

BIDDING DOCUMENTS

PROCUREMENT OF STATIONERY / COMPUTER STATIONERY ITEMS FOR F.Y 2026-27



GOVERNMENT OF PAKISTAN
COLLECTORATE OF CUSTOMS (ADJUDICATION)
CUSTOM HOUSE BUILDING , PLOT NO. 24,
MAUVE AREA, G-9/1 ISLAMABAD.

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of competitive bidding for the purchase of various items for Collectorate of Customs (Adjudication) Islamabad. Interested bidders (firms/suppliers/contractors) may download the tender document from PPRA's websites. The qualified bidders with the having must have an advantageous bid in term of price and quality and subject to approval of samples will be awarded purchase contract. The detailed evaluation criteria have been prepared and attached with these instructions.

2. DATE, TIME & ADDRESS FOR SUBMITTING BIDS

Name of Procuring Agency : Collectorate of Customs (Adjudication) Islamabad
Last date for response submission: 02.11.2026 at 11:30 AM
Opening Date & Time: 02.11.2026 at 12:00 PM
Contact Person: In-Charge General Branch
Phone: 0300-7676296

3. This document contains the following:
- Terms and conditions for each tender
 - Detail of the items' quantity and specifications

(a) TERMS & CONDITIONS FOR TENDER SUBMISSION.

- Tender should be filled in carefully (preferably typed). No correction/alteration is allowed. Each page must be signed and stamped. Incomplete forms will not be accepted.
- Single Stage-One Envelope Bidding Procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. Bid Security not less than **5% of quoted price** as mentioned in Tender Documents in the shape of Pay Order/Bank Draft is required in the name of **"DDO Collectorate of Customs (Adjudication), Islamabad"**. *Neither personal Cheque nor the bids received without earnest money will be accepted.*
- Bid validity period till 30-06-2027 must be clearly mentioned in the bid.

Bidder's Signature : _____

Official Stamp / Seal: _____

- (iv) In case, the tender is accepted by the competent authority, the earnest money will be retained till completion of the agreement period.
- (v) For each item the manufacturer/company name/brand name must be quoted. Firms should offer rates for 100% of the items mentioned in each tender.
- (vi) The rates offered should include GST/Government taxes.
- (vii) The past three years' relevant experience of the bidder will be an added advantage, as indicated in the evaluation criteria.
- (viii) NTN, GST Registration Number and Vendor Number and bank account number must be indicated by each bidder.
- (ix) The bidder will have to submit an affidavit on stamp paper because the firm has not been blacklisted in the past on account of inefficiency to any public sector organization.
- (x) If any item is found to be substandard, defective and not meeting the prescribed specifications, the same will not be accepted in any circumstances.
- (xi) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- (xii) Bidders are requested to quote the good quality (Sample will be provided) and final price.
- (xiii) The contract will be awarded to the most advantageous bidder in terms of price and quality after approval/successful inspection of samples by the Purchase/Tender Committee, whose decision will be treated as final.
- (xiv) The procuring Agency may reject all the bids or proposals at any time prior to the acceptance of a bid or proposal under rule 33 of the Rules bid.
- (xv) The interested firms/suppliers must give full address of their Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- (xvi) Income Tax/any other tax, if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government.
- (xvii) The Successful firms/suppliers/contractors shall have to complete the supply within 07 days of receipt of the Supply/work Order.
- (xviii) Receipt of incomplete supplies or delays in services will render the supply order liable to be cancelled and the supply order will be awarded the next most advantageous bid.
- (xix) Following documents must be attached with respect to each tender:
 - a. Copy of GST & NTN Certificate
 - b. Vendor No. Issued by AGPR
 - c. Bank Account details
 - d. Affidavit on Stamp Paper that firm is not blacklisted

