



GOVERNMENT OF PAKISTAN  
COLLECTORATE OF CUSTOMS,  
PLOT # 24, MAUVE AREA, G-9/1,  
ISLAMABAD

\*\*\*\*

**TENDER NO. 01, 2024-25**



Subject: - **TENDER FOR PURCHASE OF STATIONERY 2024-2025**

In terms of the instruction in PPRA Rules 2004, the Collectorate of Customs, Islamabad hereby submits its bidding notice for publishing on PPRA's website whereby this Collectorate intends to Purchase Stationery Items for the Financial Year 2024-2025 detailed as under:

S No.	Stationery Items
01	Photo State Paper Ream A4 Size ( Double A80 Gms)
02	Photo State Paper Ream Legal Size ( Double A80 Gms)
03	Uni Ball vision Elite (Fine Quality)
04	Uni Ball Signo Gel Pen 0.7mm (Fine Quality) or Equivalent
05	Led Pencil , Sharpener & Rubber (Superior Quality)
06	Note Sheet Pad (200 Pages with Customs Logo)
07	Paper Clips
08	Dispatch Register (Printed 400 Pages 68 grms local paper)
09	File Covers (Four Color printing 310 grms. Art Card White with amination/Custom Logo)
10	Single Hole Punch (Fine Quality)
11	Gum Stick (22 gm) UHS (Small/Large)
12	Envelope (Khaki Centery/ Craft Size 10x8'' printed with new Customs Logo
13	Envelope (Khaki Centery/ File Cover/Legal Size printed with new Customs Logo
14	Envelope White (A4 size )
15	Highlighters ( Yellow/Red Colour)
16	Adhesive Yellow Flag ( different color )
17	Peon Books (200 pages printed with Customs Logo
18	File Tag
19	Register Plain (16 No.)
20	File Binders
21	Stapler Machine KW-Trio # 5820 or equivalent. (Fine Quality)
22	Stapler Pin Dollar PMP 24/6 or equivalent (Fine Quality)
23	Stapler Pin Remover
24	Calculators (Citizen or equivalent 14/16 digits)
25	Ink Pad
26	Stamp Pad
27	Dak Pad
28	Paper Cutter
29	Paper Pins
30	Marker Dollar # 70
31	Marker Tempo

5  
acc 28 - 2024 - 1

32	Writing Pads (with printing customs logo 100 pages)
33	Scale stain less steel
34	Scotch Tape (one inches & three inches)
35	Immediate Flag
36	Confidential Red Seal
37	Color Paper A4 80 Gms (Yellow/Green/Pink 100 Sheets)
<b>Note :- Samples of all items mentioned above are required in tender opening competition</b>	

2. Only GST/NTN registered firms can submit their bids as per following conditions:-

- Bids should reach the undersigned by **20.08.2024 at 1230 hours** or 15 days after the publishing of this advertisement on PPRA's website, whichever is later.
- Bids should be attached with a pay order in the name of Assistant Collector (HQ), Collectorate of Customs, Islamabad equivalent to Rs.100,000/- as Call Deposit.
- Bids shall be opening at **14:00 PM** the same day **20.08.2024** in the presence of bidders.
- Successful bidders will have to provide the stationery items during year 2024-25 within 15 days after the issuance of purchase order, failing which the amount of Call Deposit shall be forfeited and the order shall stand cancelled.
- Quoted rates should be inclusive of applicable government duties and taxes.
- Sample provided by bidders should be as per specifications mentioned in above list of items.
- Further details about the purchase can be obtained from the General Branch of the Collectorate of Customs, Islamabad during office hours.
- All rules and conditions contained in PPRA Rules, 2004 shall apply.

  
(FAREEHA ABBAS)  
ASSISTANT COLLECTOR (HQ)