

**PUBLIC PROCUREMENT REGULATORY
AUTHORITY (PPRA)**

CONTRACT AWARD PROFORMA – I

- NAME OF THE ORGANIZATION/DEPTT. **Securities and Exchange Commission of Pakistan**
- FEDERAL / PROVINCIAL GOVT. **Federal**
- TITLE OF CONTRACT **Hiring of Services of a Design House**
- TENDER NUMBER **T#13 /22-23**
- BRIEF DESCRIPTION OF CONTRACT **Services of a design house for creative and designing related assignments**
- TENDER VALUE **Rs.3.0 M**
- ENGINEER'S ESTIMATE **NA**
(for civil Works only)
- ESTIMATED COMPLETION PERIOD **8-10 weeks**
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN? **YES**
- ADVERTISEMENT :
 - (i) PPRA Website **12-Jan-2023, TS500511E**
 - (ii) News Papers **N/A**
- TENDER OPENED ON (DATE & TIME) **11:30 AM on 27-Jan-2023**
- NATURE OF PURCHASE **Local**
- EXTENSION IN DUE DATE (If any) **No**

1 sep 26423. ✓
5009

- NUMBER OF TENDER DOCUMENTS SOLD **N/A (provided free of cost)**
- WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING/ TENDER DOCUMENTS **YES (enclosed)**
- WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS **YES (Enclosed)**
- WHICH METHOD OF PROCUREMENT WAS USED: - (Tick one)
 - a) SINGLE STAGE – ONE ENVELOPE PROCEDURE _____
 - b) **SINGLE STAGE - TWO ENVELOPE PROCEDURE. YES**
 - c) TWO STAGE BIDDING PROCEDURE. _____
 - d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE. _____
- PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED WITH BRIEF REASONS (i.e EMERGENCY, DIRECT CONTRACTING, NEGOTIATED TENDERING ETC.) **NA**
- WHO IS THE APPROVING AUTHORITY **Commission of the SECP**
- WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING **NA**
- NUMBER OF BIDS RECEIVED **01**
- WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER **N/A**
- WHETHER INTEGRITY PACT WAS SIGNED **No (NA)**

PUBLIC PROCUREMENT REGULATORY
AUTHORITY (PPRA)

CONTRACT AWARD PROFORMA – II

- NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 01
- NAME AND ADDRESS OF THE SUCCESSFUL BIDDER Design Synopsis.
- RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (i.e. 1st, 2nd, 3rd EVALUATED BID).
1. Design Synopsis Private Limited
- NEED ANALYSIS (Why the procurement was necessary?) Services for creative and designing work/assignments of the SECP
- IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE REASONS (Briefly describe) NA
- WHETHER NAMES OF THE BIDDERS AND THEIR PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS Yes
- DATE OF CONTRACT SIGNING Purchase Order (PO) issued on February 15, 2023 and is enclosed.
- CONTRACT AWARD PRICE Rs. 2,622,000/-
- WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL BIDDERS Yes, report has been shared with bidder through an email (report enclosed)
- ANY COMPLAINTS RECEIVED No
- ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE/DOCUMENTS No
- DEVIATION FROM QUALIFICATION CRITERIA No
- SPECIAL CONDITIONS, IF Any NA
(Give Brief Description)



SECURITIES & EXCHANGE COMMISSION OF PAKISTAN PURCHASE / WORK ORDER

Supplier Details:

Design Synopsis Pvt Ltd
Islamabad

Pakistan

Vendor No: 1060625

Head Office

NICL Building, 63-Jinnah Avenue
Islamabad
PAKISTAN

Bill to location:

NICL Building, 63-Jinnah Avenue
Islamabad PK

Order No:	Date:	Quote No:	Payment Terms:	
4824	15-FEB-23		Pay immediately	
Item	Description of Goods / Services	Quantity/ Unit	Unit Price (PKR)	Total Price (PKR)
	Hiring of Services of Design House - Details as per Annex A (Rs.218,500 per Month)	2622000/Pak Rupee	1.00	2,622,000
Total value incl. tax PKR: Two million six hundred twenty-two thousand Only *****				2,622,000

Invoice will be processed on monthly basis.

