

PUBLIC PROCUREMENT REGULATORY
AUTHORITY (PPRA)

CONTRACT AWARD PROFORMA – I

To Be Filled And Uploaded on PPRA Website In Respect of All
Public Contracts of Works, Services and Goods Worth Fifty
Million or More

- NAME OF THE ORGANIZATION/DEPTT . Securities and Exchange
commission of Pakistan
- FEDERAL / PROVINCIAL GOVT. Federal Govt. Autonomous organization
- TITLE OF CONTRACT Out Sourcing Photocopier & Network Printing Services At
Karachi
- TENDER NUMBER T#1/23-24 (KHI)
- BRIEF DESCRIPTION OF CONTRACT Out Sourcing Photocopier & Network
Printing Services At SRO, Karachi
- TENDER VALUE Rs: 1.32 Million
- ENGINEER'S ESTIMATE N/A
(for civil Works only)
- ESTIMATED COMPLETION PERIOD three months agreement of service
agreement
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL
PROCUREMENT PLAN? Yes
- ADVERTISEMENT :
 - (i) PPRA Website Yes Tender # TS525538E
 - (ii) (If yes give date and PPRA's tender number)
 - (ii) News Papers N/A
(If yes give names of newspapers and dates)
- TENDER OPENED ON (DATE & TIME) 1st December 2023 (1130Hrs)
- NATURE OF PURCHASE Local
- EXTENSION IN DUE DATE (If any) NO

1 secf 14224

Perk

- NUMBER OF TENDER DOCUMENTS SOLD Tender documents were made available on SECP official website and was free to public. Bidding document was available on SECP website free of cost and not sold.
- WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS Yes, available in the attached bidding document
- WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS Yes, available in the attached bidding document
(If yes enclose a copy).
- WHICH METHOD OF PROCUREMENT WAS USED: - (Tick one)
 - a) SINGLE STAGE – ONE ENVELOPE PROCEDURE _____
 - b) SINGLE STAGE - TWO ENVELOPE PROCEDURE. _____
 - 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.)
- WHO IS THE APPROVING AUTHORITY The SECP Commission
- WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING.
- NUMBER OF BIDS RECEIVED Three
- WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER Yes
- WHETHER INTEGRITY PACT WAS SIGNED NO The agreement is of less than 10million

PUBLIC PROCUREMENT REGULATORY
AUTHORITY (PPRA)

CONTRACT AWARD PROFORMA – II

To Be Filled And Uploaded on PPRA Website In Respect of All
Public Contracts of Works, Services & Goods Worth Fifty
Million Rupees or More

- NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS THREE
- NAME AND ADDRESS OF THE SUCCESSFUL BIDDER
M/s Quick Marketing, Shop No. 15-A, Faisal Plaza ,Gulistan-e- Zahoor, near
Gora Qabristan, Shahrah-e- Faisal, Karachi, Karachi East Jamshed Town.
- RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATED BID). 1st (Lowest)
- NEED ANALYSIS (Why the procurement was necessary?) Annual out
source Photocopier and network printing service is acquired to daily fulfill
official needs of photocopying and network printing needs and its cost
effective
- IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE
REASONS (Briefly describe) No

- WHETHER NAMES OF THE BIDDERS AND THEIR PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS Yes
- DATE OF CONTRACT SIGNING 1st January 2024
(Attach a copy of agreement)
- CONTRACT AWARD PRICE Rs:6.0 per page
- WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL BIDDERS YES
(Attach copy of the bid evaluation report)
- ANY COMPLAINTS RECEIVED No
(If yes result thereof)
- ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE/DOCUMENTS NO
(If yes give details)
- DEVIATION FROM QUALIFICATION CRITERIA No
(If yes give details)
- SPECIAL CONDITIONS, IF Any
(Give Brief Description)
NONE

EVALUATION REPORT

(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 One Envelop Method
3.	Title of Procurement	Out-source photocopying and Network printing services at SECP Karachi office.
4.	Tender Inquiry No.	T # 01/23-24 (KHI)
5.	PPRA Ref. No. (TSE)	TS525538E
6.	Date & Time of Bid Closing	December 1 st , 2023, 1100Hrs
7.	Date & Time of Bid Opening	December 1 st , 2023, 1130Hrs
8.	No. of Bids Received	Detail given below
9.	Criteria for Bid Evaluation	As per Bidding Documents.
10.	Details of Bid Evaluation	Bids qualifying all requirements in TORs and quoted lowest rate shall be selected.

Out-source photocopying and Network printing services at SECP Karachi office.		
Name of Bidder	Evaluated Cost (Rs.)	Rule/Regulation/SBD*/Policy/ Basis for Rejection / Acceptance as per Rule 35 of PP Rules, 2004.
M/s. Quick Marketing Services	6.0/-per copy /print	All bids found in compliance of the requirements and M/s. Quick Marketing Services is the lowest evaluated bidder.
M/s. Arizona Printing solutions	6.25/ per copy / print	
M/s. Ever watch Pakistan	6.10/ per copy / print	

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

Signature


SAJJAD AHMED
 Deputy Director,
 Securities & Exchange
 Commission of Pakistan

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 fifteen days after the announcement of this bid evaluation report.

In case of any complain please send email at Sajjad.ahmed@secp.gov.pk



Securities & Exchange Commission of Pakistan
State Life Building # 2, 4th Floor - Wallace Road Karachi
Support Service Division
Administration Department-Karachi

Minutes of the meeting of purchase committee for out-source photocopying and network printing Services at SRO, for the Year of 2024 (i.e. 1st Jan 2024 to 31st Dec 2024) held on 1st December 2023

Annual contract of outsource photocopier and network printing services at SRO is to expire on 31st December 2023.

