	Photo State Paper Ream A4 Size ( Double A 80 Grms) or equivalent
02	Photo State Paper Ream Legal Size (Double A 80 Grms) or equivalent
03	Uni Ball vision Elite (Fine Quality)
04	Uni Ball Signo Gel Pen 0.7mm (Fine Quality) or Equivalent
05	Ball Point Piano/Picasso or Equivalent
06	Led Pencil , Sharpener & Rubber (Superior Quality)
07	Note Sheet Pad (200 Pages with Customs Logo)
08	Paper Clips
09	Dispatch Register (Printed 400 Pages 68 grms local paper)
10	File Covers (Four Color printing 310 grms. Art Card White with lamination/ Custom Logo)
11	Single Hole Punch (Fine Quality)
12	Gum Stick (22 gm) UHS (Small/Large)
13	Envelope (Khaki Centery/ Craft Size 10x8" printed with new Customs Logo)
14	Envelope (Khaki Centery/ File Cover/Legal Size printed with new Customs Logo)
15	Envelope White (A4 size)
16	Highlighters ( Yellow/Red Color)
17	Adhesive Yellow Flag (different color)
18	Peon Books (200 pages printed with Customs Logo)
19	File Tag
20	Register Plain (16 No.)
21	File Binders
22	Stapler Machine KW-Trio # 5820 or equivalent. (Fine Quality)
23	Stapler Pin Dollar PMP 24/6 or equivalent (Fine Quality)
24	Stapler Pin Remover
25	Calculators (Citizen or equivalent 14/16 digits)
26	Ink Pad
27	Stamp Pad
28	Dak Pad
29	Paper Cutter
30	Paper Pins
31	Marker Dollar #70
32	Marker Tempo
33	Writing Pads (with printing customs logo 100 pages)
34	Scale stain less steel
35	Scotch Tape (one inches & three inches)
36	Immediate Flag
37	Confidential Red Seal
38	Color Paper A4 80 Gms (Yellow/Green/Pink 100 Sheets)
39	Movement Register
40	Log Book
41	Binder
42	Whitener (Fluid) Dux

**Note: Samples of all items mentioned above are required for participation in the tender opening competition.**

2. Interested Firms/ Bidders must fulfill the following requirements:

- Interested and eligible firms must submit their applications online via PPRA's e-PADS Portal <https://epads.ppra.org.pk> by **16.09.2025 at 12:00 PM** or within 15 days of the advertisement's publication on PPRA's website, whichever is later.
- Only GST/NTN registered firms from **Islamabad/ Rawalpindi** are eligible to submit their bidson e-PADS.
- An affidavit of no blacklisting must be submitted on Judicial Stamp Paper.
- An application must be submitted to the Deputy Collector (HQs), office of the Chief Collector Customs (Airports), Islamabad on the letter head of the bidding firm along with a pay order/ CDR of **Rs. 15,000/-** in the name of the DDO, office of the Chief Collector Customs (Airports), Islamabad as Call Deposit.
- Bids shall be opened at **02:00 PM** on the same day, **16.09.2025**, in presence of the bidders.
- Successful bidders must supply the stationery items during financial year 2025-26 within 15 days of the issuance of purchase order. Failure to do so will result in the forfeiture of the Call Deposit, and the order shall stand cancelled.
- Quoted rates should be inclusive of all the applicable government duties and taxes.
- Further details regarding the purchase can be obtained from the General Branch of office of the Chief Collector Customs (Airports), Islamabad during office hours (051-9106352).
- All rules and conditions outlined in the PPRA Rules, 2004 shall apply.



**(SADIA USMAN)**  
Additional Collector (HQs)