



Security Papers
LIMITED

Jinnah Avenue, Malir Halt, Karachi-75100, Pakistan.
Ph. No. (021) 99248536-7, Fax No. (021) 99248538

TENDER NOTICE

SEALED BIDS ON PRESCRIBED TENDER FORMS ARE INVITED FROM REPUTABLE FIRMS / MANUFACTURERS / AUTHORISED AGENTS / SUPPLIERS REGISTERED FOR INCOME TAX AND SALES TAX (WITH FBR & SRB) FOR SUPPLY OF THE FOLLOWING:

TENDER NO.	DESCRIPTION	TENDER SUBMISSION DATE & TIME	TENDER OPENING DATE & TIME	EARNEST MONEY (REFUNDABLE)
40	<u>SUPPLY OF GLYCERIN (REFINED)</u> (QTY = 20,000 KG.) (AS PER ATTACHED SPECIFICATIONS) (DELIVERIES AS PER OUR REQUIRMENT BASIS)	UPTO 03:00 P.M ON 13-07-2021	03:30 P.M. ON 13-07-2021	Rs. 50,000/-

TENDER FORMS ALONGWITH SPECIFICATIONS/DETAILS AND GENERAL TERMS & CONDITIONS CAN EITHER BE OBTAINED FROM ABOVE MENTIONED ADDRESS FROM 9:00 A.M. TO 12:00 NOON (MONDAY TO FRIDAY) OR CAN ALSO BE DOWNLOADED FROM OUR WEBSITE: WWW.SECURITY-PAPERS.COM

TENDER FORM FEE IS RS.200/- (NON-REFUNDABLE).

IN CASE OF DOWNLOADED TENDER FORM, FEE WILL BE RECEIVED AT THE TIME OF SUBMISSION OF TENDER DOCUMENTS, FAILING WHICH TENDER DOCUMENTS WILL NOT BE ACCEPTED.

BIDDER MUST PRODUCE/SUBMIT COPY OF INCOME TAX AND SALES TAX REGISTRATION CERTIFICATES AT THE TIME OF PURCHASING TENDER DOCUMENTS, WITH REQUEST ON COMPANY'S LETTER HEAD. **SAMPLE(S) ALONGWITH THE BID MUST BE PROVIDED, WHERE APPLICABLE.**

TENDERS WILL BE OPENED ON THE ABOVE-MENTIONED DATE AND TIME IN THE PRESENCE OF BIDDERS / REPRESENTATIVES, WHO MAY WISH TO ATTEND. TENDERS WHICH ARE CONDITIONAL, INCOMPLETE, WITHOUT EARNEST MONEY AND ABOVE-MENTIONED REQUIRED DETAILS; WILL NOT BE CONSIDERED. IN CASE OF HOLIDAY, BIDS WILL BE OPENED ON THE NEXT WORKING DAY.

THE COMPANY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL TENDERS AND / OR TO AMEND ANY OF THE TERMS AND CONDITIONS, WITHOUT ASSIGNING ANY REASON, AS PER RULE.

SR.GENERAL MANAGER (SUPPLY CHAIN)



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40	<u>SUPPLY OF GLYCERIN (REFINED)</u> (QTY = 20,000 KG.) (AS PER SPECIFICATIONS ATTACHED WITH TENDER DOCUMENTS) DELIVERY: AS PER REQUIRMENT.	UPTO 03:00 P.M ON 13-07-2021	03:30 P.M. ON 13-07-2021	Rs.50,000/-

PREAMBLE FOR THE TENDER

1. Tenders are invited for the procurement of items listed in the TENDER FORMS. Items are for the Security Papers Ltd. (SPL) factory located at Jinnah Avenue, Malir Halt, Karachi. Tenders are subject to the Terms and Conditions shown in tender (these form part of the Tender Documents), Tender Forms are available at the reception of SPL main gate, on payment of Rs.200/= (non-refundable).
2. Bidders are required to submit tenders in prescribed form, along with Bank pay Order/ Demand Draft from a Scheduled Bank, for above mentioned respective amount **as Earnest Money** Bank pay Order/ Demand Draft must be in favor of **"SECURITY PAPERS LIMITED"**. Complete documents must be received by above schedule for each tender. The Tenders will be opened immediately thereafter in the presence of persons who submitted tenders and who happen to attend the tender opening.
3. The company may utilize earnest money received from successful bidder as security deposit from the date of its receipt till completion of purchase order when the Earnest Money will be refunded against the application in writing from the suppliers/Contractors.
4. The envelope containing quotation should be properly sealed and a reference Tender No. must be mentioned on the envelope (besides the firm's name etc.) to facilitate identification / sorting. Tenders may be sent via registered post or dropped in the Tender Box, placed at the Main Gate, Security Papers Limited, Jinnah Avenue, Malir Halt, Karachi-75100. Tenders sent by registered post must be enclosed in double cover. The inner cover should be sealed and have the Tender No. and date of Tender opening. The outer cover should only bear the SPL address, and must indicate that a Tender is contained.
5. Prices quoted must be filled in very clearly, providing all the information required in the Tender Form.
6. **Prices to be quoted on CFR in foreign Currency as well as in Pak Rupees.**
7. Bids received after due date & time, or not fulfilling the above conditions, will not be considered.

