



GOVERNMENT OF PAKISTAN  
FEDERAL BOARD OF REVENUE  
DIRECTORATE OF POST CLEARANCE & INTERNAL  
AUDIT (CENTRAL), LTO BUILDING, 9<sup>TH</sup> FLOOR,  
10-BABAR BLOCK, NEW GARDEN TOWN, LAHORE



## **BIDDING DOCUMENTS**

“Purchase of uniform and Protective Clothing



**DIRECTORATE OF POST CLEARANCE & INTERNAL AUDIT**  
**(CENTRAL), 9<sup>TH</sup> FLOOR, 10- BABAR BLOCK, NEW GARDEN**  
**TOWN, LAHORE**

042-99233374

BIDDING DOCUMENTS  
FOR PURCHASE OF UNIFORM AND PROTECTIVE CLOTHING

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## 1. INVITATION TO BIDS

The Directorate of Post Clearance & Internal Audit (Central), Lahore intends to introduce a competitive bidding process for Companies, Firms, Contractors, and Suppliers in order to streamline its procurement procedures for the purchase of uniforms and protective clothing. All reputable and well-established Companies, Firms, Contractors, and Suppliers are hereby invited to participate by submitting their proposals online through the PPRA's e-PADS Portal. The Directorate of Post Clearance & Internal Audit, Lahore will process all procurements strictly in accordance with the policies and procedures defined under the PPRA Rules of the Government of Pakistan

## 2. CONTRACT

"Contract" means the agreement between the parties, i.e., the purchasing/procuring entity (Directorate of Post Clearance & Internal Audit (Central), Lahore, on behalf of the President) and the tenderer/bidder whose offer has been accepted for the purpose.

## 3. DETAIL OF UNIFORM AND PROTECTIVE CLOTHING

As per Annexure-C.

## 4. RECEIPTS AND OPENING OF TENDER

Sealed tenders should reach this office on **10.04.2026** by **12:00** hours and will be opened on the same date at **1230** hours in the presence of the bidders or their authorized representatives.

For any classification or further information if deemed necessarily, the bidders may contact with Mst. Sidra Naz, Deputy Director(HQ), Directorate of Post Clearance & Internal Audit, Lahore on Phone No. 042-99233374

## 5. BIDDING PROCEDURE

- i. Single stage envelope procedure will be adopted to evaluate the offers Bids(s) must be submitted online via PPRA's e-PADS Portal containing all information required for bidding including the information required as Annexure-A to Annexure-C of the bidding documents. A hard copy (in original) of the same must be placed in a sealed cover/envelop marked as **"Tender for Purchase of Uniform and Protective Clothing"**.
- ii. All items rates should be quoted as the tender is on as a whole basis.
- iii. All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.

## 6. EVALUATION

All the bids submitted would be evaluated by a committee constituted for the purpose on cost and quality basis. The criteria of evaluation will be assessed from bidder's experience, reputation and compliance to the specification's commitment and comprehensive statement of expenditure as per Annexure-B.

## 7. BID SECURITY

Earnest Money/Bids security deposit Rs.210000/- (Two hundred and ten thousand rupees only) (refundable) in shape of Pay Order, Demand Draft, Call Deposit Receipt from any scheduled bank in favor of **The Director, Directorate of Post Clearance & Internal Audit (Central), Lahore** should be enclosed with the bid, otherwise bid will be rejected.

## 8. RIGHTS RESERVED

The Procurement Committee, Directorate of Post Clearance & Internal Audit (Central), Lahore reserves the right to accept or reject any or all tender proposals, or to cancel the bidding process at any stage, after assigning due reasons in accordance with PPRA Rules

## 9. DISQUALIFICATION

Offers are liable to be rejected if any deviation is found from the instructions specified in the bid documents.

## 10. SUPPLY/DELIVERY OF ITEMS

- i. The supply shall be completed within thirty (30) days of the issuance of the supply/purchase order. However, any emergent demand, if raised, shall be fulfilled within three (03) days positively.
- ii. All defective or substandard items shall be replaced immediately at the risk and cost of the bidder/supplier.

