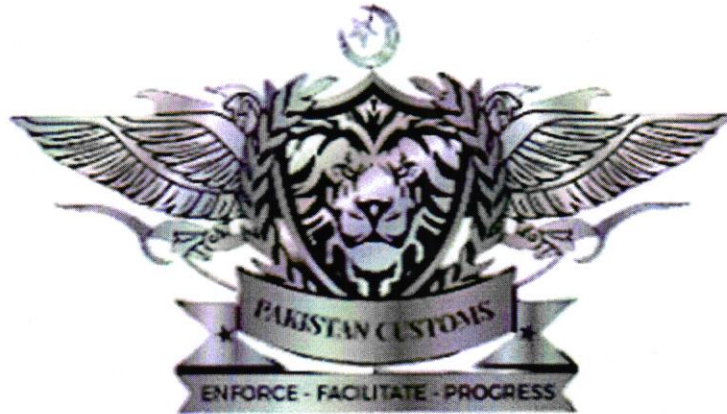




GOVERNMENT OF PAKISTAN  
DIRECTORATE OF POST CLEARANCE AUDIT (NORTH)  
3<sup>rd</sup> FLOOR, CUSTOM HOUSE,  
MAUVE AREA, G-9/1,  
ISLAMABAD



## **BIDDING DOCUMENTS**



**PROCUREMENT OF  
TONERS / COMPUTER STATIONERY,  
STATIONERY ITEMS,  
OTHER / MISCELLANEOUS ITEMS,  
COST OF OTHER STORES,  
AND  
UNIFORMS & PROTECTIVE CLOTHING.**

**FY 2025-2026**



GOVERNMENT OF PAKISTAN  
DIRECTORATE OF POST CLEARANCE AUDIT (NORTH)  
3<sup>rd</sup> FLOOR, CUSTOM HOUSE,  
MAUVE AREA, G-9/1,  
ISLAMABAD



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**INSTRUCTIONS TO BIDDERS**

This Tender document shall be used for submission of competitive bidding for the purchase of various items for PCA (North), Islamabad. Interested bidders (firms/suppliers/contractors) may download the tender document from PPRA's websites. The qualified bidders with the having must have an advantageous bid in term of price and quality and subject to approval of samples will be awarded purchase contract. The detailed evaluation criteria have been prepared and attached with these instructions.

2. **DATE, TIME & ADDRESS FOR SUBMITTING BIDS**

Name of Procuring Agency	Directorate of Post Clearance Audit (North), Islamabad.
Last date for response submission:	<b>28.05.2026</b> at 12:00 PM
Opening Date & Time:	<b>28.05.2026</b> at 12:30 PM
Contact Person:	Incharge General Branch
Phone:	0315-4095155

3. This document contains the following: -

- Terms and conditions for each tender.
- Detail of the items' quantity and specifications.

(a) **TERMS & CONDITIONS FOR TENDER SUBMISSION.**

- Tender should be filled in carefully (**preferably typed**). No correction/alteration is allowed. Each page must be signed and stamped. Incomplete forms will not be accepted.
- Single Stage-One Envelope Bidding Procedure specified in the Public Procurement Rules,2004 shall be followed for receiving and processing the bids. Bid Security not less than **5% of quoted price** as mentioned in Tender Documents in the shape of **Pay Order/Bank Draft** is required in the name of "**DDO Directorate of PCA (North), Islamabad**". Neither personal Cheque nor the bids received without earnest money will be accepted.
- Bid validity period till **30-06-2026** must be clearly mentioned in the bid.

