



# TENDER NOTICE



Collectorate of Customs Appraisement (East), Lahore invites sealed bids for the Procurement of 12KW Solar System with two years of O&M services for the smooth functioning of electrical machinery and equipment of Customs Laboratory from registered firms / organizations / distributor / dealer / reseller having valid NTN and GST.

Every bidder will submit single stage two envelope bid as per Rule 38 (2a) of PPRA Rules 2014, clearly mentioning technical and financial proposals. Details with specifications and terms & conditions are available in the tender documents online and can be obtained from Assistant Collector (HQs), office. Last date from sealed bid is 06<sup>th</sup> of June, 2024 till 11:00 a.m. PST to the undersigned office at Lahore. The Collectorate of Customs Appraisement (East), Lahore reserve the right to accept or reject any / all bids without any reason thereof of funding constrains.

ASSISTANT COLLECTOR, HEADQUARTERS, COLLECTORATE OF  
CUSTOMS APPRAISEMENT (EAST), VILGHALPURA DRYPORT, LAHORE  
TEL NO: 342-9923086 FAX: 342-9923107

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8cc 245 - 66

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**GOVERNMENT OF PAKISTAN  
COLLECTORATE OF CUSTOMS APPRAISEMENT(EAST)  
MUGHALPURA DRYPORT, LAHORE  
Ph.No. 042-99223066, Fax-042-99223071**

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**Tender#Lab-May-22/2024 (Solar System for Customs Laboratory)**

**Tender Documents**

**For the Procurement of Solar System  
for Customs Laboratory Mughalpura Dry Port Lahore.**



# TENDER NOTICE



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ASSISTANT COLLECTOR (HQs) CUSTOMS APPRAISEMENT (EAST), VIGHAR PURA, MULTAN ROAD, LAHORE.  
PHONE NO. 372-9973066, FAX: 372-9973075

<b>Details</b>		
1.	Date of commencement to Tender document (available on PPRA website)	<b>May 22, 2024</b>
2.	Last Date for sending queries	<b>June 6, 2024</b>
3.	Issue of Clarifications (uploaded on the Website and reply to all who sent the quires)	<b>June 6, 2024</b>
4.	Address, last date and time for receipt of tender documents	<b>ONLINE AS WELL AS OFFICE OF THE ASSISTANT COLLECTOR HEADQUARTER, COLLECTORATE OF CUSTOMS APPRAISMENT (EAST) MUGHALPURA DRYPORT, LAHORE June 6, 2024 by 11:00 A.M.(PST)</b>
5.	Address, date and Time of Opening of Bids	<b>ONLINE AS WELL AS ASSISTANT COLLECTOR HEADQUARTER, COLLECTORATE OF CUSTOMS APPRAISMENT (EAST) MUGHALPURA DRYPORT, LAHORE Ph.No. 042-99223066, Fax-042-99223071 June 6, 2024 by 11:30 A.M.(PST)</b>
6.	Contact to Bidders	Interested Bidders are requested to Send their queries to <a href="mailto:appraisment.east2023@gamil.com">appraisment.east2023@gamil.com</a> containing following information, so that in case of any clarification, the same may be issued to them. Name of Company, Contact person, Mailing address, Telephone No. Email address, Mobile No. Etc is to be attached with the query

**Note:** Bids will be opened in presence of the bidders' representative who chooses/authorized to attend.

### 1. Procurement details.

Procurement of **12KW** off-grid solar system with main features:-

- Solar system should be AC output of 220V.
- Should be at least of 575W Solar Panel.
- Solar inverter capacity: 5.5kw.

### Details of items for the Solar System

Sr No	Details	Unit	Quantities
1	Solar Panels of Tier 1 <b>575W-585W</b> Manufacture of A-Grade panels, Canadian/Jinko/JA N Type or bifacial equivalent	Pcs	As per kW
2	Solar Inverter <b>Capacity:</b> 5.5KW <b>Type:</b> Hybrid 48VDC <b>Model:</b> PV 5.5	Pcs	3
3	Solar frames Galvanized L3 structure for 3 panels in <b>145WG</b>	Set	As per plates
4	Cable for AC and DC	Set	500
5	Solar installation charges including boring earthing and	Job	1
6	Panel box including AC and DC breakers	Bundle	1
7	Pipe, duct and others accessories	Bundle	1
8	<b>Battery Bank</b> -Capacity: 128Ah 48V <b>Type:</b> Lithium Ferrous	Pcs	1
9	Transportation charges	Job	1

2. The procuring agency means Collectorate of Customs Appraisalment East , Lahore.
3. The grievance committee means committee notified by Collector of Customs Appraisalment East, Lahore to solve and rectify any grievances amicably.
4. Submission of Bids
  - 4.1 Technical and Financial bids with specifications and rates of the offered for Solar System should be submitted in the one single sealed envelope.
  - 4.2 Prices should be inclusive of all applicable taxes, Transportation (till destinations), Loading/Un loading, and Installation Charges and must be mentioned.
  - 4.3 Bidder has to deliver the solar systems at the designated office of (as given in clause 14) and will not provide the Transport for the shifting of solar systems and engineer(s) from Bidder to site/center for the installation of solar systems.

