

REQUEST FOR PROPOSAL FOR SUPPLY OF OFFICE STATIONERY, FINANCIAL YEAR 2026-27

GOVERNMENT OF PAKISTAN
COLLECTORATE OF CUSTOMS ENFORCMENT
CUSTOM HOUSE KARACHI

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

S-34/01/2026/Procurement/Admin(E) Dated: .10.2026

NOTICE INVITING TENDER
FOR SUPPLY OF OFFICE STATIONERY, FINANCIAL YEAR 2026-27

The Collectorate of Customs Enforcement, Custom House, Karachi invites e-bids from well-reputed firms registered on the PPRA e-Pak Acquisition & Disposal System (EPADS), having an established place of business and working telephone facilities, for the supply of office stationery during Financial Year 2026-27.

Item	Detail
Subject of procurement	Supply of office stationery, FY 2026-27 (38 items, as listed in Part E)
Procurement method	Single Stage, One Envelope Procedure under the Public Procurement Rules, 2004
Mode of submission	Online on EPADS only. Manual bids will not be accepted.
Bid security	5% of the bidder's total quoted price, by Pay Order in favour of Collectorate of Customs Enforcement, Karachi. Cheques will not be accepted. The bid security of the successful bidder will be converted into Security Deposit.
Bid prices	Item-wise, per unit, in Pak Rupees, **inclusive of all applicable taxes**
Bid validity	[90] days from the date of bid opening
Last date and time for submission	**30-11-2026** at [10:30 AM]
Date, time and place of bid opening	**30-11-2026 at 11:00 AM**, Custom House, Karachi, in the presence of bidders or their authorized representatives who choose to attend
Covering letter	Every bid must carry a covering letter from the bidder stating its total quoted price (Annex-I)
Address for submission of hard copy	Administration Section (Procurement), 6th Floor, Custom House, Eduljee Dinshaw Road, Karachi. Ph: 021-99214168, Fax: 021-99214234

The tender document is available on EPADS. The Competent Authority reserves the right to accept or reject any or all bids at any time before award of the contract, in accordance with the Public Procurement Rules, 2004.

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

(Toufique Ahmed)
Assistant Collector HQs

Part B: Instructions to Bidders

B.1 Scope

B.1.1 These instructions apply to the procurement of office stationery by the Collectorate of Customs Enforcement, Custom House, Karachi, for Financial Year 2026-27. Bidders must quote for all items in Part E.

B.1.2 This document contains: NIT; Part B Instructions to Bidders; Part C Eligibility Criteria and Documents Required; Part D Terms and Conditions of Contract; Part E List of Stationery; Part F Evaluation Criteria; and Annexures I to V.

B.2 Cost of Bidding

The bidder shall bear all costs of preparing and submitting its bid. The Collectorate is not liable for these costs, whatever the outcome of the bidding.

B.3 Clarifications and Amendments

B.3.1 A bidder may seek clarification of this document in writing at least [3] working days before the closing date. Replies will be posted on EPADS for all bidders without identifying the source of the query.

B.3.2 The Collectorate may amend this document before the closing date through EPADS. The closing date may be extended where necessary so that bidders can account for the amendment.

B.4 Language and Currency

Bids and all correspondence shall be in English. Prices shall be quoted and payments made in Pak Rupees.

B.5 Bid Prices

B.5.1 Prices shall be quoted item-wise, per unit and in total, in Part E and Annex-II. The total quoted price shall be stated in the covering letter (Annex-I).

B.5.2 Prices shall be **inclusive of all applicable taxes, duties and levies** (including sales tax) and of packing, transport, loading, unloading and delivery to Custom House, Karachi. No additional charge will be paid.

B.5.3 Rates are required against every item. Evaluation and comparison will be made on rate per unit for each item. In case of difference between unit rate and total, the unit rate prevails.

B.5.4 Any correction, alteration or overwriting in the rates may lead to rejection of the bid.

B.6 Bid Validity

Bids shall remain valid for [90] days from the date of bid opening. A bid with a shorter validity will be rejected. The Collectorate may request an extension of validity before it expires; a bidder who declines is not penalized and its bid security is returned.

B.7 Bid Security

B.7.1 Each bid shall be accompanied by bid security of 5% of its total quoted price, by Pay Order in favour of Collectorate of Customs Enforcement, Karachi. A bid without the bid security is non-responsive and will be rejected.