Bidder's Signature: \_\_\_\_\_

Official Stamp/Seal: \_\_\_\_\_

- iv) In case, the tender is accepted by the competent authority, the earnest money will be retained till completion of the agreement period.
- v) For each item the **manufacturer/company name/brand name** must be quoted. Firms should offer rates for at least **50%** of the items mentioned in each tender.
- vi) The rates offered should include GST/Government taxes.
- vii) The past relevant experience of the bidder will be an added advantage, as indicated in the evaluation criteria.
- viii) **NTN, GST Registration Number and Vendor Number and bank account number must be indicated by each bidder.**
- ix) The bidder will have to submit an affidavit on stamp paper of **Rs.20/-** that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization.
- x) **If any item is found substandard, defective and not meeting the prescribed specifications, the same will not be accepted in any circumstances.**
- xi) **Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.**
- xii) Bidders are requested to quote the good quality and final price.
- xiii) The contract will be awarded to the most advantageous bidder in terms of price and quality **after approval/successful inspection of samples by the Purchase/Tender Committee**, whose decision will be treated as **final**.
- xiv) The procuring Agency may reject all the bids or proposals at any time prior to the acceptance of a bid or proposal under rule 33 of the Rules bid.
- xv) The interested firms/suppliers/contractors suppliers must give full address of their Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xvi) Income Tax/any other tax, if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government.
- xvii) The Successful firms/suppliers/contractors shall have to complete the supply within **07 days of receipt of the Supply/work Order.**
- xviii) Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and the supply order will be awarded the next most advantageous bid.
- xix) **Following documents must be attached with respect to each tender: -**
- a. Copy of GST & NTN Certificate
  - b. Vendor No. Issued by AGPR
  - c. Bank Account details
  - d. Affidavit on Stamp Paper Rs.20/- that firm is not blacklisted.

Bidder's Signature: \_\_\_\_\_

Official Stamp/Seal: \_\_\_\_\_



GOVERNMENT OF PAKISTAN  
DIRECTORATE OF POST CLEARANCE AUDIT (NORTH)  
3<sup>rd</sup> FLOOR, CUSTOM HOUSE,  
MAUVE AREA, G-9/1,  
ISLAMABAD  
\*\*\*



TENDER NO. 01/2025-26

**TONERS/COMPUTER STATIONERY ITEMS**

- Note:** 1) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.
- 2) Attach copies of **documents** as listed **Para 3(a)(xix)** of Terms & Conditions.

Sr.	Name of Items & Specifications	Qty	Per Qty Rate (Rs.) Including GST	Total Qty Amount (Rs.) Including GST
		(A)	(B)	(A x B)
1.	Toner HP 05A (2055-2035N)	10 Nos		
2.	Toner HP 12A (1020)	10 Nos		
3.	Toner HP 305A (M 300-351 A)	10 Nos		
4.	Toner HP 35A (1005)	10 Nos		
5.	Toner HP 17A (102)	10 Nos		
6.	Toner HP 107A (137fnw)	10 Nos		
7.	Toner HP 53A (P2015)	10 Nos		
8.	Toner HP 80A (M400-401)	10 Nos		
9.	Toner HP 83A (M127FN)	10 Nos		
10.	Toner HP 85A (1102)	10 Nos		
11.	Toner HP 151A (4003dw)	10 Nos		
12.	Toner Canon NPG-51 (2520/2525)	05 Nos		
13.	Toner Gestetner MP 2501SP	05 Nos		
14.	Toner Gestetner M 3055P	05 Nos		
15.	Toner Konica Minolta bizhub 450i	05 Nos		

Date: \_\_\_\_\_

Name of Bidder/Firm/Supplier \_\_\_\_\_

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



**GOVERNMENT OF PAKISTAN**  
**DIRECTORATE OF POST CLEARANCE AUDIT (NORTH)**  
**3<sup>rd</sup> FLOOR, CUSTOM HOUSE,**  
**MAUVE AREA, G-9/1,**  
**ISLAMABAD**



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**TENDER NO. 02/2025-26**

**STATIONERY ITEMS**

- Note:** 1) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.
- 2) Attach copies of **documents** as listed **Para 3(a)(xix)** of Terms & Conditions.