- 4.4 The Bidders should take care in submitting the bid and ensure that enclosed papers are not found loose and should be **properly numbered** and submitted in a file in proper manner so that the papers do not bulge out and tear during scrutiny. **Last Date of Submission of sealed bid is June 6, 2024 till 11:00 A.M. PST.**
- 4.5 The bids to this request must be submitted in original hard copy not later than **June 6, 2024** till 11:00 AM PST to the point of contact/address given below. Electronic bids will not be entertained. Any bids delivered after due date and time will be considered non-responsive and disqualified from further consideration.
- 4.6 The Bids should be addressed and delivered to:

**ASSISTANT COLLECTOR (HQ),  
COLLECTORATE OF CUSTOMS  
APPRAISEMENT (EAST)  
MUGHALPURA DRYPORT, LAHORE.  
Ph.No. 042-99223066, Fax-042-99223071**

- 4.7 It is instructed to offer your best prices, Collectorate of Customs, Appraisement East, Lahore reserves the right to negotiate with first or second lowest offer.
- 4.8 Collectorate of Customs, Appraisement East, Lahore reserves the right for conducting pre-shipment inspection by its own personnel or reputed third parties. The selected bid has to offer the systems for inspection in such a manner that it does not affect the delivery schedule.
- 4.9 The offer should remain **valid for a period of one month** from the closing date of the Commercial bids. Any offer falling short of the validity period is liable for rejection. If a bidder extend bid validity period then will also extend the bid security period.
- 4.10 Selected bidder must undertake to provide the consignment note number(s) by which the ordered had been dispatched from their site, so as to have online / web access to the tracking system of physical movement of the consignments sent through courier.
- 4.11 The bidder may withdraw its offer after its submission, provided that written notice of withdrawal is received by the prior to the closing date and time prescribed for submission of tender documents. No offer can be withdrawn by the bidder subsequent to the closing date and time for submission of offers.

## **5. Eligibility of the Bidder (reference Annex-A)**

The invitation to bid is open to all bidder who qualify the eligibility criteria as given below:

- 5.1 A bidder should be an authorized Business Partner/Distributor/Assembler/Supplier/

having valid NTN/GST.

5.2 A bidder having experience of supply of solar equipment supplying of at least 2 years.

**6. Packing**

The equipment shall be packed in suitable packing boxes with proper cushioning material to avoid transit damages and in a manner so as to avoid transit damages, if any, from being blamed on faulty/defective packing. The burden of proof in such an event shall lie on the Bidder.

**7. Inspection**

Collectorate of Customs, Appraisement East, Lahore reserves the right of inspection for technical conformity & quality of the equipment quoted, the manufacturing process, warranty service, facilities, by sampling or in full and in factory or at point of delivery, at times and in the manner it deems fit & necessary. As part of the evaluation process, supplier are required to submit company sealed samples of the all the equipment quoted when required. Collectorate of Customs, Appraisement East Lahore, shall not be liable for payment for any cost incurred by the bidder on this account. The costs include testing of the equipment quoted and intended for supply, for fulfillment, at the minimum, the technical specifications & requirements mentioned in the detailed Tender Document, and overall product suitability, ergonomics, user friendliness, features, compatibilities, limitations etc. will be carried out.

**8. Deliverables**

Solar Systems with a 12KW off-grid as per details given section 1. After the acceptance of bid and commencement of work, the work has to be finished in 1-1.5 weeks.

**9. Terms of Bid**

**9.1 Security Deposit.**

All Bidders shall furnish Security Deposit equivalent to **Rs. 100,000** in the form of Call deposit/Pay Order/Demand Draft in favor of the Collector, Collectorate of Customs, Appraisement East Lahore. Cheque will not be accepted in any case. After selection of successful bidder, Collectorate of Customs, Appraisement East, Lahore will return/release the security deposit to the unsuccessful bidders.

**10. Submission of Bid and required Documents**

10.1 The Bid should comply with the specification required of the tablet as specified in section 1. The offer should be complete in all respects and contain all information asked for, with prices. The Technical Bid must be organized neatly and securely in the following manner.

10.1.1. Technical bid must include:-

- Complete make, model and detailed specifications of the offered items of solar systems.
- Catalog/broucher for the offered items.
- Declaration of Eligibility as per **Annex A**
- Copy of NTN and GST Certificates
- Copy of orders/contracts for supply of solar equipment showing experience of last 2 years.
- Quality certification from the recognized institution.

10.1.2. Financial bid with terms and conditions. (on bidder letterhead)

- DDP price of system with all applicable taxes.
- Security Deposit.
- Delivery period

10.1.3. Other terms & conditions if any, if any.

10.2 **If the Bid is not submitted in the prescribed formats or any of the item in the as mentioned above, the Bid is liable for outright rejection. All the required documents must be attached/provided.**

10.3 Once the bid is submitted in sealed cover by the bidder, then it will not accept any addition / alterations/deletions of the Bid. However, Collectorate of Customs, Appraisement East, Lahore reserves the right to seek clarification or call for supporting documents from any of the bidder, for which the concerned bidder will need to submit the documentary evidence(s) as required by the .

10.4 Any Bid, submitted with incorrect information will be liable for rejection. Further, if any bidder is found to have submitted incorrect information at any time, he may be debarred from participation in the future tendering processes.

**11. Evaluation Criteria for Bid**

11.1. Collectorate of Customs, Appraisement East, Lahore will scrutinize the bid to determine whether it is complete, whether errors have been made in the offer, whether required technical documentation has been furnished and whether the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, wherever called for, would be summarily rejected. However, Collectorate of Customs, Appraisement East, Lahore, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. The reserves the right for such waivers and this shall be binding on all bidders.

11.2. Certification from relevant institution (PSI or Lab Report ) is mandatory for evaluation.

11.3. For proper scrutiny, evaluation and comparison of offers, Collectorate of Customs, Appraisement East, Lahore may, at its discretion, ask some or all bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

## 12. Fees and payment Schedule

- 12.1. No Advance will be allowed in any case.
- 12.2. Payment will be made after the issuance of completion certificate by the procuring authority.
- 12.3. Taxes will be deducted from all the invoices as per prescribed law of Govt. of Pakistan. Tax challans will be provided within 3-4 weeks of the payment.

## 13. Paying Authority

The payments as per the Payment Schedule covered hereinabove shall be paid by Collectorate of Customs, Appraisement East, Lahore . However, Payment of the Bills would be payable on receipt of advice/confirmation for satisfactory delivery. Following Documents are to be submitted for Payment.

- Bill,
- Duly acknowledged Delivery Challan from each site.
- Material Received Note (MRN) if issued by

## 14. Delivery Schedule

- 14.1. The Selected Bidder must undertake to deliver the systems ordered, to Custom Laboratory, as per below given details, within the time offered in the bids from the date of the Purchase Order. Sample would also be required on the same location for the testing purpose. However, Delivery schedule may be changed under special circumstances at the discretion of the **Assistant Collector**.

