



GOVERNMENT OF PAKISTAN
COLLECTORATE OF CUSTOMS (ENFORCEMENT)
HYDERABAD



A-49, SITE Area, Hyderabad Ph:022-9250072 Fax:022-9250073

BIDDING DOCUMENT

FOR

**PROCUREMENT OF UNIFORMS FOR CUSTOM OFFICERS AND SEPOYS ALONG WITH
SHOES, BADGES AND EPAULETTES WITH RESPECTIVE RANKS DURING THE
FINANCIAL YEAR(S) 2026-2027 & 2027-2028**

INVITATION TO E-BIDS THROUGH E-PADS

The Collectorate of Customs Enforcement, Hyderabad intends to invite E-bids "For the Procurement of Uniforms of Customs Officers and Sepoys along with Shoes, Badges and epaulettes with respective ranks" during financial years 2026-27 & 2027-2028 through the E-Pak Acquisition and Disposal System (E-PADS) under Single Stage One Envelope (SSOE) bidding procedure from the firms/vendors who fulfill the eligibility criteria outlined in the bidding document.

2. E-bidding document containing detailed terms and conditions, specifications, and other requirements shall be uploaded on E-PADS at <https://eprocure.gov.pk>. PPRA's and FBR's official websites.

3. E-bids, prepared in accordance with the instructions outlined in the bidding document along with the bid security instrument and required documents, interested bidders may download the documents with key details:

Bid Submission Deadline:

24 , September, 2026, 02:00 PM

Bid Opening:

24 ,September, 2026, 03:00 PM

Bid Security:

Pay order/bank draft in the name of Collectorate of Customs Enforcement, Hyderabad equivalent to Pak Rs.300,000/- as a call deposit.

Performance Guarantee:

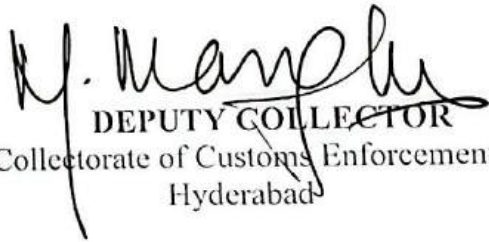
Rs. 400,000/- (after award), Bank Guarantee/
Pay order/bank draft in the name of Collectorate

Submission Method:

of Customs Enforcement.

Must be submitted via E-PADS. Manual financial bids shall not be accepted.

4. Scanned copies of all required documents mentioned in the eligibility criteria of bidding document must be uploaded through E-PADS when submitting the e-bid electronically through file uploading method (Single Stage One Envelope Procedure) and one original hard copy of documents along with original bid security must be submitted to the office of the Collector, Collectorate of Customs Enforcement, Hyderabad, A-49 site area Collectorate of Customs Enforcement, Hyderabad, before the e-bid closing time.
5. Bids shall be evaluated by the Procurement Committee and incomplete bids are marked non-responsive. While the Collectorate reserves the right to accept or reject bids or proposals at any time prior to acceptance, as provided under Rule 33 of the Public Procurement Rules, 2004 as amended from time to time.


DEPUTY COLLECTOR
Collectorate of Customs Enforcement
Hyderabad

INSTRUCTIONS TO THE BIDDERS

[SUBJECT: BIDDING DOCUMENTS / INSTRUCTIONS TO THE BIDDERS IN RESPECT OF ANNUAL TENDER NOTICE FOR "PROCUREMENT OF UNIFORMS FOR CUSTOM OFFICERS AND OFFICIALS ALONG WITH SHOES, BADGES AND EPAULETTES WITH RESPECTIVE RANKS DURING THE FINANCIAL YEAR 2026-2027 & 2027-2028

1. Introduction:

Collectorate of Customs Enforcement, Hyderabad intends to invite E- bids from the vendors/firms for supply of complete stitched uniforms along with shoes, badges and epaulettes with respective ranks till 30 June 2028 from issuance of purchase order. Such bid may be offered or submitted through open competitive e-bidding in pursuance of Rule 36(a) of Public Procurement Rules 2004 i.e. Single Stage - One Envelope procedure and in accordance with S.R.O. 296(I)/2023, 27th February, 2023 title "E-Pak-Procurement Regulation 2023":

- **Source of Funding:** Regular budget of Collectorate of Customs Enforcement, Hyderabad for the Financial Years 2026-2027 & 2026-2027
- **Scope of Work:** Supply of complete stitched Uniforms in quality Cloth along with shoes, badges and epaulettes with respective ranks and FBR guidelines for Uniform of Custom Officers and Sepoys as per Custom General Order no. 01 of 2022.