Sr.	Name of Items & Specifications	Qty	Per Qty Rate (Rs.) Including GST	Total Qty Amount (Rs.) Including GST
		(A)	(B)	(A x B)
1.	Ball point piano	10 Pkt		
2.	Ball point dollar clipper	10 Pkt		
3.	Calculator (Citizen) 14 digits or equivalent	12 Nos		
4.	Dak Pad rexine	05 Nos		
5.	Diary register No.6	10 Nos		
6.	Draft pad Full size	24 Nos		
7.	Draft pad Small	24 Nos		
8.	Envelopes Brown with cloth 10x12	500 Nos		
9.	Envelopes Brown 9x4	1000 Nos		
10.	Envelopes Brown 9x6	1000 Nos		
11.	Envelopes white 8x10	1000 Nos		
12.	File Board (Big)	100 Nos		
13.	File flapper	100 Nos		
14.	File tray plastic	12 Nos		
15.	Transparent L-type file folder	12 Nos		
16.	Green folder large	12 Nos		
17.	Gum Stick Medium 21gm	04 Box		
18.	Gum stick Small 8gm	04 Box		
19.	High Lighter Multi Color mercury	05 Pkt		
20.	Ink Bottle Medium, (blue/black)	02 Pkt		
21.	Lead pencil Goldfish or equivalent	10 Pkt		

Sr.	Name of Items & Specifications	Qty	Per Qty Rate (Rs.) Including GST	Total Qty Amount (Rs.) Including GST
		(A)	(B)	(A x B)
22	Lead pencil Dux with rubber	10 Pkt		
23	Log book # 3	12 Nos		
24	Marker Permanent # 70/90 (blue/black)	05 Pkt		
25	Marker white board	05 Pkt		
26	Marker Dollar (blue / black)	06 Pkt		
27	Movement register #4	12 Nos		
28	Note sheet pad A/4	50 Nos		
29	Notice board pins	05 Pkt		
30	PVC yellow packing tape	12 Nos		
31	Binding tape blue 2" inch	12 Nos		
32	Deer brand Scotch tape 1" inch	12 Nos		
33	Deer brand Scotch tape 2" inch	12 Nos		
34	Paper clip 26mm	05 Pkt		
35	Paper Cutter	12 Nos		
36	Paper double-A 80gms A/4	50 Nos		
37	Paper double-A, Legal	50 Nos		
38	Paper HP-70gms A/4	50 Nos		
39	Paper One- 80gms A/4	50 Nos		
40	Paper photo copy A/4	50 Nos		
41	Paper pin	05 Pkt		
42	Pencil jar	12 Nos		
43	Peon Dak Book	12 Nos		
44	Post it pads/sticky notes multi colour	12 Pkt		
45	Punch machine Double hole KW#988	12 Nos		
46	Punch single hole heavy duty	12 Nos		
47	Red paper seal	05 Nos		
48	Register ruled # 20 70gm	10 Nos		
49	Register ruled #10 70gm	10 Nos		
50	Rubber pelikan AL#30 or equivalent	05 Pkt		
51	Scale steel Large 12"	12 Nos		
52	Scissor 6"	12 Nos		
53	Sharpener machine KW No. 307 A	12 Nos		

Sr.	Name of Items & Specifications	Qty	Per Qty Rate (Rs.) Including GST	Total Qty Amount (Rs.) Including GST
		(A)	(B)	(A x B)
54	Stamp pad	12 Nos		
55	Stamp pad ink (blue / black)	12 Nos		
56	Staple pin Dollar 24/6 or equivalent	06 Pkt		
57	Stapler machine KW-Trio #5820 or equivalent	06 Nos		
58	Stapler Pin H/D	06 Pkt		
59	Stapler pin remover	12 Nos		
60	Table set Rexine kaligon No.8 or equivalent	06 Nos		
61	Tag Cotton 10"	01 Pkt		
62	Tag Cotton 6"	01 Pkt		
63	Uni ball signo or equivalent	10 Pkt		
64	Uniball eye micro or equivalent	10 Pkt		
65	White Fluid pen	10 Pkt		
66	Flash drive 4 GB (Kingston) or equivalent	12 Nos		
67	Flash drive 16 GB (Kingston) or equivalent	12 Nos		
68	Flash drive 8 GB (Kingston) or equivalent	12 Nos		
<b>Total amount including GST (Rs.)</b>				