## 11. TERMS OF PAYMENT

- i. Payment will be made through AGPR cross cheques or the Direct Bank Credit System – Micro Payments Gateway (MPG), after satisfactory delivery and inspection of the items, and upon receipt of a valid sales tax invoice, as per budget released for financial year 2025-26.
- ii. Applicable taxes will be deducted in accordance with the relevant rules and orders of the Federal Government of Pakistan.

## 12. SCOPE OF JOB

- i. The Directorate of Post Clearance & Internal Audit (Central), Lahore will offer a tender qualification letter for FY 2025-26 (till 30.06.2026) of the successful bidder(s) for regular supply of uniform and protective clothing on annual basis provided that the period of contract can be terminated by the Directorate of Post Clearance & Internal Audit (Central), Lahore after assigning any due reason or intimation.
- ii. The successful bidder(s) will be expected to deliver the goods within the specified period and timeline(s).
- iii. Rate(s) should be quoted in Pakistani Rupees inclusive of all applicable Government Taxes (where applicable). Taxes may be shown separately. No cutting/amendment in the rated will be accepted.

- iv. The companies/firms/contractors/suppliers etc. will provide quality goods/items to Directorate of Post Clearance & Internal Audit (Central), Lahore within agreed timelines of supply/purchase order during the contract period.

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### 13. MANDATORY REQUIREMENTS FOR TENDER SUBMISSION

1. Valid NTN (National Tax Number)
2. Valid Sales Tax Registration (STRN)
3. Active Status on FBR's Active Taxpayers List (ATL)
4. Registration with relevant authority
5. Affidavit of Non-Blacklisting
6. Affidavit of Correct Information
7. Company Profile
8. Samples of Uniform Items as per CGO 1 of 2022 dated 03.11.2022 Link for detail <https://www.fbr.gov.pk/Orders/Customs-General-Orders/131>
9. Minimum 5-10 years' experience
10. At least 3 similar supply orders completed
11. Manufacturer's authorization letter (if not a direct manufacturer)

### 13. 14. GENERAL INSTRUCTION & CONDITIONS FOR THE BIDDERS

- i. Interested and eligible firms shall submit their application online via PPRA's e-PADS Portal <https://ppra.org.pk> no later than 10.04.2026 12:00.
- ii. The bidder having their own manufacturing facility will be given preference.
- iii. The requisite quantity of items will be tailored to the available budget.
- iv. The Purchase Committee reserves the right to accept or reject any bid or tender.
- v. The successful bidder shall be bound to supply the tendered items within 30 days of issuance of supply order.
- vi. The quoted rates will be valid for Financial Year 2025-26 till 30th June 2026 and department will issue supply order as per requirement through rate considered.
- vii. Tender uploaded on e-PADS will be considered.
- viii. The successful bidder shall explain to the procurement committee regarding purchase items.
- ix. The Purchase Committee shall reserve the right to increase or decrease the quantity of the uniform articles according to the available budget in the current Financial Year.
- x. Additional details regarding the tender can be obtained from the General Branch of the Directorate of Post Clearance & Internal Audit (Central), Lahore, during office hours or Contact No.042-99233374 ---. All applicable provisions of the PPRA Rules shall be governed by this tender process.
- xi. The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per Rule 33 of the PPRA Rules, 2004.
- xii. In case the successful bidder fails to supply the goods as per terms & conditions or required specifications, necessary action will be taken against the bidder as deemed appropriate by the Competent Authority, which may include forfeiture of earnest money, cancellation of bid and disqualification from participation in future tenders etc.
- xiii. The Purchase Committee will examine the stitched uniform material / sample provided by the bidder in respect of their bid for consideration by the committee during office hours and bidder shall quote single item rate. No deviation from the stitched sample would be accepted from the successful bidder.

- xiv. Uniforms samples of the successful bidder will remain in custody of Directorate till the completion of tender period.
- xv. In case shrinkage takes place or color is faded within one year, the uniform will have to be replaced with new one without any additional charges.
- xvi. Strong thread is required to be used in stitching of uniforms. In case thread comes off within one year, re-stitching will have to be done without any additional charges.
- xvii. Successful bidder will bound to send his tailor for measurement at every field formation of Directorate of Post Clearance & Internal Audit (Central), Lahore and provide the services in case of any alteration without additional charges.
- xviii. Stitched uniform will be provided in suit cover with the name and designation of officer / official.
- xix. All Government taxes will be deducted as per applicable law and rules.