LOCATION	DETAIL	UNIT	QUANTITY
CUSTOMS LABORATORY, COLLECTORATE OF CUSTOMS (EAST) MUGHALPURA DRYPORT, LAHORE	Solar Panels	PCS	As required
	Solar Inverter capacity: 5.5KW Type: Hybrid	PCS	3
	Solar frames Galvanized L3 structure	SET	As required
	Battery Bank Type: Lithium Ferrous Capacity: 128Ah 48V	Pcs	1
	Cable for AC and DC and other fixations	set	500

## 15. Warranty & Maintenance

All the equipment supplied must be guaranteed by the bidder for as mentioned in the specifications. Wherever applicable as first party guarantee for proper operations, performance and correction of any malfunction. The warranty period will commence from the date of handover of the equipment to the end user.

## 16. Penalty for delaying in completion of Job.

In case of delay in the supply of material against the terms indicated in the purchase order, the Bidder will have to pay a fine of 0.5 % (Half) percent of the balance qty for each day of delay. If shipment is delayed for more than 5 days the Collectorate of Customs, Appraisement East Lahore has the right to unilaterally cancel the contract and his bid security will be forfeited along with legal action.

**17. Penalty On Liquidated Damages for delayed supply**

In case the delivery is delayed beyond the stipulated date of delivery, 'Liquidated damage for late delivery @ one half of one percent (0.5%) of the order value for each day of delay or part thereof would be imposed, subject to maximum of 10% if the delay is for 20 days or more. The penalty for late delivery will be deducted from the bill amount.

**18. Bid Currency**

All prices shall be expressed in Pakistani Rupees only.

**19. Cost of submitting of bids**

The bidder shall bear all the costs associated with the preparation and submission of bids & samples and Collectorate of Customs, Appraisement East Lahore will in no case be responsible or liable for these costs regardless of the conduct or outcome of the process.

**20. Tender Document**

The bidder is expected to examine all instructions, forms, Terms and Conditions and specifications in the Tender Document. Submission of a bid not responsive to the Tender Document in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bidder.

**21. Deadline For Submission of Bids**

Bids must be received by the Collectorate of Customs, Appraisement East Lahore at the address specified in the Bid Document not later than the specified date and time as specified in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for the Collectorate of Customs, Appraisement East Lahore, the bids will be received up to the appointed time on next working day. The Collectorate of Customs, Appraisement East Lahore may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

**22. Confidentiality Statement**

All data and information received from Collectorate of Customs, Appraisement East Lahore for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to Collectorate Of Customs Appraisement (East), Lahore. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of Collectorate of Customs, Appraisement East Lahore Collectorate of Customs, Appraisement East Lahore may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

**23. General Terms & Conditions**

23.1 The Collectorate of Customs, Appraisement East Lahore **does not bind** itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point of time prior to the issuance of purchase order without assigning any reasons whatsoever.

23.2 Collectorate of Customs, Appraisement East Lahore have the right to split the order in two or more bidders depending upon the price and delivery time.

23.3 The Collectorate of Customs, Appraisement East Lahore reserves the right to **-call on the process without providing any reason whatsoever.**  
The Collectorate of Customs, Appraisement East Lahore shall not incur any liability on account of such rejection.

23.4 The Collectorate of Customs, Appraisement East Lahore reserves the right to **modify** any terms, conditions or specifications for submission of offer and to obtain revised Bids from the bidders due to such changes, if any.

23.5 **Canvassing** of any kind will be a disqualification and the Collectorate of Customs, Appraisement East Lahore may decide to cancel the bidder from its empanelment.

23.6 Bidder/Supplier code of conduct is attached for required compliance as **Annex B.**

**24. Rejection of the Bid**

The Bid is liable to be **rejected** if:

- The document doesn't bear signature of authorized person.
- If the bidder fails to submit the relevant quality certification (PSI or Lab Report) on the required date, time and Venue.
- If the bid is submitted without or less or not in required type of the bid security deposit.
- It is received after **expiry** of the due date and time stipulated for Bid submission.
  
- Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids** not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the Collectorate of Customs, Appraisement East Lahore.

**25. Modifications and Withdrawal of Bids**

Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

- No bid will be modified after the deadline for submission of bids.
- No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

**26. Bid Opening And Evaluation**

- Collectorate of Customs, Appraisement East Lahore, through AC HQs with relevant committee will open the bids, in the presence of Bidder's representative(s) who choose/authorized to attend, at the time and date mentioned in bid documents at the address mentioned at bidding details.
- The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for Collectorate of Customs, Appraisement East Lahore, the bids shall be opened at the appointed time and place on next working day.
- Bidders satisfying the technical requirements as determined by the procuring agency and accepting the Terms and Conditions of this document shall be considered as responsive.
- Decision of Collectorate of Customs, Appraisement East Lahore in this regard shall be final and binding on the bidders.
- The contract will be awarded only to the successful responsive bidder.
- Collectorate of Customs, Appraisement East Lahore reserves the right to negotiate with second, third bidder etc. if successful bidder is not able to supply the deliverables

**27. Clarifications Of Bids**

To assist in the examination, evaluation and comparison of bids the Collectorate of Customs, Appraisement East Lahore may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

**28. Collectorate Of Customs Appraisement (East), Lahore's Right To Accept Or Reject Any Bid Or All Bids**

The Collectorate of Customs, Appraisement East Lahore reserves the right to accept or reject any bid and annul the process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the Collectorate of Customs, Appraisement East Lahore's action.

**29. Governing Laws And Disputes**

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably through grievance committee. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

**30. Placement Of Order And Acceptance**

The bidder shall give acceptance of the order placed on it within 5 days from the date of order, failing which, the Collectorate of Customs, Appraisement East Lahore shall have right to cancel the order.