Prepared by

Terms & Conditions:

1. Delivery within NA or by _____
2. Invoice must refer to this PO & Clearly mention the PO No.
3. Items not conforming to the specification will be returned.
4. Withholding Tax and Sales Tax will be deducted as per applicable Tax rules.
5. Sales Tax Invoice must be submitted along with the bills.
6. Payment will be made by crossed cheque within 30 days of receipt of goods and invoice delivery/challans.
7. In case of any dispute not resolved through mutual discussion between the vendor & SECP, both parties shall with mutual consent appoint an arbitrator.
8. This Purchase Order (PO) is subject to signing of Legal Agreement, if applicable.

Other Terms & Conditions:

Issued by

Accepted by

M. Waqar Khan
15/02/2023

design synopsis
PRIVATE LIMITED

EVALUATION REPORT-FINAL
(As Per Rule 35 of PP Rules, 2004)

1. Name of Procuring Agency Securities and Exchange Commission of Pakistan
2. Method of Procurement Single Stage Two Envelope Method
3. Title of Procurement Invitation to Bid - Hiring of Services of A Design House
4. Tender Inquiry No. T#13/22-23
5. PPRA Ref. No. (TSE) TS500511E
6. Date & Time of Bid Closing January 27, 2023. 1100Hrs
7. Date & Time of Bid Opening January 27, 2023. 1130Hrs
8. No. of Bids Received 01
9. Criteria for Bid Evaluation As per Bidding Document.
10. Details of Bid Evaluation Bid(s) found in compliance with the terms and conditions mentioned above and securing minimum 70% marks i.e. 70 Marks or more. out of 100 Marks shall be considered technically responsive and at par/equivalent.

S. No.	Bidder Name	Technical Evaluation -Compliant (Yes/No)	Total Quoted Amount (Rs.)	Rule/Regulation/SBD*/ Policy/ Basis for Rejection / Acceptance as per Rule 35 of PP Rules, 2004.
1.	Design Synopsis Private Limited	Yes	2,622,000/-	Compliant to technical evaluation criteria.

Most Advantageous Bid: Design Synopsis Private Limited.

Any other additional / supporting information, the procuring agency may like to share. **NIL**


Signature

In case of any query, please send email at avesha.saddiqua@secp.gov.pk

Note: Redressal of grievances and settlement of disputes shall be dealt under PPRA Rules. Any bidder feeling aggrieved by any act of the Commission/agency after the submission of his bid may lodge a written complaint concerning his grievances not later than five days after the announcement of this bid evaluation report.



**SECURITIES AND EXCHANGE COMMISSION OF
PAKISTAN**

T# 13/22-23

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed bids from professional service providers, based in Pakistan and registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for

Hiring of Services of Design House

Bidding document for above mentioned requirement and conditions, method of procurement, procedure for submission of bid, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bid etc. against above requirement are available for the interested bidders from the undersigned and can also be downloaded from <https://www.secp.gov.pk/procurement/>

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before January 27, 2023 at 1100Hrs and will be opened on the same day at 1130Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9195477/051-9195437 during office hours (Monday to Friday excluding Public Holidays)

M. Ubaidullah Khalid, Add. Joint Director (Admin)
NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad-44000, Pakistan

Evaluation Criteria

Bids shall be evaluated on the basis of following criteria:

Technical Bid(s) shall be evaluated as per following:

S#	Criteria		Marks
1.	Company Information/Profile	Sub Marks	10
1.1.	Legal structure of Bidder Proprietorship	3	
1.2.	Private Ltd	7	
1.3.	Public Ltd	10	
2.	Technical Functionality		30
2.1.	List of clientele (multinational/banks/government institutes) along with evidences of minimum 10 clients within last 06 months) (Attach PO, Work Order, MOU etc.) 2 Marks per client	20	
2.2.	Design samples of minimum 10 clients required (1 Marks per Sample)	10	
2.3.	Experience in terms of years since providing Designing Services to Public and Private sector Organizations		20
2.3.1.	0-3 years of experience (5 Marks)	5	
2.3.2.	3-5 years of experience (10 Marks)	10	
2.3.3.	5-10 years of experience (15 Marks)	15	
2.3.4.	Above 10 years of experience (20 Marks)	20	
3.	Affiliated Services/One Window Services		20
3.1.	List of printing vendors on the panel in Rawalpindi/Islamabad (03 Marks), Lahore (01 Mark) & Karachi (01 Mark).	05	
3.2.	List of give-away vendors in Rawalpindi/Islamabad (03 Marks), Lahore (01 Marks) & Karachi (01 Mark) (Documentary evidence be attached)	05	
3.3.	List with complete CV of expert team i.e. Copy Writer (1 Marks) , translator (1 Marks), proofreader (1 Marks), Camera man (1 Mark) graphic designer (2 Marks), NLE (2 Marks) & Media manger (2 Marks) (CV Attached and each CV will get one mark)	10	
4.	Equipment		20
4.1.	List of Equipment's (please attach Details)		
4.2.	MacBook (2 Marks per Macbook),	4	
4.3.	Desktop Computers (1 Marks per PC),	3	
4.4.	Studio camera(1 Marks per Camera)	3	
4.5.	Licensed/purchased software (Total 10 Marks and 2 marks per software)	10	
	Grand Total	100	

- Bid(s) found in compliance with the terms and conditions mentioned above and securing minimum 70% marks i.e. 70 Marks or more, out of 100 Marks shall be considered technically responsive and at par/equivalent.

02

- Technically responsive bids shall ONLY be considered for further processing i.e. financial bid opening and evaluation
- Technically responsive bid quoting lowest Annual Service Charges (Incl. of Sales Tax) shall be selected for required services.

Format for Financial Bid and Payment Terms

The price/charges per month should be clearly mentioned. **The price/charges per month be inclusive of all the expenses/Taxes.**

FORMAT FOR FINANCIAL BID ONLY

S/No	Description/Months	Amount Rs
a)	Service Charges Per Month	
b)	Sales Tax	
c)	Service Charges Per Month (Incl. of Sales Tax)	
d)	Annual Service Charges (Incl. of Sales Tax)	

Note:

- The above fixed price includes all costs to complete the required services including management, IT services, travel lodging, supplies/consumables, phone/fax, out of pocket expenses, any other cost and other miscellaneous expenses. The SECP shall not reimburse any other costs beyond this fixed price. Payment shall be made after confirmation of concerned Dept.
- Technically responsive bid, quoting lowest Annual Service Charges (Incl. of Sales Tax) will be selected.
- Payment will be made to the successful bidder on a monthly basis i.e. after each month.

Format of Affidavit/Undertaking

Bidder must submit following undertaking (on stamp paper of Rs.100), failing which the bid shall be rejected

- a) I, Mr. S/o..... holding CNIC # from M/s Having Its business office at, do hereby solemnly affirm and declare as under;
- b) That M/s is not engaged, under investigation or offences or no proceedings are pending before FBR, Customs, NAB, any Judicial form, FIA or any other Govt. authority with respect to fraud, terror financing, money laundering etc.
- c) We also confirm that our firm has not been black listed by any National/International organization or forum and its entitled to carry out its business activities to the standard business ethics.
- d) That the Partner(s) / Officers of M/s..... have not been subject to financial crime. Nor they every compounded with their creditors in any capacity.
- e) We, hereby agree with all the requirements and terms & conditions of the bidding document and submit the bid.
- f) The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false.

Note: In case bidder is found in the list of "Blacklisted Firms-Pakistan" or related links at <https://www.ppra.org.pk/> then its bid shall be rejected

Name: _____

Signature _____

Stamp: _____