Bidder's Signature : _____

Official Stamp / Seal: _____

SCHEDULE OF REQUIREMENTS / ITEMS - STATIONERY ITEMS

S.No.	Description	Quantity (No.)	UNSPSC
1	Photocopier Paper (white) Ream A4 Size (Double A 80 GSM) or equivalent	300	14111507
2	Photocopier Paper (white) Ream Legal Size (Double A 80 GSM) or equivalent	150	14111507
3	Note Sheet Pad (200 Pages with Customs Logo)	100	14111514
4	Uni Ball Vision Elite (Fine Quality) or equivalent	120	44121701
5	Uni Ball Signo Gel Pen 0.7mm (Fine Quality) or equivalent	120	44121704
6	Ball Point Piano/Picasso or equivalent	300	44121704
7	LED Pencil, Sharpener & Rubber (Superior Quality)	120	44121702
8	Paper Clips (dabbi)	100	44122104
9	Dispatch Register (Printed 400 Pages, 68 GSM local paper)	6	14111531
10	File Covers (Four Color Printing, 310 GSM Art Card White with Lamination / Customs Logo)	5000	44122011
11	Single Hole Punch (Fine Quality)	30	44121611
12	Gum Stick (22 gm) UHS (Small/Large)	100	31201610
13	Envelope (Khaki Century/Craft, Size 10 x 4 inches, printed with new Customs Logo)	20000	44121506
14	Envelope (Khaki Century/Craft, Size 10 x 8 inches, printed with new Customs Logo)	15000	44121506
15	Envelope (Khaki Century/Craft, Size A4, printed with new Customs Logo)	10000	44121506
16	Envelope (Khaki Century/File Cover/Legal Size, printed with new Customs Logo)	5000	44121506
17	Envelope White (A4 Size)	5000	44121506
18	Highlighters (Yellow/Red Colour) - Pack of 04 colors	120	44121716
19	Adhesive Yellow Flag (different colours)	100	55121616
20	Peon Books (200 pages printed with Customs Logo)	12	14111531
21	File Tag (guchi)	120	44122113
22	Register Plain (16 No.)	12	14111531
23	Stock Register No. 08	6	14111531
24	File Binders (large)	250	44122003
25	Stapler Machine KW-Trio #5820 or equivalent (Fine Quality)	50	44121615
26	Stapler Pin Dollar PMP 24/6 or equivalent (Fine Quality) - Dabbi	200	44122107
27	Stapler Pin Remover	50	44121613
28	Calculators (Citizen or equivalent, 14/16 digits)	12	44101809
29	Stamp Pad	50	44121905
30	Dak Pad	12	44121621
31	Paper Cutter	50	44121612
32	Paper Pins (Dabbi)	100	44122106
33	Marker Dollar #70 or equivalent	50	44121708
34	Writing Pads (with Customs Logo, 100 pages)	100	14111514

35	Scale, stainless steel	12	44111807
36	Scotch Tape (1 inch)	24	31201512
37	Scotch Tape (3 inch)	24	31201512
38	Tape Dispenser (superior quality)	6	44121605
39	Immediate Flag (Pakistan)	6	55121715
40	Immediate Flag (Customs)	6	55121715
41	Confidential Red Seal (Dabbi)	100	44121905
42	Colour Paper A4 80 GSM (Yellow/Green/Pink, 100 sheets)	6	14111507
43	Movement Register/ Log Book	12	14111531
44	Whitener (Fluid) Dux or equivalent	120	44121802
45	White Board with Revolving Stand	6	44111905
46	Pen Holder	10	44111509
47	Notice Board (3*3)	6	44111907
48	Ruled Register	12	44111907
49	Short Hand Book	12	44111907
50	File Flappers	1000	44111907
51	Heavy Duty Stapler Machine	15	44111907
52	Heavy Duty Punch Machine	15	44111907
53	Water Dumper	30	44111907
54	Box Files	200	44111907
56	Permanent marker	100	44111907

SCHEDULE OF REQUIREMENTS / ITEMS - COMPUTER STATIONERY ITEMS

S.No.	Description	Quantity (No.)	UNSPSC
1	HDMI Cable - Superior Quality for Computers	10	43201811
2	RAM DDR5 16GB 5600	10	43201812
3	USB Printer Data Cable	10	43201804
4	Power Cable for Computer	20	43201828
5	HP Printer Toners 83A	30	44103103
6	HP Printer Toners 85A (original)	50	44103103
7	HP Printer Toners 151A (original)	20	44103103
8	Toner for Colour Printer HP LaserJet CP1025 (original) 126A	12	44103103

9	Tonner for Photocopier Konica Minolta Bizhub 450i	12	44103103
10	Tonner for Photocopier Cannon IR2525	12	44103103
10	Wi-Fi Keyboard Dell or equivalent	12	43211706
11	Wi-Fi Mouse Dell or equivalent	12	43211711
12	Wi-Fi Router	10	43222609
13	Mouse Pad	18	44121710
14	External Hard Drive 1 TB	6	43201814
15	External Hard Drive 2 TB	6	43201814
16	Portable SSDs 2 TB	6	43201826
17	USB 16 GB (HP/ Kingston or equivalent)	6	43201812
18	USB 64 GB (HP/ Kingston or equivalent)	6	43201812
19	8-Port Switch 100/ 100 Mbps	6	43222612