



GOVERNMENT OF PAKISTAN  
COLLECTORATE OF CUSTOMS SAMBRIAL, SIALKOT



TENDER DOCUMENT NO.12/02/2025

**SUPPLY OF STATIONERY FOR COLLECTORATE OF CUSTOMS SAMBRIAL, SIALKOT**

Sealed Tenders are invited from the well reputed firms / suppliers, who are registered with Sales Tax and Income Tax department as Active Tax payer for the supply of Stationery for Collectorate of Customs Sambrial, Sialkot.

**1. GENERAL TERMS & CONDITIONS**

- 1.1 The procurement shall be completed on accordance with PPRA on single stage-single Envelope bidding procedure. (Financial proposals only).
- 1.2 Bids in complete conformity with Tender Documents will be reached at Collectorate of Customs Sambrial, Sialkot (Sambrial Dry Port) not later than cut-off date & time at 11.00 A.M on 18.03.2025.
- 1.3 Bid shall be opened on same day at 11.30 A.M at the office of the Additional Collector in the presence of authorized representatives for the responding firms/companies, who cares to participate.
- 1.4 The bidder shall quote single item rate with total amount as per specifications given in the tender documents.
- 1.5 The chairman purchase committee reserved the right to accept or reject bid or tender.
- 1.6 The successful bidder shall supply the tendered items within 15 days of issuance of supply order.
- 1.7 The bidder will provide samples/specimens in respect of their bid for consideration by the committee. No deviation from the sample would be accepted if the bidder is successful the time of tender opening.

**Note:**

- Tender Number must be mentioned on envelope.
- Bids shall be written in the letter head of the company/firm along with other prescribed documents.
- All pages of the bid must be properly counter signed.

**2. Tender Fee, Bid Security**

- 2.1 Bid / proposal shall be written in the letter head of the company / firm along with other prescribed documents.

7/ Custom 43-183

2.2 The bid must be accompanied by Tender Fee of Rs.1,000/- (Non-Refundable) and 2% of Estimated Price i.e Rs.20,000/- (refundable) in shape of Call Deposit Receipt (CDR) in original. CDRs must be in favor of Chief Accounts Officer, Collectorate of Customs Sambrial, Sialkot. The rates / bids should be inclusive of all applicable Govt.Taxes.

3 **Bid Validity.**

3.1 The quoted rates will be valid upto 30<sup>th</sup> June, 2025 and department will issue supply order as per requirement through agreed rate.

3.2 Withdrawal / modification of the original offer within the validity period shall entitle the Collectorate to forfeit Bid Security.

3.3 All prices should be quoted on the letter head of the bidder in Pak Rupees inclusive of all applicable Government Taxes, transportation, commissioning, stitching etc.

3.4 The earnest money to the successful bidder will be released after delivery of Stationery.

4 **Supporting Documents:-**

Bid of a supplier / firm will not be considered if following supporting documents are not annexed.

4.1 The bidder must provide company profile, name and address of the company with financial status and Chief Executives (or any other authorized persons).

4.2 The firm must provide record of relevant experience in relevant line of business.

4.3 Copy of National Tax Registration certificate and proof of filer.

4.4 Copy of Sales Tax Registration certificate and proof of filer.

4.5 An affidavit on Rs.100/- stamp paper that currently firm is not blacklisted or debarred by any Government/semi-Government department to participate in bidding.

4.6 Tender Fee (Non-Refundable) and 2% of Estimated Price (Refundable) in shape of Call Deposit Receipt (CDR) in original and must be issued from Payees Account only.

5 **Failures and Terminations:**

No bid of a supplier / firm will be considered if:-

5.1 Bid received without Bid Security / Call Deposit Receipt.

5.2 Bid received without Cheque or bank guarantee.

5.3 Bid received later than the date and time fixed for tender.

5.4 Bid is conditional, ambiguous or incomplete.

5.5 Bid from a firm which is black listed at any level.

5.6 Any supplementary or revised offer after opening of the tender.

5.7 The supplier fails to deliver the consignment within specified delivery period strictly in accordance with the terms and conditions as laid down in the Purchase Order.

5.8 If any punitive situation warranted, then Collectorate is authorized to forfeit the bid Security and the firm may also be black listed.

6 **Mode of Delivery:-**

6.1 The delivery shall only be accepted at Sambrial Dry port with loading / unloading and shifting to store at firm's cost.

6.2 Upon the successful supply, and inspection carried out by the user department, the said bidder shall submit all necessary documents for payment of bill directly to Chief Accounts Officer along with delivery Challan / Certificate duly signed & stamped by the authorized person of department within stipulated period.

6.3 If the bidder is authorized for any exemption of taxes (Sales Tax/Income Tax), Shall claim it in the financial proposal and submit relevant documents along with bill for payment.