**31. Authorized Signatory**

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements / contracts, raise invoice and accept payments and

also to correspond. The bidders should **furnish proof of signature of the authorized personnel** for above purposes as required by the AC HQs, Collectorate of Customs, Appraisement East Lahore.

**32. Appeals**

Bidders believing that they have been harmed by an error or irregularity during the award process may file a grievance to AC HQs, Collectorate of Customs, Appraisement East Lahore at email: [appraisement.east2023@gmail.com](mailto:appraisement.east2023@gmail.com)

**Annex-A**

**Declaration of Eligibility**

**To whom it may concern**

(To be submitted on Supplier/Bidder letter head)

Date:

I, the undersigned representative of M/s.....  
having its office at

.....  
.....

Do hereby affirms that our company/firm/organization is eligible because we;

- Are registered company/firm/organization.
- Are registered with NTN/GST/STN.
- Are not bankrupt or in the process of going bankrupt.
- Have not been convicted for an offense concerning professional conduct.
- Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have fulfilled obligations related to payment of taxes.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE)
- Were not declared at serious fault of implementation owing to a breach of their contractual obligations
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, European Union and others.
- Are not blacklisted by any Local/International organization, Government/semi Government department, NGO or any other company/organization.
- Have not been reported for/under litigation for child abuse.

Declared By:

(Name & Designation)

\_\_\_\_\_  
(Signature)

Witness by: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC: \_\_\_\_\_

## Annex-B

### **Code of Conduct and Ethics**

(Non-Employee, consultants, vendors and third parties)

Upholding ethical standards protects the integrity, fairness, and transparency of the procurement process.

As a consultant/Vendor professional objective is to assist COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE to add value to their enterprise, whether that enterprise takes the form of a business, a not-for-profit organization or any element of government.

As a consultant/vendor requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultants/vendors have pledged to abide by the COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE's Code of Conduct and Ethics and their voluntary adherence to the Code signifies the self-discipline of the profession.

*All individuals (non-employees) contracted or functionally related to COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE, including executing entities and third-party vendors:-*

1. Will serve COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE with integrity, competence, objectivity, independence and professionalism.
2. Will only accept assignments that they are competent to perform; and will only assign staff or engage colleagues with knowledge and expertise relevant to the assignment.
3. Before accepting any assignment will establish with COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the assignment.
4. Will treat all confidential COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE information appropriately; will take reasonable steps to prevent access to confidential information by unauthorized people and will not take advantage of proprietary or privileged information, for use by them or others, without the COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE's permission.
5. Will avoid conflicts of interest, or the appearance of such, and will disclose to COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE immediately any circumstances or interests that they believe may influence their work, judgment or objectivity.
6. Will not contact COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE during the any pre-solicitation or evaluation phase in which participated, unless COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE contact for any information.
7. Will offer to withdraw from assignment when they believe their objectivity or integrity may be impaired.
8. Will inform COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE immediately if there is any change in contact person, email, address, directors, release of any of his/her employee or any such information which could be necessary for COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE record.
9. Will represent the profession with integrity and professionalism in their relations with COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE, colleagues and the general public.
10. Will report to appropriate authorities within or external to COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE organization any occurrences of malfeasance, dangerous behavior or illegal activities discovered during the course of an assignment.

11. Will not offer commissions, gift, bribe, remuneration, or other benefits from himself or from a third party in connection with any assignment to COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE, and will disclose in advance any financial interests.
12. Will promote adherence to the Code of Conduct and Ethics by all other staff working on their behalf.
13. Strive to treat all persons of COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE with respect and courtesy in accordance with applicable international and national conventions and standards of behavior;
14. Never intentionally commit any act or omission that could result in physical, sexual or psychological harm to the beneficiaries we serve, or to their fellow workers;
15. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behavior,
16. Shall not harass, discriminate, or retaliate against any other consultant/vendor or any member of society.
17. Shall make themselves available and fully participate in all administrative inquiries with completely honesty.
18. No COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE employees shall solicit anything of value from a citizen or business for services that the COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE is expected to provide.
19. Shall not remove COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE property from its assigned place for personal use. Defacing or destroying COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE property is vandalism and shall be dealt strictly.
20. Will not permit considerations of race, gender, nationality, religion, politics, sexual orientation or social status to influence professional behavior or advice.
21. Will be respectful of those whose wellbeing may be contingent. Will diligently apply objective judgment to all consulting assignments, based on the best information available. Will conduct independent research and analysis where possible, and will consult with colleagues and others who can help inform the judgment.
22. Will not use any services, goods, materials, technology and/or equipment provided by or paid for by COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE for illegal, inappropriate, or otherwise disruptive activities, or in support of such activities.
23. Shall not place or display non-official notices in COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE premises without prior written approval from the appropriate authority.
24. Shall not possess unauthorized weapons, illegal drugs, or alcohol on COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE premises.
25. Shall strictly follow the COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE's workplace policies while on any COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE premises.

This Code of conduct is not exhaustive and may not anticipate every situation which may morally, ethically, professionally, legally compromise the employees or COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE interests. In this regard COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE expects to use sound judgment. However, compliance with this Code is a mandatory obligation owed by all consultants, third party vendors etc. Breach of this Code or any requirements mentioned in these Rules will result in disciplinary action and may lead up to cancellation of work order/registration including legal action or other appropriate disciplinary actions.

## **Anti-Money Laundering and Anti-Terrorism Financing Policy**

### **Policy**

**“It is the policy of the COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorism or criminal activities”** by complying with all applicable requirements under the **Anti-Money Laundering Act 2010** (Act No. VII of 2010 - an Act to provide for prevention of money laundering) and **Anti-Terrorism (Second Amendment) Act, 2014** and its implementation regulations. Recently under the national action plan and SECP regulations money laundering has been identified as a major cause for corruption and criminal activities. Therefore, COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE is very sensitive to ensuring that our platform is not used for any such purposes.