2. Eligibility of Bidders:

- **Registration of the Firm/Supplier:** Name of Firm, year of establishment, ownership, Registration on E-PADS and FBR for income tax and sales tax, ATL, valid NTN number, etc.
- **Firm Profile:** Complete profile of firm including head office/main address with active landline phone number installed in the office, email address, WhatsApp number, bank account details, Financial worth (3 years bank statement) and income tax & GST certificates and with proof of active tax payer status.
- **Experience:** Minimum three years' experience in the business of supply of the uniform or similar items. Bidder shall provide a list of Government/non government clients during last three years along with attested copies of work/supply orders for the FY 2023-24, 2024-25 and 2026-27.
- **Financial Soundness:** Provide attested copies of bank statement of firm/vendor bank account active against the AGPR vendor number having minimum balance amounting to Rs. 10 million.
- **Performance Certificate:** For supply of similar goods/items from at least two Government Departments (attested copies).
- **No Blacklisting Affidavit:** An affidavit on stamp paper issued in the name of firm submitting the affidavit declaring that the firm is not blacklisted by any government department or any other organization at the time of submission of bid for this activity. The same shall be uploaded on E-PADS at the time of submission of bid.

Bid Security: Bid security Pay order/bank equivalent to Pak Rs.300,000/- as a call deposit draft in the name of Collectorate of Customs Enforcement, Hyderabad. Scan copies shall be uploaded on E-PADS at the submission of bid and hard copy of all documents along with original pay order shall be submitted in the office of Collector before closing deadline for submission of bid.

Stamp and Signature of Firm/Bidder: The bidding document downloaded from E-PADS must be completed carefully, in accordance with the instructions provided. It should be duly signed and stamped, and then upload to E-PADS along with all the required documents. Additionally, a hard copy of the same must be submitted to the office of the Collector, Collectorate of Customs Enforcement, Custom House, Hyderabad before the deadline, accompanied by all documents specified in the bidding document. However, please be advised to submit your hard copy of quoted rates directly to the Procurement (Evaluation) Committee at the time of bid opening on E-PADS in order to prevent premature disclosure of your bid.

3. Submission of E-Bid(s):

- i. Submission of E-Bid: Proposals must be submitted through E-PADS at <https://eprocure.gov.pk>
- ii. As per Rule 36(a) of Public Procurement Rules 2004 i.e. Single Stage One Envelope procedure.
- iii. Language of Documents: All documents must be in English.

4. Opening and Evaluation of Bids:

- i. Bids shall be opened through E-PADS by Procurement (Evaluation) Committee of Collectorate of Customs Enforcement, Hyderabad in accordance with E-Pak Procurement Regulation, 2023 at 02:00 pm on closing date provided on the E-PADS as well in the notice for invitation of bids.
- ii. A final evaluation report of e-bids prepared in the light of criteria laid down in the bidding document shall be announced by uploading the activity on E-PADS as per Rule 35 of PPRA Rules, 2004.

5. Clarification on Bidding Document:

To get the clarifications regarding the bidding document, a query may be submitted through E-PADS, in accordance with the E-Pak Procurement Regulations, 2023, within the specified timelines on E-PADS. In this regard, it may be contacted at +923313012804 for assistance during the office hours.

6. Deadline for Submission of Bids:

- i. E-bids must be uploaded on E-PADS on or before 24 September, 2026, 2:00 pm.
- ii. No bid shall be acceptable by hand/postal/mail/fax/telegraph/email.
- iii. After the deadline for submission of e-bids given above, no request for extension of time shall be entertained.

7. Validity of Bids:

Bid of the lowest and most advantageous bidders/firms shall remain valid for 40 days after the bid opening.