Date: \_\_\_\_\_

Name of Bidder/Firm/Supplier \_\_\_\_\_

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

Official stamp/Seal: \_\_\_\_\_



GOVERNMENT OF PAKISTAN  
DIRECTORATE OF POST CLEARANCE AUDIT (NORTH)  
3<sup>rd</sup> FLOOR, CUSTOM HOUSE,  
MAUVE AREA, G-9/1,  
ISLAMABAD



\*\*\*

TENDER NO. 03/2025-26

**OTHER/MISCELLANEOUS ITEMS**

- Note:** 1) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.
- 2) Attach copies of **documents** as listed **Para 3(a)(xix)** of Terms & Conditions.

Sr. #	Name of Items & Specifications	Qty	Per Qty Rate (Rs.) Including GST	Total Qty Amount (Rs.) Including GST
		(A)	(B)	(A x B)
1.	Acid Bottle	60 Nos		
2.	Air freshener cobra or equivalent	60 Nos		
3.	Bath room Freshener	12 Nos		
4.	Phool jharu broom	12 Nos		
5.	Wireless doorbell	12 Nos		
6.	Plastic buckets	12 Nos		
7.	Cell Toshiba medium or equivalent	12 Pkt		
8.	Cell Toshiba small or equivalent	12 Pkt		
9.	Dettol Multi surface Cleaner 1L	24 Nos		
10.	Plastic dustbin	12 Nos		
11.	Foot-operated dustbin	12 Nos		
12.	Duster cotton	100 Nos		
13.	Flannel yellow duster	100 Nos		
14.	Dawlance Electric kettle plastic body or equivalent	06 Nos		
15.	Jute door mat	12 Nos		
16.	Glass 300ml or equivalent	24 Nos		
17.	Glint spray 250ML or equivalent	24 Nos		
18.	Protex Hand Wash family Liquid 250ml	24 Nos		
19.	Harpic toilet cleaner 500ml	24 Nos		
20.	Mortein Flying Insect Killer Spray 230ml	12 Nos		
21.	Lota Plastic	12 Nos		
22.	Wilsons Cotton Flat Mop & Handle 80cm Blue Colour (Dry mop set)	12 Nos		

Sr. #	Name of Items & Specifications	Qty	Per Qty Rate (Rs.) Including GST	Total Qty Amount (Rs.) Including GST
		(A)	(B)	(A x B)
23	Dry mop set refill	06 Nos		
24	Finis Phenyle 2.9L	24 Nos		
25	Plastic Scraper	06 Nos		
26	Soap LUX or equivalent	24 Nos		
27	Surf excels small or equivalent	24 Nos		
28	Table spoon	24 Nos		
29	Tea cup along with saucer set (Six)	06 Nos		
30	Tea cup mate	12 Nos		
31	Tea spoon	12 Nos		
32	Tissue paper Rose Petal luxury	06 Cutton		
33	Toilet brush	06 Nos		
34	Toilet roll Rose Petal	06 Cutton		
35	Towel Medium size	12 Nos		
36	Vim powder 500g or equivalent	60 Nos		
37	Wiper	12 Nos		
38	Dettol Antiseptic liquid 1L	12 Nos		
39	Rose petal pop-up	06 Cutton		
40	Hi-jeen Tissues	04 Cutton		
41	Lemon Max liquid 457ml	12 Nos		
<b>Total amount including GST (Rs.)</b>				

Date: \_\_\_\_\_

Name of Bidder/Firm/Supplier \_\_\_\_\_

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

Official stamp/Seal: \_\_\_\_\_



GOVERNMENT OF PAKISTAN  
DIRECTORATE OF POST CLEARANCE AUDIT (NORTH)  
3<sup>rd</sup> FLOOR, CUSTOM HOUSE,  
MAUVE AREA, G-9/1,  
ISLAMABAD



\*\*\*

TENDER NO. 04/2025-26

**COST OF OTHER STORES**

- Note:** 1) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.
- 2) Attach copies of **documents** as listed **Para 3(a)(xix)** of Terms & Conditions.