B.7.2 The bid security of unsuccessful bidders will be returned after the contract is awarded, and in any case after expiry of bid validity.

B.7.3 The bid security of the successful bidder will be converted into its Security Deposit (clause D.2).

B.7.4 The bid security is forfeited if a bidder withdraws its bid during the validity period, or the successful bidder fails to sign the contract within the time allowed.

B.8 Preparation and Submission of Bids

B.8.1 Bids shall be uploaded on EPADS as a single PDF file, containing the documents listed in Part C, with the covering letter (Annex-I) at the front.

B.8.2 The original Pay Order and one sealed hard copy of the bid, marked with the tender title and bidder's name, must reach the Procurement Section before the closing date and time.

B.8.3 All documents shall be signed and stamped by the bidder's authorized person, whose CNIC copy and authority letter shall be attached.

B.9 Deadline, Late Bids, Withdrawal

B.9.1 Bids must be uploaded before 30-11-2026 at [10:30 AM]. EPADS will not accept late bids, and late hard copies or bid security will be returned unopened.

B.9.2 A bidder may withdraw or modify its bid through EPADS before the deadline. No bid may be modified after the deadline.

B.10 Bid Opening

Bids will be opened on EPADS on 30-11-2026 at 11:00 AM in the presence of bidders or their representatives who attend. The name of each bidder, its total quoted price and the presence of bid security will be read out and recorded. Absence of a bidder will not stop the opening.

B.11 Examination and Clarification of Bids

B.11.1 The Collectorate will examine each bid for completeness, required documents and substantial responsiveness to this document. A bid that materially departs from it is non-responsive.

B.11.2 The Collectorate may ask a bidder in writing to clarify its bid. No change in price or substance is allowed, except to correct arithmetical errors found.

B.11.3 Contact with the Collectorate about the bid after opening and until award is not permitted, except as requested by the Collectorate.

B.12 Award and Contract

B.12.1 The contract will be awarded in accordance with Part F to the responsive bidder(s) with the lowest evaluated price. The Collectorate may reject all bids at any time before award.

B.12.2 The successful bidder will be notified in writing and shall sign the contract within [7] days of notification. Bids and the bidder's acceptance of this document form part of the contract.

B.13 Fraud, Corruption and Conflict of Interest

B.13.1 Each bidder shall sign the Integrity Pact (Annex-V). A bidder who offers or gives any gift, commission or benefit to any official in connection with this procurement, or who colludes with other bidders, will be rejected and is liable to blacklisting and other action under the Public Procurement Rules, 2004.

B.13.2 Submission of false statements or documents, or concealment of any information, is liable to disqualification of the bidder.

Part C: Eligibility Criteria and Documents Required

C.1 Eligibility Criteria

A bidder must meet all of the following. A bid that does not will be rejected at the preliminary examination.

#	Criterion
1	Registered on EPADS (PPRA)
2	Registered with the Federal Board of Revenue (FBR) for Income Tax (NTN) and Sales Tax, and shown on the FBR Active Taxpayer List
3	Established place of business and working telephone facilities
4	Never blacklisted or debarred by any Ministry, Division, Department or Organization of the Government; no pending criminal proceedings in any court of law
5	Experience of supplying stationery of similar nature to government departments during the last [3] years
6	Minimum annual turnover of Rs. [_____] in any one of the last [3] years
7	Bid security submitted as required in clause B.7

C.2 Documents Required

#	Document
1	Covering letter on the bidder's letterhead stating the total quoted price (Annex-I)
2	EPADS registration certificate
3	NTN and Sales Tax registration certificates issued by FBR, with Active Taxpayer List

#	Document
	printout
4	Pay Order for bid security (original)
5	Item-wise rate schedule on Rs. 100/- stamp paper (Annex-II)
6	Affidavit on Rs. 100/- stamp paper (Annex-III)
7	Certificate for supply of genuine and brand-new products (Annex-IV)
8	Integrity Pact on Rs. 100/- stamp paper (Annex-V)
9	Work-in-hand / supply completion certificates from government Ministries, Divisions or Departments
10	Evidence of annual turnover (income tax returns or audited accounts / bank statements)
11	Company profile, address, telephone, email, copy of CNIC and authority letter of the authorized signatory

Part D: Terms and Conditions of Contract

D.1 Contract and Rates

D.1.1 The purchase is subject to the Public Procurement Rules, 2004, as amended from time to time.