8. Bid Price:

- i. Bid price for provision of uniforms shall be quoted on the basis of units of quantity provided with each item provided on the format at Section-21 of this bidding document.
- ii. Bid Price shall be quoted in Pakistani Rupees, inclusive of all applicable taxes during the Financial Years 2026-2027.

iii. The bidder shall be deemed to have obtained all related information as to requirement there to which may affect the bid price.

iv. The bidder shall quote the prices of items according to specifications as provided in the list of items.

v. While tendering the e-bid for items, the present trend/inflation in the rate of goods in the market shall be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained at any stage of period of contract agreement.

9. Bid Security:

The bid security shall be forfeited, if bidder withdraws the bid during the period of bid validity or the bidder fails to enter into contract with Collectorate till the date intimated by the procuring agency i.e. Collectorate of Customs Enforcement, Hyderabad.

10. Amendment in the Bidding Document:

Procuring Agency may, at any time prior to the deadline for submission of bids, modify or amend the bidding documents by issuing a corrigendum for any reason, as provided under Rule 23(3) of the Public Procurement Rules, 2004.

11. Extension in Submission Deadline:

Procuring Agency may, at its discretion, extend the deadline for the submission of bidding documents, as provided under Rule 27 of the Public Procurement Rules, 2004.

12. Rejection of Bid:

As provided under Rule 33(1) of Public Procurement Rules 2004, Collectorate shall reserve the right to reject all bids or proposals at any time prior to acceptance of contract, without thereby incurring any liability to the affected Bidder(s). The procuring agency may upon request, communicate to any bidder the grounds for rejection of Bids, but is not required to justify those grounds.

13. Right to Blacklisting:

The Procuring Agency, at any stage can blacklist a firm/bidder who consistently fails to provide satisfactory service or is found to be indulging in corrupt or fraudulent practices as per Rule-19 of PPR-2004 (as amended). However, the procuring agency shall be provided with an opportunity of hearing and record reasons before such orders.

14. Redressal of Grievances:

As provided under Rule 48 of Public Procurement Rules, 2004.

15. Evaluation Criteria:

Note: The firm must secure at least 70 marks to qualify as per the above criteria.

Term	Details / Basis of Maximum Points Evaluation
Complete firm profile	Comprehensive details of the firm's structure, operations 10

	and capabilities	
Name of firm and year of establishment	5 years establishment - 05 points More than 5 years - 10 points	10
Audit report for the last three years	5 points per year	15
Experience (minimum 3 years)	2 work orders per year	15
Financial soundness (Bank Statement showing minimum Rs. 10 million)	1 point per million	10
Performance certificates from government department (minimum 03)	05 points each	15
No Blacklisting Affidavit (since establishment)	Proof of no blacklisting	05
Sample Quality and compliance with specifications as per CGO 1 of 2022 https://www.fbr.kov.pk/Orders/Customs-General-Orders/131	Quality and compliance with specifications	20
Total		100 points

16. Award of Contract:

Prior to the award of contract, Collectorate shall issue a Bid Evaluation Report giving justification for acceptance or rejection of the bids by uploading the activity on E-PADS. After uploading time of Bid Evaluation Report on E-PADS, a Letter of Intent (LoI) shall be issued to the successful and most advantageous bidder(s) through E-PADS. After the acceptance of LoI, contract agreement shall be signed by Collector on behalf of Collectorate of Customs Enforcement, Hyderabad with the successful and most advantageous bidder(s).

17. Signing of Contract:

- Promptly after acceptance of LoI, lowest and most advantageous bidder(s) shall provide the stamp paper issued on the name of firm for preparation of contract agreement.
- Within 14 days of acceptance of LoI both the Procuring Agency and the successful and most advantageous bidder(s) shall sign a contract agreement.
- If the successful Bidder, after completion of all codal formalities shows inability to sign the contract for any reason whatsoever, then their Bid Security shall be forfeited and the firm shall be blacklisted for a minimum period of six months, in such situation the procuring Agency may award the contract to next lowest evaluated Bidder.

18. Performance Security / Guarantee:

After signing of contract agreement, the successful bidder(s) within 10 days shall submit to the Collectorate a Performance Guarantee equivalent to Rs 400,000/- in the shape of Pay order having validity till 30, June, 2028 from a schedule bank of Pakistan or AA rating insurance company. After the verification of performance guarantee submitted by the successful bidder, the firm(s) bid security instrument shall be released.