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# TENDER NOTICE



Collectorate of Customs Appraisalment (East), Lahore invites sealed bids for the Procurement of 12KW Solar System with two years of O&M services for the smooth functioning of electrical machinery and equipment of Customs Laboratory from registered firms / organizations / distributor / dealer / reseller having valid NTN and GST.

Every bidder will submit single stage two envelope bid as per Rule 38 (2a) of PPRA Rules 2014, clearly mentioning technical and financial proposals. Details with specifications and terms & conditions are available in the tender documents that can be obtained from Assistant Collector (HQs), office. Last date from sealed bid is 5<sup>th</sup> of June, 2024 till 11:00 a.m. PST to the undersigned office at Lahore. The Collectorate of Customs Appraisalment (East), Lahore reserve the right to accept or reject any / all bids without any reason thereof of funding constrains.

**ASSISTANT COLLECTOR, HEADQUARTER, COLLECTORATE OF  
CUSTOMS APPRAISEMENT (EAST), MUGHALPURA DRYPORT, LAHORE**

**PH.NO. 042-99223066, FAX-042,99223071**

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**GOVERNMENT OF PAKISTAN  
COLLECTORATE OF CUSTOMS APPRAISEMENT(EAST)  
MUGHALPURA DRYPORT, LAHORE  
Ph.No. 042-99223066, Fax-042-99223071**

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**Tender#Lab-May-22/2024 (Solar System for Customs Laboratory)**

**Tender Documents**

**For the Procurement of Solar System  
for Customs Laboratory Mughalpura Dry Port Lahore.**



# TENDER NOTICE



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**ASSISTANT COLLECTOR, HEADQUARTER, COLLECTORATE OF  
CUSTOMS APPRAISEMENT (EAST), MUGHALPURA DRYPORT, LAHORE  
PH.NO. 042-99223066, FAX-042,99223071**

<b>Details</b>		
1.	Date of commencement to Tender document (available on PPRA website)	<b>May 22, 2024</b>
2.	Last Date for sending queries	<b>June 4, 2024</b>
3.	Issue of Clarifications (uploaded on the Website and reply to all who sent the quires)	<b>June 4, 2024</b>
4.	Address, last date and time for receipt of tender documents	<b>OFFICE OF THE ASSISTANT COLLECTOR HEADQUARTER, COLLECTORATE OF CUSTOMS APPRAISMENT (EAST) MUGHALPURA DRYPORT, LAHORE June 5, 2024 by 11:00a.m.(PST)</b>
5.	Address, date and Time of Opening of Bids	<b>ASSISTANT COLLECTOR HEADQUARTER, COLLECTORATE OF CUSTOMS APPRAISMENT (EAST) MUGHALPURA DRYPORT, LAHORE Ph.No. 042-99223066, Fax-042-99223071 June 5, 2024 by 11:30 a.m.(PST)</b>
6.	Contact to Bidders	Interested Bidders are requested to Send their queries to <a href="mailto:appraisement.east2023@gamil.com">appraisement.east2023@gamil.com</a> containing following information, so that in case of any clarification, the same may be issued to them. Name of Company, Contact person, Mailing address, Telephone No. Email address, Mobile No. Etc is to be attached with the query

**Note:** Bids will be opened in presence of the bidders' representative who chooses/authorized to attend.

### 1. Procurement details.

Procurement of **12KW** off-grid solar system with main features:-

- Solar system should be AC output of 220V.
- Should be at least of 575W Solar Panel.
- Solar inverter capacity: 5.5kw.

### Details of items for the Solar System

Sr No	Details	Unit	Quantity
1	Solar Panels of Tier 1 <b>575W-585W</b> Manufacture of A-Grade panels, Canadian/Jinko/JA N Type or bifacial equivalent	Pcs	As per kW's
2	Solar Inverter <b>Capacity:</b> 5.5KW <b>Type:</b> Hybrid 48VDC <b>Model:</b> PV 5.5	Pcs	3
3	Solar frames Galvanized L3 structure for 3 panels in <b>145WG</b>	Set	As per plates
4	Cable for AC and DC	Set	500
5	Solar installation charges including boring earthing and	Job	1
6	Panel box including AC and DC breakers	Bundle	1
7	Pipe, duct and others accessories	Bundle	1
8	<b>Battery Bank</b> -Capacity: 128Ah 48V <b>Type:</b> Lithium Ferrous	Pcs	1
9	Transportation charges	Job	1

2. The procuring agency means Collectorate of Customs Appraisement East , Lahore.
3. The grievance committee means committee notified by Collector of Customs Appraisement East, Lahore to solve and rectify any grievances amicably.
4. Submission of Bids
  - 4.1 Technical and Financial bids with specifications and rates of the offered for Solar System should be submitted in the one single sealed envelope.
  - 4.2 Prices should be inclusive of all applicable taxes, Transportation (till destinations), Loading/Un loading, and Installation Charges and must be mentioned.
  - 4.3 Bidder has to deliver the solar systems at the designated office of (as given in clause 14) and will not provide the Transport for the shifting of solar systems and engineer(s) from Bidder to site/center for the installation of solar systems.

4.4 The Bidders should take care in submitting the bid and ensure that enclosed papers are not found loose and should be **properly numbered** and submitted in a file in proper manner so that the papers do not bulge out and tear during scrutiny.

**Last Date of Submission of sealed bid is June 5, 2024 till 11:00 a.m. PST.**

4.5 The bids to this request must be submitted in original hard copy not later than **June 5, 2024** till 11:00am PST to the point of contact/address given below. Electronic bids will not be entertained. Any bids delivered after due date and time will be considered non-responsive and disqualified from further consideration.

4.6 The Bids should be addressed and delivered to:

**ASSISTANT COLLECTOR (HQ),  
COLLECTORATE OF CUSTOMS  
APPRAISEMENT (EAST)  
MUGHALPURA DRYPORT, LAHORE.  
Ph.No. 042-99223066, Fax-042-99223071**

4.7 It is instructed to offer your best prices, Collectorate of Customs, Appraisement East, Lahore reserves the right to negotiate with first or second lowest offer.