D.1.2 The accepted rates are inclusive of all applicable taxes and shall remain fixed until 30-06-2027. The successful firm shall not change or revise rates during Financial Year 2026-27 and shall supply items at the accepted rates.

D.1.3 The Collectorate may increase or decrease the bid quantities, or order items in instalments, according to actual requirement, at the accepted rates.

D.2 Security Deposit

D.2.1 The 5% bid security of the successful firm is converted into Security Deposit and held for the contract period.

D.2.2 The Security Deposit will be released within [30] days of expiry of the contract, after satisfactory completion of supplies and settlement of any claim.

D.2.3 The Security Deposit is forfeited on termination under clause D.7.

D.3 Supply and Delivery

D.3.1 Supply shall be made at Custom House, Karachi (Administration Section / Store) at the firm's own cost, against written supply orders issued by the Collectorate.

D.3.2 Delivery shall be completed within [7] days of each supply order, or as specified in an urgent supply order.

D.3.3 Items shall be delivered in original sealed packing and in good condition.

D.4 Quality and Inspection

D.4.1 Only original, genuine, brand-new goods of best quality are acceptable. Sub-standard, poor-quality, fake or counterfeit items will be rejected.

D.4.2 Supplies will be inspected by an Inspection Committee constituted by the Competent Authority. Rejected items shall be replaced at the firm's cost within [3] days.

D.5 Payment

Payment will be made by crossed cheque or online transfer after satisfactory receipt and inspection of goods, on submission of a bill and sales tax invoice. Withholding taxes will be deducted at source as per law.

D.6 Delay and Penalty

D.6.1 For delay beyond the delivery period, liquidated damages of [0.5]% of the value of the delayed items per week may be imposed, up to a maximum of [10]% of the order value.

D.6.2 If the firm still fails to supply, the Collectorate may purchase the items from the open market at the firm's risk and cost, and recover the difference from the Security Deposit or any payment due.

D.7 Termination and Blacklisting

D.7.1 The contract may be terminated without assigning any reason, and without refund or payment, if the firm:

- supplies sub-standard, fake or counterfeit items;
- is found to have furnished false information or documents, or is found blacklisted or debarred by any organization in Pakistan, or to have criminal proceedings against it in any court of law; or
- fails to supply at the accepted rates during the financial year.

D.7.2 On termination, the Security Deposit shall be forfeited, and blacklisting or departmental proceedings may be initiated under the Public Procurement Rules, 2004.

D.8 Complaints and Disputes

D.8.1 A bidder aggrieved by any act or decision of the Collectorate may lodge a written complaint with the Grievance Redressal Committee in accordance with the Public Procurement Rules, 2004.

D.8.2 Disputes arising out of the contract shall first be settled amicably, failing which they shall be resolved under the laws of Pakistan in the courts at Karachi.

Part E: List of Stationery

Rates are to be quoted per unit, **inclusive of all applicable taxes**, for every item. The bidder fills the Brand / Specification, Rate and Total columns.

S.No.	Description of Items	Bid Quantity	Brand / Specification	Rate per Unit (incl. all taxes)	Total (incl. all taxes)
1	Paper A4 (BLC 70 gram)	60 Box			
2	Paper Legal (BLC 70 gram)	20 Box			
3	Green Paper Legal	20 Packet			
4	Ball Pen (Blue)	60 Box			
5	Signature Pen	20 Box			
6	Correction Pen (Whito)	5 Box			
7	Stapler Pin (24/6)	20 Box			
8	Stapler Pin (other size)	5 Packet			
9	Paper Flags (Tag)	80 Packet			
10	Plastic Flags	50 Packet			
11	Sticky Notes	20 Packet			
12	Pencil	20 Box			
13	Eraser	5 Box			
14	Sharpener	5 Box			
15	Highlighter	5 Box			
16	Paper Clip	10 Box			
17	Binder Clip (Small)	20 Box			
18	Binder Clip (Medium)	20 Box			
19	Binder Clip (Large)	20 Box			
20	Envelope (Small)	50 Packet			
21	Envelope (A4)	50 Packet			
22	Envelope (Legal)	50 Packet			
23	Stamp Ink (Blue)	20 No.			
24	Stamp Ink (Red)	10 No.			
25	Tag (Thread)	50 Packet			