Sr.	Name of Items & Specifications	Qty	Per Qty Rate (Rs.) Including GST	Total Qty Amount (Rs.) Including GST
		(A)	(B)	(A x B)
1.	Fire Extinguishers	06 Nos		
2.	Table Flag (With stand for Pakistan/FBR/Customs flags) complete set	01 Nos		
3.	LED Penal Light 48W 2x2 Philips or equivalent	06 Nos		
4.	Electric Racket Insect killer	06 Nos		
5.	Calander machine Stamp	01 Nos		
6.	Self-Rubber Stamp Machine	06 Nos		
7.	Rubber Stamp simple/Handle	06 Nos		
8.	Waste paper Basket with paddle	06 Nos		
9.	Lock for office table along with three keys	12 Nos		
10.	Aluminum Door Lock	06 Nos		
11.	Wooden Lock	06 Nos		
12.	Round LED Penal Light 18W Philips or equivalent	06 Nos		
13.	Electric Mosquito Insect killer Machine	01 Nos		
14.	Name Plate Plastic with logo	01 Nos		
15.	Honor Board (Glass)	01 Nos		
16.	Honor board (Wooden)	01 Nos		
17.	Paper Waste basket	12 Nos		
18.	Soap Case (Plastic)	06 Nos		
19.	Soap Case (Steel)	06 Nos		
20.	Soap Dispenser	12 Nos		
21.	Back Care Cushion Molty or equivalent	06 Nos		
22.	Table Glass 8mm	Per Sq.f Rate		

Sr.	Name of Items & Specifications	Qty	Per Qty Rate (Rs.) Including GST	Total Qty Amount (Rs.) Including GST
		(A)	(B)	(A x B)
23	Blinds	Per Sq.f Rate		
24	Internet Cable Roll (Cat.6)	01 Roll		
25	Telephone Extensions	06 Nos		
26	Wall Clock Champion or equivalent	06 Nos		
27	Water Bottles Nestle (500ml)	12 Nos		
28	Water Bottle Nestle (19L)	06 Nos		
29	Extension Lead with long wire Futina or equivalent	12 Nos		
30	Multi Socket Light Plug	12 Nos		
31	Power Light Plug	12 Nos		
32	Multi Socket plug Adaptor with light	12 Nos		
33	Microfiber Towel Car Cleaning	12 Nos		
34	Telephone & Intercom Cable Roll 2 pair	01 Roll		
35	Wall Exhaust Fan 1x1 Royal or equivalent	06 Nos		
36	Window Exhaust Fan 8" Royal or equivalent	06 Nos		
37	Hydraulic Door Closer	12 Nos		
38	Tissue Paper Dispenser	06 Nos		
39	Toilet Paper Holder	06 Nos		
40	Bath Set	06 Nos		
41	Hand Dryer machine	01 Nos		
42	Bath Mirror	06 Nos		
43	Air Freshener Dispenser	06 Nos		
44	Air Freshener for Dispenser	06 Nos		
45	Energy Saver 25 Watt	12 Nos		
46	Car Polish Cosmic or equivalent	12 Nos		
47	Dash Board Polish Kiwi Revive or equivalent	12 Nos		
48	Tool Kit	1 Nos		
49	2 Pen Show	24 Nos		
50	3 Pen Show	24 Nos		
51	Breaker 16Amp	06 Nos		
52	Breaker 32Amp	06 Nos		
53	Tube Light Road 2 feet	12 Nos		
54	Tube Light Starter	12 Nos		