4.8 Collectorate of Customs, Appraisement East, Lahore reserves the right for conducting pre-shipment inspection by its own personnel or reputed third parties. The selected bid has to offer the systems for inspection in such a manner that it does not affect the delivery schedule.

4.9 The offer should remain **valid for a period of one month** from the closing date of the Commercial bids. Any offer falling short of the validity period is liable for rejection. If a bidder extend bid validity period then will also extend the bid security period.

4.10 Selected bidder must undertake to provide the consignment note number(s) by which the ordered had been dispatched from their site, so as to have online / web access to the tracking system of physical movement of the consignments sent through courier.

4.11 The bidder may withdraw its offer after its submission, provided that written notice of withdrawal is received by the prior to the closing date and time prescribed for submission of tender documents. No offer can be withdrawn by the bidder subsequent to the closing date and time for submission of offers.

## 5. **Eligibility of the Bidder (reference Annex-A)**

The invitation to bid is open to all bidder who qualify the eligibility criteria as given below:

5.1 A bidder should be an authorized Business Partner/Distributor/Assembler/Supplier/

having valid NTN/GST.

5.2 A bidder having experience of supply of solar equipment supplying of at least 2 years.

**6. Packing**

The equipment shall be packed in suitable packing boxes with proper cushioning material to avoid transit damages and in a manner so as to avoid transit damages, if any, from being blamed on faulty/defective packing. The burden of proof in such an event shall lie on the Bidder.

**7. Inspection**

Collectorate of Customs, Appraisement East, Lahore reserves the right of inspection for technical conformity & quality of the equipment quoted, the manufacturing process, warranty service, facilities, by sampling or in full and in factory or at point of delivery, at times and in the manner it deems fit & necessary. As part of the evaluation process, supplier are required to submit company sealed samples of the all the equipment quoted when required. Collectorate of Customs, Appraisement East Lahore, shall not be liable for payment for any cost incurred by the bidder on this account. The costs include testing of the equipment quoted and intended for supply, for fulfillment, at the minimum, the technical specifications & requirements mentioned in the detailed Tender Document, and overall product suitability, ergonomics, user friendliness, features, compatibilities, limitations etc. will be carried out.

**8. Deliverables**

Solar Systems with a 12KW off-grid as per details given section 1. After the acceptance of bid and commencement of work, the work has to be finished in 1-1.5 weeks.

**9. Terms of Bid**

**9.1 Security Deposit.**

All Bidders shall furnish Security Deposit equivalent to **Rs. 100,000** in the form of Call deposit/Pay Order/Demand Draft in favor of the Collector, Collectorate of Customs, Appraisement East Lahore. Cheque will not be accepted in any case. After selection of successful bidder, Collectorate of Customs, Appraisement East, Lahore will return/release the security deposit to the unsuccessful bidders.

**10. Submission of Bid and required Documents**

10.1 The Bid should comply with the specification required of the tablet as specified in section 1. The offer should be complete in all respects and contain all information asked for, with prices. The Technical Bid must be organized neatly and securely in the following manner.

10.1.1. Technical bid must include:-

- Complete make, model and detailed specifications of the offered items of solar systems.
- Catalog/broucher for the offered items.
- Declaration of Eligibility as per **Annex A**
- Copy of NTN and GST Certificates
- Copy of orders/contracts for supply of solar equipment showing experience of last 2 years.
- Quality certification from the recognized institution.

10.1.2. Financial bid with terms and conditions. (on bidder letterhead)

- DDP price of system with all applicable taxes.
- Security Deposit.
- Delivery period

10.1.3. Other terms & conditions if any Others, if any.

10.2 **If the Bid is not submitted in the prescribed formats or any of the item in the as mentioned above, the Bid is liable for outright rejection. All the required documents must be attached/provided.**

10.3 Once the bid is submitted in sealed cover by the bidder, then it will not accept any addition / alterations/deletions of the Bid. However, Collectorate of Customs, Appraisement East, Lahore reserves the right to seek clarification or call for supporting documents from any of the bidder, for which the concerned bidder will need to submit the documentary evidence(s) as required by the .

10.4 Any Bid, submitted with incorrect information will be liable for rejection. Further, if any bidder is found to have submitted incorrect information at any time, he may be debarred from participation in the future tendering processes.

## 11. Evaluation Criteria for Bid

11.1. Collectorate of Customs, Appraisement East, Lahore will scrutinize the bid to determine whether it is complete, whether errors have been made in the offer, whether required technical documentation has been furnished and whether the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, wherever called for, would be summarily rejected. However, Collectorate of Customs, Appraisement East, Lahore, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. The reserves the right for such waivers and this shall be binding on all bidders.

11.2. Certification from relevant institution (PSI or Lab Report ) is mandatory for evaluation.

11.3. For proper scrutiny, evaluation and comparison of offers, Collectorate of Customs, Appraisement East, Lahore may, at its discretion, ask some or all

bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

## 12. Fees and payment Schedule

- 12.1. No Advance will be allowed in any case.
- 12.2. Payment will be made after the issuance of completion certificate by the procuring authority.
- 12.3. Taxes will be deducted from all the invoices as per prescribed law of Govt. of Pakistan. Tax challans will be provided within 3-4 weeks of the payment.

## 13. Paying Authority

The payments as per the Payment Schedule covered hereinabove shall be paid by Collectorate of Customs, Appraisement East, Lahore . However, Payment of the Bills would be payable on receipt of advice/confirmation for satisfactory delivery. Following Documents are to be submitted for Payment.

- Bill,
- Duly acknowledged Delivery Challan from each site.
- Material Received Note (MRN) if issued by

## 14. Delivery Schedule

- 14.1. The Selected Bidder must undertake to deliver the systems ordered, to Custom Laboratory, as per below given details, within the time offered in the bids from the date of the Purchase Order. Sample would also be required on the same location for the testing purpose. However, Delivery schedule may be changed under special circumstances at the discretion of the **Assistant Collector**.