Note: A refundable pay order of Rs. 210,000/- (as earnest money) shall be deposited in advance in favor of the Director, Directorate of Post Clearance & Internal Audit (Central), Lahore. The details and quantities of uniforms required for officers and officials of various ranks and scales may be obtained from the Directorate of Post Clearance & Internal Audit (Central), Lahore. The successful bidder shall be responsible for supplying all tendered uniform items strictly in accordance with the specifications, quantities, and timelines stipulated by the Directorate.

  
(Sidra Naz)  
DEPUTY DIRECTOR (HQ)

## 14. SAMPLE COVER LETTER FOR SUBMISSION OF TENDER TECHNICAL/FINANCIAL PROPOSAL

[ON Firm's letterhead]

[Date]

To

The Deputy Director,  
Directorate of Post Clearance & Internal Audit (Central),  
Lahore

Subject: **TECHNICAL/FINANCIAL PROPOSAL IN RESPECT OF TENDER FOR SUPPLY  
OF UNIFORM AND PROTECTIVE CLOTHING.**

Dear Sir,

We offer to provide the supply of uniform and protective clothing in accordance with your Tender proposal dated [insert date of tender advertised]. We hereby submit our technical/financial proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modification resulting from contract negotiations. We undertake that will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you received.

Thank you.

Yours sincerely,

Signature

Name and title of the signatory:

## 15. SAMPLE AFFIDAVIT FOR NON-BLACKLIST

[on legal stamp paper of Rs. 50 duly verified by the Notary Public]

1. It is stated that M/s. *[name of company/firm/contractor/supplier]* is participating in tender for supply of uniform and protective clothing to the Directorate of Post Clearance & Internal Audit (Central), Lahore for the financial year 2025-2026 effecting from the date of issuance of work order/contract agreement.
  
2. M/s *[name of company/firm/contractor/supplier]* hereby certifies that it is not under a declaration of ineligibility/blacklist by any Government (Federal & Provincial), a local body or any public sector organization. Furthermore, M/s. *[name of company/firm/contractor/supplier]* is not involved in any litigation with any party whatsoever

Signature (head/owner) \_\_\_\_\_

Name \_\_\_\_\_

CNIC No. \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email Address \_\_\_\_\_

Stamp of the firm.

## 16. SAMPLE CONTRACT FORM

THIS CONTRACT is made at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 2025, between the President of the Islamic Republic of Pakistan through the Collector of Customs, Airports, Lahore, Government of Pakistan (hereinafter referred to as the "Procuring entity") of the First Part; and M/s (firm name) a firm registered under the laws of Pakistan and having its registered office at (Address of the firm) (hereinafter called the "Tenderer/Firm/Company") of the Second Part (hereinafter referred to individually as "Party" and collectively as the "Parties").

WHEREAS the Procuring Entity invited bids for supply of office uniform and protective clothing, in pursuance whereof M/s (firm name) being the Manufacturer / Authorized Supplier / Firm / Contractor in Pakistan and ancillary services offered to supply of office uniform and protective clothing; and

Whereas the procuring Entity has accepted the bid by the firm/company/contractors/supplier for supply of office uniform and protective clothing for the period of \_\_\_\_\_ years commencing from \_\_\_\_\_.