19. Completion Schedule:

- i. The bidder shall bear all costs associated with preparation and submission of bids / signing of contract agreement etc.
- ii. Successful bidder shall be bound to work completion after signing of contract agreement with Collectorate.

20. General Terms & Conditions:

- i. The bid shall be submitted through E-PADS in accordance with PPRA Rule besides submission of hard copies in sealed envelope along with original Bid Security and affidavit before closing deadline provided on E-PADS, which will be opened by the Procurement (Evaluation) Committee in the presence of bidders or their representative on the same day at 3:00 pm.
- ii. The bidding documents are available on E-PADS which can be downloaded from <https://eprocure.gov.pk>. All Bidders are bound to quote/ submit bid rate clearly on the prescribed format of E-PADS according to specification mentioned in bidding documents, failing to which their bid will not be evaluated.
- iii. The rate of each item shall remain fixed for the contract duration.
- iv. Successful bidder/firm shall be liable to execute a contract agreement in accordance with the PPRA Rules to complete the work. In case of non-compliance, the security deposit /performance guarantee of the firm shall be forfeited.
- v. The bids must be inclusive of all applicable taxes for the FY 2026-2027 & 2027-28 and be filled carefully. For any mistake, procuring agency will not be responsible, and not allow to the bidder to amend the same at any stage during the currency of contract agreement.
- vi. If it appears that constructor has made knowingly an attempt to use substandard material, the contract shall instantly be cancelled besides forfeiture of security deposit as well as initiation of process to get the firm blacklisted.
- vii. In case of disagreement dispute arises between the procuring agency and successful Bidder(s), the case will be referred to Grievances Redressal Committee which have already been constituted by Collectorate whose names and designations shall be made available to the parties as and when cause of action arises.

21. List of Items and Bid Submission Form of the Bidding Documents:

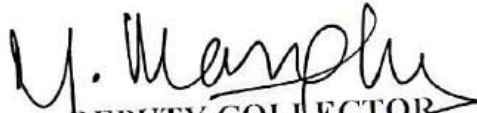
Note: Firms/Bidders are required to quote their rates against each item listed under. Strict scrutiny of all conditions specified in the bidding documents will be conducted. Therefore, in your own interest, ensure that all required formalities are carefully completed prior to uploading the documents on E-

1 ADS. The same documents must be submitted at the time of bid opening without any alteration or modification to avoid disqualification from the bidding process

ANNUAL PROCUREMENT PLAN FOR FY(s) 2026-2027 & 2027-28
QUANTITY OF UNIFORMS

S. No. (A)	Name of Item (B)	Unit of Quantity (C) for FY 2026-27 & 2027-2028	Unit Rate inclusive of all taxes (Rs.) (D)	Total (E) = (C) x (D) (Rs.)
1.	Collector's Uniform (Charcoal+Camouflage+ Ceremonial) along with Shoes, badges, Caps and epaulettes ,etc (Complete Uniforms)	12+12+12=36		
2.	Additional Collector (Charcoal+Camouflage+ Ceremonial) along with Shoes, badges, Caps and epaulettes ,etc (Complete Uniforms)	12+12+12=36		
3.	Deputy/Assistant Collector (Charcoal+Camouflage+ Ceremonial)) along With Shoes, badges, Caps and epaulettes ,etc (Complete Uniforms)	60+60+60=180		
4.	Inspectors/IOs/Appraising officers (Charcoal+ Camouflage) along With Shoes, badges, Caps and epaulettes ,etc (Complete Uniforms)	500+500 = 1000		
5.	Sepoys (Camouflage) along with Shoes, with badges, Caps and epaulettes ,etc (Complete Uniforms)	2000		
6.	Jacket with Camouflage	1000		
7.	Sweaters with Charcoal	400		
Total Amount				

NOTE: If at any stage, items included in the tender found damaged, the firm will be bound to replace it immediately. If it appears that supplier has made knowingly an attempt to supply substandard items, the supply order shall instantly be cancelled besides forfeiture of security deposit as well as initiation of process to get the firm blacklisted. All uniforms will be provided as specified by the CGO no. 01 OF 2022 Microsoft Word - 2022 CGO 0001 Ver00 and will correspond to the respective ranks of all officers in accordance with their badges and epaulettes.


DEPUTY COLLECTOR
Collectorate of Customs Enforcement
Hyderabad