S.No.	Description of Items	Bid Quantity	Brand / Specification	Rate per Unit (incl. all taxes)	Total (incl. all taxes)
26	Gum Stick	5 Box			
27	Dak Pad with Clip	10 No.			
28	Stapler Pin Remover	20 No.			
29	Stapler	10 No.			
30	Hole Punch	20 No.			
31	Permanent Marker	1 Box			
32	Calculator	6 No.			
33	Scotch Tape	50 No.			
34	File Binder	100 No.			
35	Inward Register	20 No.			
36	Outward Register	20 No.			
37	Steel Scale	20 No.			
38	Scissor (Small)	20 No.			
	Total quoted price (incl. all taxes)				

Part F: Evaluation Criteria

1. **Preliminary examination.** Bids are checked for completeness, signatures, covering letter, bid security and the documents in Part C. A bid failing a mandatory requirement is rejected as non-responsive.
2. **Eligibility.** Bidders must meet every criterion in clause C.1, and offered items must conform to the descriptions in Part E.
3. **Financial evaluation.** Responsive bids are compared on rate per unit for each item, inclusive of all applicable taxes. The lowest evaluated responsive bid for each item is recommended.
4. **Award.** Award may be made item-wise to one or more firms. The Competent Authority may award to a single firm where its overall lowest evaluated bid is more advantageous to the Collectorate.
5. **Tie.** Identical rates will be decided by the Procurement Committee in accordance with the PPRA Rules.
6. **Evaluation report.** The evaluation report will be placed on the PPRA website / EPADS at least [10] days before award of the contract, as required by the Rules.

Annex-I: Covering Letter (on bidder's letterhead)

Date: [_____]

To: The Collector, Collectorate of Customs Enforcement, Custom House, Karachi

Subject: Bid for Supply of Office Stationery for Financial Year 2026-27, File No. S-34/01/2026/Procurement/Admin(E)

Dear Sir,

1. Having examined the tender document and amendments (if any), we offer to supply all items listed in Part E, in accordance with its terms and conditions, at a **total quoted price of Rs. [amount in figures] (Rupees [amount in words] only), inclusive of all applicable taxes**, as per the attached item-wise rate schedule (Annex-II).
2. Our bid is valid for [90] days from the date of bid opening.
3. Our bid security of Rs. [amount] (5% of our total quoted price) is submitted by Pay Order No. [number] dated [date] drawn on [Bank / Branch].
4. We accept the Integrity Pact (Annex-V) and confirm that all information and documents submitted with our bid are true and correct.
5. We understand that the Collectorate is not bound to accept the lowest or any bid.

Yours faithfully,

Name: ..... Designation: ..... CNIC No.: .....

Signature, thumb impression and firm stamp: [_____]

Annex-II: Item-wise Rate Schedule

The rates and totals in the Part E format, inclusive of all applicable taxes, to be provided on **Rs. 100/- stamp paper**, signed and stamped by the authorized person of the firm.

Annex-III: Affidavit (on Rs. 100/- stamp paper)

I, [Name], son/daughter of [Name], CNIC No. [_____], authorized representative of M/s [Firm Name], do hereby solemnly affirm and declare that:

1. The firm has never been blacklisted or debarred by any Ministry, Division, Department or Organization of the Government of Pakistan.
2. No criminal proceedings are pending against the firm or its proprietors, partners or directors in any court of law.
3. All information and documents submitted with the bid are true and correct, and the firm is liable to action under the Public Procurement Rules, 2004 if found otherwise.

Deponent: _____ (signature and thumb impression)

Annex-IV: Certificate for Supply of Genuine and Brand-New Products

M/s [Firm Name] certifies that it will supply only original, genuine and brand-new products, and not sub-standard, poor-quality, fake or counterfeit items. The firm accepts that non-compliance will have the consequences stated in clauses D.4 and D.7 of the tender document.

Field	Entry
M/s (Firm name)	
Authorized contact person	
Address	
Telephone / Mobile No.	
CNIC No.	
Email	
NTN / GST No.	
Signature, thumb impression and stamp	

Annex-V: Integrity Pact (on Rs. 100/- stamp paper)

M/s [Firm Name] declares that it has not given, and will not give, any gift, commission, fee or other benefit to any official of the Collectorate of Customs Enforcement, Karachi, directly or indirectly, to obtain this contract. In case of breach, the Collectorate may terminate the contract, forfeit the Security Deposit, and initiate blacklisting and other action under the Public Procurement Rules, 2004.

Signature and stamp of bidder: _____ Date: _____