### NOW THIS CONTRACT WTNERSETH AS FOLLOWS:

- 1) In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to "Contract":
- 2) The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz: -
  - a. Bidding document for purchase of office uniform and protective clothing.
  - b. The Price Schedule submitted by the Bidder/Tenderer
  - c. The Schedule of Requirements/Specification;
  - d. The General/Special Conditions of Contract;
  - e. The firm/company/contractor/supplier's Notification of Award of Contract; and
  - f. The Supply/Purchase Order
- 3) In consideration of the payments to be made by the Procuring Entity to the Tenderer/Firm/Company/Contractor/Supplier as hereinafter mentioned, the Tenderer/Firm/Company/Contractor/Supplier hereby covenants with the Procuring Entity to supply of office uniform and protective clothing therein in conformity in all respects with the provisions of this Contract.
- 4) The Purchase/Procuring Entity hereby covenants to pay the Tenderer/Firm/Company/Contractor/Supplier in consideration of the supply of office uniform and protective clothing; the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
- 5) This Contract shall be deemed to have come into force on \_\_\_\_\_ for the financial year 2025-2026 and shall terminate on 30.06.2026 subject to satisfactory performance of firm/company/contractor/supplier [i.e., name of Firm/Company/Contractor/Supplier] however, this contract shall be deemed to be terminated by the Procuring Entity subject to not adherence of any cause of terms & conditions conveyed in the Bidding documents by the firm/company/contractor/supplier.
- 6) The [Tenderer/Firm/Company/Contractor/Supplier] hereby declared that it has not been under a declaration of ineligibility/blacklist from any Government (Federal & Provincial), a local body or any public sector organization.
- 7) [Tenderer/Firm/Company/Contractor/Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available GoP under any law. Contract or other instrument, be voidable at the option of Government of Pakistan (GoP).
- 8) Notwithstanding any rights and remedies exercised by GoP in this regard, [Tenderer/Firm/Company/Contractor/Supplier] agrees to Indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Tenderer/ Firm/Company/Contractor/Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever from the GoP.
- 9) In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. Secretary, Law, Justice and Human Rights or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.
- 10) This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.
- 11) If the firms provide substandard item/services and fail to provide the item/services, the payment of risk purchase/services (which will be purchased/serviced by the GoP) the price difference shall be paid by the Firm/Company/Contractor/Supplier.
- 12) In case of supply of substandard product the destruction cost will be borne by the firm i.e., burning, dumping, incineration.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed at \_\_\_\_\_ (the place) and shall enter into force on the day, month and year first above mentioned.

**Signed/Sealed by the Tenderer/  
Authorized Supplier/Contractor**

Sign: \_\_\_\_\_  
Name: \_\_\_\_\_  
CNIC: \_\_\_\_\_  
Designation \_\_\_\_\_

Witness 1:

Sign: \_\_\_\_\_  
Name: \_\_\_\_\_  
CNIC: \_\_\_\_\_  
Designation \_\_\_\_\_

**Signed/Sealed for the Procuring Entity**

Sign: \_\_\_\_\_  
Name: \_\_\_\_\_  
CNIC: \_\_\_\_\_  
Designation \_\_\_\_\_

Witness 2:

Sign: \_\_\_\_\_  
Name: \_\_\_\_\_  
CNIC: \_\_\_\_\_  
Designation \_\_\_\_\_

## Organizational Information

Sr. No	Required Information	Response	
1.	Legal Name of Firm/Company/Contractor/Supplier		
2.	Year of Registration / Establishment of the Organization		
3.	National Tax Number (NTN)		
4.	General Sales Tax (GST) Number		
5.	Dealership Certificate		
6.	What is the legal status of your organization? [Tick the relevant box (one box only). Attach copy / copies of Registration Certificate(s)]	Sole Proprietor	
		Public Limited Company	
		Private Limited Company	
		Private Partnership Company	
		Others [Please specify]	
7.	Name and Designation of "Head of Organization"		
	Landline Phone No.		
	Fax No.		
	Mobile No.		
	Email		
	Address of Organization		
8.	Name and Designation of "Contact Person"		
	Landline Phone No.		
	Mobile No.		

(Signature &amp; Seal of Bidder)