LOCATION	DETAIL	UNIT	QUANTITY
CUSTOMS LABORATORY, COLLECTORATE OF CUSTOMS (EAST) MUGHALPURA DRYPOR, LAHORE	Solar Panels	PCS	As required
	Solar Inverter capacity: 5.5KW Type: Hybrid	PCS	3
	Solar frames Galvanized L3 structure	SET	As required
	Battery Bank Type: Lithium Ferrous Capacity: 128Ah 48V	Pcs	1
	Cable for AC and DC and other fixations	set	500

## 15. Warranty & Maintenance

All the equipment supplied must be guaranteed by the bidder for as mentioned in the specifications. Wherever applicable as first party guarantee for proper operations,

performance and correction of any malfunction. The warranty period will commence from the date of handover of the equipment to the end user.

**16. Penalty for delaying in completion of Job.**

In case of delay in the supply of material against the terms indicated in the purchase order, the Bidder will have to pay a fine of 0.5 % (Half) percent of the balance qty for each day of delay. If shipment is delayed for more than 5 days the Collectorate of Customs, Appraisement East Lahore has the right to unilaterally cancel the contract and his bid security will be forfeited along with legal action.

**17. Penalty On Liquidated Damages for delayed supply**

In case the delivery is delayed beyond the stipulated date of delivery, 'Liquidated damage for late delivery @ one half of one percent (0.5%) of the order value for each day of delay or part thereof would be imposed, subject to maximum of 10% if the delay is for 20 days or more. The penalty for late delivery will be deducted from the bill amount.

**18. Bid Currency**

All prices shall be expressed in Pakistani Rupees only.

**19. Cost of submitting of bids**

The bidder shall bear all the costs associated with the preparation and submission of bids & samples and Collectorate of Customs, Appraisement East Lahore will in no case be responsible or liable for these costs regardless of the conduct or outcome of the process.

**20. Tender Document**

The bidder is expected to examine all instructions, forms, Terms and Conditions and specifications in the Tender Document. Submission of a bid not responsive to the Tender Document in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bidder.

**21. Deadline For Submission of Bids**

Bids must be received by the Collectorate of Customs, Appraisement East Lahore at the address specified in the Bid Document not later than the specified date and time as specified in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for the Collectorate of Customs, Appraisement East Lahore, the bids will be received up to the appointed time on next working day. The Collectorate of Customs, Appraisement East Lahore may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

**22. Confidentiality Statement**

All data and information received from Collectorate of Customs, Appraisement East Lahore for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to Collectorate Of Customs Appraisement (East), Lahore. The contents of written materials obtained and used

in this assignment may not be disclosed to any third parties without the expressed advance written authorization of Collectorate of Customs, Appraisement East Lahore Collectorate of Customs, Appraisement East Lahore may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

**23. General Terms & Conditions**

- 23.1 The Collectorate of Customs, Appraisement East Lahore **does not bind** itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point of time prior to the issuance of purchase order without assigning any reasons whatsoever.
- 23.2 Collectorate of Customs, Appraisement East Lahore have the right to split the order in two or more bidders depending upon the price and delivery time.
- 23.3 The Collectorate of Customs, Appraisement East Lahore reserves the right to **-call on the process without providing any reason whatsoever.**  
The Collectorate of Customs, Appraisement East Lahore shall not incur any liability on account of such rejection.
- 23.4 The Collectorate of Customs, Appraisement East Lahore reserves the right to **modify** any terms, conditions or specifications for submission of offer and to obtain revised Bids from the bidders due to such changes, if any.
- 23.5 **Canvassing** of any kind will be a disqualification and the Collectorate of Customs, Appraisement East Lahore may decide to cancel the bidder from its empanelment.
- 23.6 Bidder/Supplier code of conduct is attached for required compliance as **Annex B.**

**24. Rejection of the Bid**

The Bid is liable to be **rejected** if:

- The document doesn't bear signature of authorized person.
- It is received **through** Telegram/Fax/E-mail.
- If the bidder fails to submit the relevant quality certification (PSI or Lab Report) on the required date, time and Venue.
- If the bid is submitted without or less or not in required type of the bid security deposit.
- It is received after **expiry** of the due date and time stipulated for Bid submission.
- Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids** not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the Collectorate of Customs, Appraisement East Lahore.

**25. Modifications and Withdrawal of Bids**

Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

- No bid will be modified after the deadline for submission of bids.
- No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

## **26. Bid Opening And Evaluation**

- Collectorate of Customs, Appraisement East Lahore, through AC HQs will open the bids, in the presence of Bidder's representative(s) who choose/authorized to attend, at the time and date mentioned in bid documents at the address mentioned at bidding details.
- The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for Collectorate of Customs, Appraisement East Lahore, the bids shall be opened at the appointed time and place on next working day.
- Bidders satisfying the technical requirements as determined by the procuring agency and accepting the Terms and Conditions of this document shall be considered as responsive.
- Decision of Collectorate of Customs, Appraisement East Lahore in this regard shall be final and binding on the bidders.
- The contract will be awarded only to the successful responsive bidder.
- Collectorate of Customs, Appraisement East Lahore reserves the right to negotiate with second, third bidder etc. if successful bidder is not able to supply the deliverables

## **27. Clarifications Of Bids**

To assist in the examination, evaluation and comparison of bids the Collectorate of Customs, Appraisement East Lahore may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

## **28. COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE's Right To Accept Or Reject Any Bid Or All Bids**

The Collectorate of Customs, Appraisement East Lahore reserves the right to accept or reject any bid and annul the process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the Collectorate of Customs, Appraisement East Lahore's action.

## **29. Governing Laws And Disputes**

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably through grievance committee. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

**30. Placement Of Order And Acceptance**

The bidder shall give acceptance of the order placed on it within 5 days from the date of order, failing which, the Collectorate of Customs, Appraisement East Lahore shall have right to cancel the order.