8. Material / services should conform strictly with specifications described in the Tender Form.
9. SPL reserves the right to exercise discretionary powers to allocate orders on merit and only the lowest bid is not a criterion to award the tender.
10. The Company reserves the right to reject any or all the bid(s), extend date without any prior notice, or, alter the quantities given in the tender.
11. Bids should be valid for 60 days from the date of Tender Opening.
12. The successful bidder(s) shall be responsible to complete the order for respective material / service, failing which the earnest money submitted against respective tender(s) will be forfeited, besides other consequential losses, if any, to be recovered from the bidder(s).
13. The above terms & conditions or any other issued by the company, must be complied by the bidder(s).
14. Successful Bidder(s) will sign contract agreement on duly agreed terms & conditions.
15. Bidder must filled-in and sign with seal the Tender Form and submit the same.
16. The Supplier should provide PPEs (Personal Protection Equipment(s) and ensure safety for their work force during supplies/ services at SPL site.
17. The Supplier will be responsible for liabilities (if any) occurred during execution of job(s) at SPL site.
18. The Supplier should abide by all prevailing government laws at SPL site.
19. **All pages of Tender documents must be stamped and signed by the bidder.**



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Jinnah Avenue, Malir Halt, Karachi-Pakistan.

TENDER No. _____

Description	Desired/Specified	Guideline	Bidder's Offer (To be filled in by Bidder)	Checked by SPL Officer
BID COST	To be quoted	Total Bid Cost	Rs.	
		Sales Tax & SST	Rs.	
		Gross Bid Cost	Rs.	
DELIVERY	EX-SPL	Agreed/Not Agreed		
EARNEST MONEY	Rs. _____/- in the form of Pay Order / Demand Draft.	Mention amount, name of Bank and form i.e. Pay Order/ Demand Draft		
VALIDITY OF OFFER	60-Days from the date of tender opening	Agreed / Not Agreed		
WORK SCHEDULE	As per requirement / schedule.	Agreed / Not Agreed		
PAYMENT TERMS	1. FOR CFR – L/C at sight 2. FOR PKR – Payment shall be made after delivery of consignment and upon satisfactory material inspection report (Within 30-Days of delivery)	Agreed / Not Agreed		
LIQUIDATED DAMAGES	As per Clause 10 of the Purchase Contract. (Attached)	Agreed / Not Agreed		
INCOME TAX	Income Tax will be deducted at the prevailing rate of the agreed price (in case of supplies) and at the prevailing rate (in case of services) from the bill, which is subject to change as per Govt. rules. Companies holding Tax exemption certificate will be required to submit a copy of this certificate along with the bill / invoice.	Agreed / Not Agreed		
SALES TAX	Only bids of the firms registered with Sales Tax Department will be entertained.	Copy of Sales Tax registration attached / Not attached		
PACKING	The Supplier shall be required to pack the Items as per requirements of the Buyer.	Agreed / Not Agreed		
STAMP DUTY / CONTRACT ON N.J. STAMP PAPER	-	Agreed / Not Agreed		
COMPANY NAME/ ADDRESS				
COMPANY PHONE NO.				
COMPANY FAX NO.				

Note: Please attach separate sheet if required.



Security Papers
LIMITED

Jinnah Avenue, Malir Halt, Karachi-Pakistan.

TENDER FORM

From: M/s. _____

To: The General Manager (Supply Chain)
Security Papers Limited, Jinnah Avenue, Malir Halt, Karachi.

Rs. 200/-
(Non-Refundable)

Dear Sir,

With reference to your TENDER No. _____ dated _____ having the opening date _____, we hereby offer to supply the following Items at the prices quoted against respective item(s) in accordance with specification and terms and conditions enclosed therewith. A Pay Order/Demand Draft of a scheduled bank of Rs. _____ on account of Earnest Money is enclosed herewith. (The company may utilize earnest money received from successful tenderer as security deposit from the date of its receipt till completion of purchase order when the earnest money will be refunded against the application in writing from the supplier).