7 **Other Special Conditions**

7.1 Any overwriting / crossing etc in the bid should be properly counter signed by the person signing the bid. All pages of the bid must be properly countersigned.

7.2 The decision of the Purchase Committee will be binding on all concerned and will in no case be challenged on any forum /court of law.

7.3 The warranty period for the supplied items shall be declared one year on final inspection of the Committee and user, However, this warranty period may be extended if deemed necessary due to unavoidable circumstances.

7.4 In case the successful bidder fails to supply the goods strictly in accordance with the terms and conditions laid down in the supply order/ bidding document or fail to provide the required maintenance in a satisfactory manner, the security deposit by his shall be forfeited and requisite store / Stationery will be purchased and professional service hired at his risk and expenses.

7.5 LDC (Late delivery Charges) penalty shall be imposed @ 2% per month of delay upto maximum of 10% of total price.

7.6 In case any material is found not in conformity with specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the same upon free of charges or pay the full cost of replacement besides LD charges.

7.7 No partial / advance payment shall be made against partial supply.

7.8 All bids & bidders will be governed by PPRA Rules as and when amended.

7.9 The Collectorate may reject all bids/proposals at any time prior to the acceptance of a bid or proposal as per PPRA rules, however upon bidder request the ground of rejection will be communicated to the concerned but no justification will be given as per rules.

  
(Anmara Farooq)  
Chief Accounts Officer



GOVERNMENT OF PAKISTAN  
COLLECTORATE OF CUSTOMS SAMBRIAL, SIALKOT



C.No.10/Accts/CCSS/Stationery/2024-25/795

Dated 13.02.2025

The Assistant Director,  
III-PPRA, 1<sup>st</sup> Floor FBC building, Sector G-5/2,

Islamabad.

Subject: **INVITATION TO BID.**

Collectorate of Customs Sambrial, Sialkot invites sealed bids from registered manufacturer / supplier registered with Income Tax / GST Department for purchase of Stationery for Collectorate of Customs Sambrial, Sialkot. Details are as under:-

S.No	ITEMS	SPECIFICATION
1	Paper	A4 Size 80 Grams (Imported)
2	Paper	Legal Size 80 Grams (Imported)
3	Ball Point	Blue and Black (Signature)
4	Uni Ball Signo Um-120 Gel ink Roller Ball (Blue)	Fine quality
5	Uni Ball Signo Um-120 Gel ink Roller Ball (Black)	Fine quality
6	Calculator	12 Digits (Check & Correct)
7	Dak Folder	Rexene fine quality
8	Envelops small	Brown Color Fine quality
9	Envelops Large	Brown Color Fine quality
10	Fluid Pen	Fine quality
11	Gum /Gum Stick	Fine quality
12	High Lighter	Fine quality
13	Lead Pencil	Fine quality
14	Marker Large	Fine quality
15	Marker Small	Fine quality
16	Marker White Board	Fine quality
17	Paper Clip	Fine quality
18	Paper Flag	Fine quality
19	Paper Cutter	Fine quality
20	Paper Punch	Fine quality

21	Register attendance	Fine quality
22	Register Large	Fine quality
23	Register Small	Fine quality
24	Stock Register	Fine quality
25	Cash Book	Fine quality
26	Rubber (Eraser)	Fine quality
27	Scale Steel	Fine quality
28	Scale Wood	Fine quality
29	Sharpener	Fine quality
30	Short Hand Book	Fine quality
31	Stamp Pad Large	Fine quality
32	Stamp Pad small	Fine quality
33	Stapler	Fine quality
34	Stapler Pins	Fine quality
35	Stapler Pin Remover	Fine quality
36	Scotch Tape	2 Inches, Fine quality
37	Binding Tape	2 Inches, Fine quality
38	Punching Machine	Fine quality
39	Plastic file tray	Fine quality
40	Ink (Black, Blue,Red) Pen Holder (4+4+4)	Fine quality
41	sticky notes	Fine quality
42	Drafting pad Large, Medium, Small	Fine quality
43	Paper weight Marble	Fine quality
44	Pen holder Marble	Fine quality
45	Office table set Marble	Fine quality
46	Tags, Large, Small	Fine quality

2. Bidding documents containing details of Purchase of Stationery, terms and conditions, procedure for submission of application, evaluation criteria, performance guarantee etc are available for the interested firms and contractors at Collectorate of Customs Sambrial, Sialkot.

3. The bids, prepared in accordance with the instruction given in the tender documents, must reach at Office of the undersigned on or before **18.03.2025 at 11:00 A.M** proposals will be opened on same day at 11:30 A.M. This advertisement is available at PPRA website at [www.pprra.org.Pk](http://www.pprra.org.Pk).

  
(Sobia Kiran)  
Additional Collector