**31. Authorized Signatory**

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements / contracts, raise invoice and accept payments and also to correspond. The bidders should **furnish proof of signature of the authorized personnel** for above purposes *as* required by the AC HQs, Collectorate of Customs, Appraisement East Lahore.

**32. Appeals**

Bidders believing that they have been harmed by an error or irregularity during the award process may file a grievance to AC HQs, Collectorate of Customs, Appraisement East Lahore at email: [appraisement.east2023@gmail.com](mailto:appraisement.east2023@gmail.com)

**Declaration of Eligibility**

**To whom it may concern**

(To be submitted on Supplier/Bidder letter head)

Date:

I, the undersigned representative of M/s.....  
having its office at

.....  
.....

Do hereby affirms that our company/firm/organization is eligible because we;

- Are registered company/firm/organization.
- Are registered with NTN/GST/STN.
- Are not bankrupt or in the process of going bankrupt.
- Have not been convicted for an offense concerning professional conduct.
- Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have fulfilled obligations related to payment of taxes.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE)
- Were not declared at serious fault of implementation owing to a breach of their contractual obligations
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, European Union and others.
- Are not blacklisted by any Local/International organization, Government/semi Government department, NGO or any other company/organization.
- Have not been reported for/under litigation for child abuse.

Declared By:

\_\_\_\_\_  
(Signature)

(Name & Designation)

Witness by: \_\_\_\_\_

Signature: -----

Name: -----

CNIC: -----

## **Code of Conduct and Ethics**

(Non-Employee, consultants, vendors and third parties)

Upholding ethical standards protects the integrity, fairness, and transparency of the procurement process.

As a consultant/Vendor professional objective is to assist COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE to add value to their enterprise, whether that enterprise takes the form of a business, a not-for-profit organization or any element of government.

As a consultant/vendor requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultants/vendors have pledged to abide by the COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE's Code of Conduct and Ethics and their voluntary adherence to the Code signifies the self-discipline of the profession.

*All individuals (non-employees) contracted or functionally related to COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE, including executing entities and third-party vendors:-*

1. Will serve COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE with integrity, competence, objectivity, independence and professionalism.
2. Will only accept assignments that they are competent to perform; and will only assign staff or engage colleagues with knowledge and expertise relevant to the assignment.
3. Before accepting any assignment will establish with COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the assignment.
4. Will treat all confidential COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE information appropriately; will take reasonable steps to prevent access to confidential information by unauthorized people and will not take advantage of proprietary or privileged information, for use by them or others, without the COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE's permission.
5. Will avoid conflicts of interest, or the appearance of such, and will disclose to COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE immediately any circumstances or interests that they believe may influence their work, judgment or objectivity.
6. Will not contact COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE during the any pre-solicitation or evaluation phase in which participated, unless COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE contact for any information.
7. Will offer to withdraw from assignment when they believe their objectivity or integrity may be impaired.
8. Will inform COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE immediately if there is any change in contact person, email, address, directors, release of any of his/her employee or any such information which could be necessary for COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE record.
9. Will represent the profession with integrity and professionalism in their relations with COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE, colleagues and the general public.

10. Will report to appropriate authorities within or external to COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE organization any occurrences of malfeasance, dangerous behavior or illegal activities discovered during the course of an assignment.
11. Will not offer commissions, gift, bribe, remuneration, or other benefits from himself or from a third party in connection with any assignment to COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE, and will disclose in advance any financial interests.
12. Will promote adherence to the Code of Conduct and Ethics by all other staff working on their behalf.
13. Strive to treat all persons of COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE with respect and courtesy in accordance with applicable international and national conventions and standards of behavior;
14. Never intentionally commit any act or omission that could result in physical, sexual or psychological harm to the beneficiaries we serve, or to their fellow workers;
15. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behavior,
16. Shall not harass, discriminate, or retaliate against any other consultant/vendor or any member of society.
17. Shall make themselves available and fully participate in all administrative inquiries with completely honesty.
18. No COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE employees shall solicit anything of value from a citizen or business for services that the COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE is expected to provide.
19. Shall not remove COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE property from its assigned place for personal use. Defacing or destroying COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE property is vandalism and shall be dealt strictly.
20. Will not permit considerations of race, gender, nationality, religion, politics, sexual orientation or social status to influence professional behavior or advice.
21. Will be respectful of those whose wellbeing may be contingent. Will diligently apply objective judgment to all consulting assignments, based on the best information available. Will conduct independent research and analysis where possible, and will consult with colleagues and others who can help inform the judgment.
22. Will not use any services, goods, materials, technology and/or equipment provided by or paid for by COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE for illegal, inappropriate, or otherwise disruptive activities, or in support of such activities.
23. Shall not place or display non-official notices in COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE premises without prior written approval from the appropriate authority.
24. Shall not possess unauthorized weapons, illegal drugs, or alcohol on COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE premises.
25. Shall strictly follow the COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE's workplace policies while on any COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE premises.

This Code of conduct is not exhaustive and may not anticipate every situation which may morally, ethically, professionally, legally compromise the employees or COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE interests. In this regard COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE expects to use sound judgment. However, compliance with this Code is a mandatory obligation owed by all consultants, third party vendors etc. Breach of this Code or any requirements mentioned in these Rules will result in disciplinary action and may lead up to cancellation of work order/registration including legal action or other appropriate disciplinary actions.

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## **Anti-Money Laundering and Anti-Terrorism Financing Policy**

### **Policy**

**“It is the policy of the COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorism or criminal activities”** by complying with all applicable requirements under the **Anti-Money Laundering Act 2010** (Act No. VII of 2010 - an Act to provide for prevention of money laundering) and **Anti-Terrorism (Second Amendment) Act, 2014** and its implementation regulations. Recently under the national action plan and SECP regulations money laundering has been identified as a major cause for corruption and criminal activities. Therefore, COLLECTORATE OF CUSTOMS APPRAISMENT (EAST), LAHORE is very sensitive to ensuring that our platform is not used for any such purposes.

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