Sr. No.	Description of Items	Unit	Quantity	Price per unit (Currency)	TOTAL PRICE	
					In Figure	In Words
		I. Total Bid Cost				
		II. Sales Tax @ % of above				
		Gross Bid Amount [(I)+(II)] (in figure)				
		Gross Bid Amount (in words):				

Yours faithfully,

Signature _____

Name _____

Designation _____

Company Seal _____

Date _____

(TO BE EXECUTED ON N.J. STAMP PAPER VALUING 0.25% OF PURCHASE ORDER)
PURCHASE CONTRACT (LOCAL SUPPLY)
(Terms and Conditions)

This Agreement is made on..... between Messrs.
..... hereinafter referred to as SUPPLIER and Security
Papers Limited, Karachi, Pakistan hereinafter referred as BUYER on the following terms
and conditions:

1. COMMODITY : _____
2. SPECIFICATIONS : As given along with the Tender form(s).
3. COUNTRY OF ORIGIN : _____
4. QUANTITY : _____
5. UNIT PRICE : _____
6. TOTAL PRICE : _____
7. PACKING : _____
8. TERMS OF PURCHASE : Delivery at SPL site, Jinnah Avenue
Malir Halt, Karachi.

9. **DELIVERY**

The SUPPLIER shall deliver according to the schedule stated in the Purchase Order.

10. **LIQUIDATED DAMAGES**

The BUYER reserves the right to impose a penalty at the rate of 2% per month or part of a month, for the value of the stores, which if the SUPPLIER has failed to deliver within the stipulated period.

11. **FORCE MAJEURE**

The SUPPLIER shall not be held responsible for late, or, non-delivery, of the goods, due to strikes and generally recognized force majeure causes. However, in such cases, the SUPPLIER shall deliver to the BUYER a certificate of the cause of non-delivery, issued by Competent Authority. Reasonable extension shall be granted at the option of the BUYER.

12. **INSPECTION**

The BUYER, or his authorized representative, reserve the right to inspect the goods after, or before, the dispatch of such goods.

13. **WARRANTY**

The SUPPLIER or his representative hereby gives a warranty that the supplies to be made according to generally accepted standards. The SUPPLIER or his representative shall protect and indemnify the BUYER against loss, damages and expenses whatsoever that

the BUYER may suffer as a result of failure of the material to conform to product standards. This warranty to remain effective after inspection and payment, for a period of ONE year.

14. CLAIM

If the SUPPLIER fails to deliver the goods within the period stipulated in the contract, or if the goods are short in weight, or if the packing of the goods is not conformity with the contracted specifications, or reference samples, or if the goods otherwise are not in accordance with the Contract specifications, the BUYER shall have the right to claim compensation for breach of the Contract, to terminate the un-executed part of the Contract, purchase from other sources at cost of the SUPPLIER. The SUPPLIER shall settle all claims referred by the BUYER within FIFTEEN DAYS of the receipt of such items and in the event of their failure to do so; shall be liable to pay interest at the prevailing bank rate, for the amount claimed, and arrange inspection through only neutral inspection agency.

15. OTHER CONDITIONS

The SUPPLIER shall not transfer or assign directly to any person, or persons any portion of this Contract without prior written consent of the BUYER. The SUPPLIER shall provide certificate of Origin (if applicable) in case of imported item(s).

16. PAYMENT

Payment shall be made within 30-days from the date of delivery.

17. ARBITRATION

In case of any dispute and/or difference, which may arise in connection with the execution of the Contract, the matter shall be referred for adjudication to arbitrators, one to be nominated by each party. The arbitrators before entering upon the reference, will appoint an umpire by mutual agreement, and if they do not agree, a retired judge of a superior court shall be appointed as the umpire. The arbitration proceedings should be held at Karachi, Pakistan, and governed by Laws of Pakistan.

18. INTEGRITY PACT

Both the SUPPLIER and BUYER undertake to strictly prohibit receipt of gifts, cash, service(s) or compensation of anything of value or to give and receive gifts in the form of commissions, abnormal loans, shares in profit, free travel tickets or hotel and other accommodation, membership in clubs and health facilities, at no charge or at unreasonably low charge, and such other forms of illegal gratification.

19. Each page of tender form shall be signed and stamped by the SUPPLIER.

Signed this on _____ day of _____

Karachi.

SUPPLIER

BUYER

TENDER # 40
Glycerin (Refined)
SPECIFICATIONS

S.NO	Characteristics	Standard	Unit	Remarks, if any
1	Material/Chemical	Glycerin(Refined)	-	-
2	Chemical Formula	C ₃ H ₈ O ₃	-	-
3	Grade	Technical Grade	-	-
4	State	Clear, Viscous Liquid	-	-
5	Color	Colorless	-	-
6	Appearance	Transparent, Free form Visible Foreign matter.	-	-
7	pH	5.0 to 6.5	-	-
8	Specific gravity	1.2627 (Min)	-	At 13.5/15.5°c
9	Glycerin Contents	99 (Minimum)	%	-
10	Sulphate	0.01 (Max)	%	-
11	Chlorine as NaCl	0.03 (Max)	ppm	-

Other Requirements:

- I. Each shipment should accompany certificate of quality conformance mentioning result of important parameters.

- II. Cans should clearly mark weight (Gross and Net), Man and Exp. Dates, these should not be damaged / torn.

Deliveries as per our requirement:

- 10,000 Kg in August
- 10,000 Kg in September