



**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)
14	<b><u>WATER PROOFING OF ROOFTOP</u></b> A) Area = 7,100 Sqft B) Area = 5,500 Sqft C) Area = 15,500 Sqft (AS PER DETAILS ATTACHED WITH TENDER DOCUMENTS).	UPTO 3:00 P.M. ON 6-10-2021	4:00 P.M. ON 6-10-2021	Rs.25,000/=

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](http://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.

TENDERS WILL BE OPENED ON THE ABOVE-MENTIONED DATE AND TIME IN THE PRESENCE OF BIDDERS OR AUTHORIZED REPRESENTATIVES, WHO MAY WISH TO ATTEND. BIDDS WHICH ARE CONDITIONAL, INCOMPLETE, AND THOSE RECEIVED AFTER DUE DATE, 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.

BIDDER MUST HAVE TO MENTION COMPLETION OF WORK AS PER TENDER DOCUMENTS AS WELL AS SITE VISIT IS MANDATORY.

**N.B: SUPPLIERS / REPRESENTATIVES WHO WILL PARTICIPATE IN THE TENDER SHOULD BE VACCINATED(COVID-19).OTHERWISE THEY WILL NOT BE ALLOWED TO ATTEND BID OPENING PROCESS.**

SR.GENERAL MANAGER



*Security Papers*  
LIMITED

Jinnah Avenue, Malir Halt, Karachi-Pakistan.

### **TENDER NOTICE**

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### **PREAMBLE FOR THE TENDER**

1. Tenders are invited for the procurement of items listed in the Tender Form. 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 (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. Interested bidders are required to submit tenders in prescribed form, along with a 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 part of 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 a quotation shall 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 may be quoted in Pak Rupees.**
7. Bids received after due date & time and/or those 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. Samples, where applicable, must be provided with bid.**
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. Offers 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/may 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 / Contractor should provide PPEs (Personal Protection Equipment(s) and ensure safety for their work force during supplies/services at SPL site.
17. The Supplier / Contractor will be responsible for liabilities, if any, occurred during execution of job(s) at SPL site.
18. The successful bidder shall sign a Non-Disclosure Agreement with SPL before Award of Contract.
19. The Supplier / Contractor should abide by all prevailing government laws at SPL site.



Jinnah Avenue, Malir Halt, Karachi-Pakistan.

TENDER No. \_\_\_\_\_

ITEM \_\_\_\_\_

Description	Desired/Specified	Guideline	Bidder's Offer (To be filled in by Bidder)	Checked by SPL Officer
<b>BID COST</b>	To be quoted	Total Bid Cost	Rs.	
		Sales Tax	Rs.	
		Gross Bid Cost	Rs.	
	EX-SPL Store	Agreed/Not Agreed		
<b>EARNEST MONEY</b>	Rs. _____/- in the form of Pay Order / Demand Draft	Mention amount, name of Bank and form i.e. Pay Order/ Demand Draft		
<b>VALIDITY OF OFFER</b>	60-Days from the date of tender opening	Agreed / Not Agreed		
<b>COMPLETION OF WORK</b>	As per estimated time given by Bidder after site visit.	Agreed / Not Agreed		
<b>PAYMENT TERMS</b>	Payment shall be made after delivery of consignment and upon satisfactory material inspection report (within 30-days of delivery)	Agreed / Not Agreed		
<b>LIQUIDATED DAMAGES</b>	As per Clause 10 of the Purchase Contract (attached)	Agreed / Not Agreed		
<b>INCOME TAX</b>	Income Tax will be deducted at the rate of 4.5% of the agreed price (in case of supplies) and 6% (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		
<b>SALES TAX</b>	Only bids of the firms registered with Sales Tax Department will be entertained	Copy of Sales Tax registration attached / Not attached		
<b>PACKING</b>	The Supplier shall be required to pack the Items as per requirements of the Buyer.	Agreed / Not Agreed		
<b>STAMP DUTY / CONTRACT ON N.J. STAMP PAPER</b>	-	Agreed / Not Agreed		
<b>COMPANY NAME/ ADDRESS</b>				
<b>COMPANY PHONE NO.</b>				
<b>COMPANY FAX NO.</b>				

**Note: Please attach separate sheet if required.**



Jinnah Avenue, Malir Halt, Karachi-Pakistan.

TENDER FORM

From: M/s. \_\_\_\_\_

Rs. 200/- (Non-Refundable)

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

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 suppliers/contractors).

Table with 7 columns: Sr. No., Description of Items, Unit, Quantity, Price per unit (Currency: ), TOTAL PRICE (In Figure, In Words). Includes rows for bid cost, sales tax, and gross bid amount.

Yours faithfully,

Signature \_\_\_\_\_ Name \_\_\_\_\_ Designation \_\_\_\_\_ Company Seal \_\_\_\_\_ Date \_\_\_\_\_

**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. **COMPLETION OF WORK**  
As per estimated time given by Bidder after site visit.

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 manufacturer Specifications. 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 manufacturer 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. **PERFORMANCE GUARANTEE**

The SUPPLIER or his representative will provide performance guarantee (If needed) in the shape of pay order(s) or bank guarantee(s) in favor of 'Security Papers Limited', these shall be returned after successful supply of material

16. **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).

17. **PAYMENT**

Payment shall be made after the completion of work.

18. **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.

19. **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.

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

Signed this on \_\_\_\_\_ day of \_\_\_\_\_

Karachi.

SUPPLIER

BUYER

**TENDER no.14**  
**Water Proofing Rooftop**  
**Details as per Site no.01**

S.No	Description	Qty	Unit	Rate	Amount
1.	Providing & laying (4mm) thick Bituminous Rubberized felt (Approved Sample) with torch Welding, after removing & scrapping the existing adhesive material from surface and filling back the uneven surface through cementitious material. After complete laying the membrane as per manufacturer specifications, 24 hours water retaining test would be performed by contractor. <b>(Water supply arrangement for test purpose only , shall be provided by the client).</b>	7,100	Sqft		

**N.B :**

Scrapping material, debris shall be removed from the surface and shifted out from SPL premises.



**TENDER no.14**  
**Water Proofing Rooftop**  
**Details as per Site no.02**

S.No	Description	Qty	Unit	Rate	Amount
1.	Providing & laying (4mm) thick Bituminous Rubberized felt (Approved Sample) with torch Welding, after removing & scrapping the existing adhesive material from surface and filling back the uneven surface through cementitious material. After complete laying the membrane as per manufacturer specifications, 24 hours water retaining test would be performed by contractor. <b>(Water supply arrangement for test purpose only , shall be provided by the client).</b>	15,500	Sqft		

**N.B :**

Scrapping material, debris shall be removed from the surface and shifted out from SPL premises.

**TENDER no.14**  
**Water Proofing Rooftop**  
**Details as per Site no.03**

S.No	Description	Qty	Unit	Rate	Amount
1.	Providing & laying (4mm) thick Bituminous Rubberized felt (Approved Sample) with torch Welding, after removing & scrapping the existing adhesive material from surface and filling back the uneven surface through cementitious material. After complete laying the membrane as per manufacturer specifications, 24 hours water retaining test would be performed by contractor. <b>(Water supply arrangement for test purpose only , shall be provided by the client).</b>	5,500	Sqft		

**N.B :**

Scrapping material, debris shall be removed from the surface and shifted out from SPL premises.