## Evaluation Criteria

Sl. No.	Description	Category Marks	Total Marks	Documents Required
<b>1.</b>	<b>Relevant Experience</b>		<b>20</b>	Registration Certificate
1.1	1-3 years experience	5		
1.2	4-7 years experience	10		
1.3	7-10 years experience	15		
1.4	More than 10 years experience	20		
<b>2.</b>	<b>Financial Soundness</b>		<b>20</b>	Bank Statement or on bank letter heard Certificate
2.1	Bank Statement worth upto Rs. 200,000/-	5		
2.2	Bank Statement worth upto Rs. 200,001/- to Rs. 300,000/-	10		
2.3	Bank Statement worth upto Rs. 300,001/- to Rs. 400,000/-	15		
2.4	Bank Statement worth more than Rs. 400,000/-	20		
<b>3</b>	<b>Total Clients with the Firm</b>		<b>20</b>	Copies of supply/purchase orders of List of clients on signed Firm's letter head.
3.1	1-3 clients	5		
3.2	4-7 Clients	10		
3.3	8-10 Clients	15		
3.4	More than 10 clients	20		
<b>4</b>	<b>Company / Firm</b>		<b>20</b>	Detail of nature of firm on signed Firm's letter head.
4.1	Manufacturer / Authorizes Distributor	20		
4.2	Importer / Wholesaler	15		
4.3	Contractor / General Order Supplier	10		
<b>5</b>	<b>Working staff and Machinery</b>		<b>20</b>	List of working staff with name and designation and detail of machinery on Firm's letter head.
5.1	Working Staff of 1-3 (3 Machines)	5		
5.2	Working Staff of 4-6 (6 Machines)	10		
5.3	Working Staff of 7-10 (10 Machines)	15		
5.4	Working Staff more than 10 (10 Machines)	20		
<b>Total Marks</b>			<b>100</b>	

**Note:** Minimum qualification marks are 70. Absence of any required documents will lead to zero marks in that specific area.

(Signature & Seal of Bidder)

**FINANCIAL PROPOSAL FOR UNIFORM AND PROTECTIVE CLOTHING**

Name of Firm: \_\_\_\_\_

Vendor No: \_\_\_\_\_

Complete address with telephone, Mobile & Fax No: \_\_\_\_\_

S. No.	Item Description	Specification of item being Offered by Firm	Unit Price without GST	GST	Total Unit Price with GST
1.	SHIRT Charcoal Grey (as per sample)				
2.	TROUSER Charcoal Grey (as per sample)				
3.	SHIRT Customs Field Uniform (Camouflage) (as per sample)				
4.	TROUSER Customs Field Uniform (Camouflage) (as per sample)				
5.	FOOTWEAR (Shoes-Black color Oxford Pattern) (as per sample)				
6.	SOCKS (Black Cotton Coton) (as per sample)				
7.	Customs INSIGNIA (Chest-Metal) (As per sample)				
8.	BELT (web belt – black color with wider silver metal buckle having embossed Customs Insignia (as per sample)				
9.	BERET CA Black Color with Monogram (as per sample)				
10.	PEAK CAP with Monogram (Camouflage) (as per sample)				
11.	HAT with Monogram Camouflage) (as per sample)				
12.	BATON/STICK (Malacca Cane) (as per sample)				
13.	BATON/STICK (Black Leather Cane) (as per sample)				
14.	NAME PLATE (Plastic) (as per sample)				

S. No.	Item Description	Specification of item being Offered by Firm	Unit Price without GST	GST	Total Unit Price with GST
15.	NAME TAG (embroidered in silver thread) (as per sample)				
16.	KHANDA NUMBER (Metal Shoulder Badge) (as per sample)				
17.	PAK FLAG (Metal) (as per sample)				
18.	CUSTOMS BADGE (Embroidered Patch) (As per sample)				
19.	PAK FLAG (Cloth) (as per sample)				
20.	INNER SHIRT (Printed) (as per sample)				
21.	SHOES Black Color, long double-molded sole (DMS) (as per sample)				
22.	JERSEY (Charcoal Grey, V-Neck) (as per sample)				
23.	SERVICE BADGE (Experience Wise) (as per sample)				
24.	WINTER JACKET (Black and water proof) (as per sample)				
25.	Uniform – Ceremonial				
26.	P – Cap (Ceremonial)				
27.	Beret Cap (Ceremonial)				
28.	Silves Dori (Ceremonial)				
29.	Star and Badges (Ceremonial)				

**Note:**

*Bidders must quote rates for all uniform articles of superior quality. The uniforms must fully comply with the specifications, designs, colors, materials, and patterns prescribed in the new Customs CGO for officers and officials (BS-01 to BS-20). No deviation from the approved CGO specifications will be acceptable. Rates must be quoted separately for each article for officers and officials (BS-01 to BS-20). Detailed specifications and samples can be obtained from the Directorate of Post Clearance & Internal Audit (Central), Lahore, if required.*

(Signature & Seal of Bidder)