Sr.	Name of Items & Specifications	Qty	Per Qty Rate (Rs.) Including GST	Total Qty Amount (Rs.) Including GST
		(A)	(B)	(A x B)
55	Tube light Choke	12 Nos		
56	Cable 3/29 Roll Copper	1 Roll		
57	Spider web brush with stainless steel pool	12 Nos		
58	Disposable plastic Gloves	5 Box		
59	Tri-Circle Iron Pad Lock 38mm	5 Box		
60	Glassware Water Set 7pcs	1 Set		
61	Wireless Keyboard Mouse Set (Logitech or equivalent)	10 Nos		
62	Wireless Mouse (Logitech or equivalent)	10 Nos		
63	Wireless Keyboard (Logitech or equivalent)	10 Nos		
64	Mouse Pad (G240-Logitech or equivalent)	10 Nos		
65	USB Expansion Port	10 Nos		
66	External Hard Drive 1TB (Seagate or equivalent)	05 Nos		
67	External Hard Drive 2TB (Seagate or equivalent)	05 Nos		
68	External Hard Drive 5TB (Seagate or equivalent)	05 Nos		
69	HDMI Cable	10 Nos		
70	Power Cable	10 Nos		
71	Printer Cable	10 Nos		
72	5-Port Gigabit Desktop Switch (TP-Link LS1005G or equivalent)	10 Nos		
<b>Total amount including GST (Rs.)</b>				

Date: \_\_\_\_\_

Name of Bidder/Firm/Supplier \_\_\_\_\_

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

Official stamp/Seal: \_\_\_\_\_



GOVERNMENT OF PAKISTAN  
DIRECTORATE OF POST CLEARANCE AUDIT (NORTH)  
3<sup>rd</sup> FLOOR, CUSTOM HOUSE,  
MAUVE AREA, G-9/1,  
ISLAMABAD



\*\*\*

TENDER NO. 05/2025-26

**UNIFORMS AND PROTECTIVE CLOTHING**

**Note:** 1) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.

2) Attach copies of **documents** as listed **Para 3(a)(xix)** of Terms & Conditions.

Sr.	Name of Uniform Items	Qty	Per Qty Rate (Rs.) Including GST	Total Qty Amount (Rs.) Including GST
		(A)	(B)	(A x B)
1	Unifrom - Ceremonial	05 Nos		
2	P-Cap - Ceremonial	05 Nos		
3	Beret-Cap - Ceremonial	05 Nos		
4	Silver-Dori - Ceremonial	05 Nos		
5	Shirt: (Charcoal Grey) As per Sample	10 Nos		
6	Trouser: (Charcoal Grey) As per Sample	10 Nos		
7	Shirt: Customs Field Uniform (Camouflage) As per Sample	10 Nos		
8	Trouser: Customs Field Uniform (Camouflage) As per Sample	10 Nos		
9	Black Shirt: (S/M/L)	10 Nos		
10	Socks: (Black Colour)	10 Nos		
11	Customs Insignia: (Chest Metal)	10 Nos		
12	Metal Belt: Black Colour Nylon, with Buckle	10 Nos		
13	Beret Cap: Black	10 Nos		
14	P-Cap (Camouflage)	10 Nos		
15	Name Plate	10 Nos		
16	Name Tag: Name tag embroidered in silver thread	10 Nos		
17	Metal Shoulder Badge – CUSTOMS	10 Nos		
18	Pak Flag – Metal	10 Nos		
19	Customs Badge – Emb. Patch As per Sample	10 Nos		
20	Shoulder Formation Badge: (D)	10 Nos		
21	Pak Flag – Cloth	10 Nos		
22	Hat (Camouflage)	10 Nos		

Sr.	Name of Uniform Items	Qty	Per Qty Rate (Rs.) Including GST	Total Qty Amount (Rs.) Including GST
		(A)	(B)	(A x B)
23	<b>Service Badge:</b> Year Wise	10 Nos		
24	<b>Inner Shirt Printed</b> - As per Sample	10 Nos		
25	<b>Shoes:</b> Black Colour, long Double – Molded Sole (DMS) or Army Shoes - As per Sample	10 Pair		
26	<b>Jersey:</b> Charcoal Grey V- Neck Jersey- As per Sample	10 Nos		
27	<b>Winter Jacket:</b> As per Sample	10 Nos		
<b>Total amount including GST (Rs.)</b>				

Date: \_\_\_\_\_

Name of Bidder/Firm/Supplier \_\_\_\_\_

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

Official stamp/Seal: \_\_\_\_\_