In this point of view, procurement process was initiated for the said services continuation for the next one year, i.e from 1st January 2024 to 31st December 2024, after acquiring approval for DH (Admin).
(Annexure – A)

In this view point following procurement committee was formed for executing subject procurement.

1. Mr. Muhammad Maroof Bhatti Additional. Director \ HOD (LAD)
 2. Mr. Syed Iftexhar ul Hasan Naqvi, Additional Registrar \ CRO In-charge- KHI
 3. Madam Ayesha Riaz Director HOD (Finance Department)
 4. Mr. Hasnat Ahmad Director \ HOD (Administration Department)
 5. Mr. Waseem Ahmad Khan Registrar of Companies HOD (CRD)
-
2. Keeping in view the SOP clause # 5.4, draft of bidding documents was shared with Purchase Committee members for their assessment and comments (if any) via email dated: 8th Nov 2023 **(Annexure- B)**. In case, any member of the Committee suggests any change in it then it will be incorporated in the bidding document and then the bidding document will be uploaded on the website. Since no comments were received on the shared bidding document so the same was proceeded for tender.
 3. Bid document /TOR was uploaded on SECP & PPRA websites and published in country wide newspapers respectively, on 15Nov 2023 **(Annexure- C)**
 4. Three number of following bidders showed their interest and submitted their respective quotations within due date **(Annexure D-1 to D-3)**, which were then subsequently opened before purchase Committee and its nominated members & few members joined through zoom meeting, held at 4th conference room at SRO-Karachi on 1st December 2023 at 11:30 am attendance sheet is attached **(Annexure-E)**
 - M/s Ever Watch Pakistan
 - M/s Arizona Printing Services
 - M/s Quick Marketing Services

Comparison of quotations of above-mentioned bidders are as follows

S.No		M/s Ever Watch Pakistan	M/s Arizona Printing Solutions	M/s Quick Marketing Services
	Description			
	Rate Quoted PKR	Rs:6.10/- (Applicable tax included)	Rs:6.25/- (Applicable tax included)	Rs:6.0/- (Applicable tax included)
1	Pay order amount	Rs:87,900/-	Rs:90,000/-	Rs:86,500/-
	Place of business and telephone and proof of existence	YES	YES	YES
2	NTN/ CNIC	2946448-0	422107207277	4220105997547
3	Bidder quoted lum sum cost per copy with 80 grams imported paper and responsible of toner operator and maintenance & repair of all machines in SECP premises	YES	YES	YES

It is noted by the purchase committee that M/s, Quick Marketing Services has quoted the lowest rates of Rs:6.0/- (inclusive on all taxes), per page for providing photocopying and network printing services while M/s Ever Watch Pakistan has quoted Rs:6.10/- (Sale tax on services included), and M/s Arizona Printing Solutions Rs:6.25/- (inclusive of all taxes) respectively.

In this point of view, purchase committee suggests that M/s Quick Marketing Services may be awarded the tender as being the lowest, among all the three bidders. As mentioned in the bidding document, M/s Quick Marketing Services is to provide two photocopier machines and at least two mono chrome heavy duty network printers along with their operator and repair and maintenance of all said equipment in SECP premises, for providing photocopies and printing services at the rate of Rs:6.0/- (inclusive of all taxes) per page using 80 grams imported white paper for one year from 1st January 2024 to 31st December 2024 and shall be engaged for annual agreement for the said services. Moreover, M/s Quick Marketing is being engaged earlier and its services are found satisfactory.

Mr. Muhammad Maroof Bhatti
Additional Director HOD (LAD)

Mr. Syed Iftekhār ul Hasān Naqvi
Additional Registrar \ CRO In-charge- KHI

Mr. Hasnat Ahmad Director
Director HOD (Administration Department)

Ms. Ayesha Riaz Director
Director HOD (Finance Department)

Mr. Waseem Ahmad Khan
Registrar of Companies HOD (CRD)



Sajjad Ahmed

From: Imran Haider
Sent: 07 November 2023 16:56
To: Sajjad Ahmed; Deepak Kumar Jewani
Cc: Hasnat Ahmad
Subject: FW: Request for initiating approval for photocopier and network printing services at SRO from 1st Jan 2024 to 31st December 2024, amounting Rs:5.8 m (estimate)
Attachments: Corprate Registry Budget 2023-24.xlsm; PHOTOCOPIER SERVICES AGREEMENT)_2023.PDF

From: Bushra Aslam
Sent: Tuesday, November 7, 2023 3:44 PM
To: Hasnat Ahmad <hasnat.ahmad@secp.gov.pk>
Cc: Imran Haider <imran.haider@secp.gov.pk>
Subject: RE: Request for initiating approval for photocopier and network printing services at SRO from 1st Jan 2024 to 31st December 2024, amounting Rs:5.8 m (estimate)

Approved

From: Hasnat Ahmad
Sent: Tuesday, 7 November 2023 3:43 pm
To: Bushra Aslam <bushra.aslam@secp.gov.pk>
Cc: Imran Haider <imran.haider@secp.gov.pk>
Subject: FW: Request for initiating approval for photocopier and network printing services at SRO from 1st Jan 2024 to 31st December 2024, amounting Rs:5.8 m (estimate)

Recommended for approval to initiate the process.

Regards

Hasnat Ahmad
Director Admin

From: Imran Haider
Sent: Tuesday, 7 November 2023 12:14 pm
To: Hasnat Ahmad <hasnat.ahmad@secp.gov.pk>
Cc: Sajjad Ahmed <sajjad.ahmed@secp.gov.pk>; Deepak Kumar Jewani <deepak.jewani@secp.gov.pk>
Subject: FW: Request for initiating approval for photocopier and network printing services at SRO from 1st Jan 2024 to 31st December 2024, amounting Rs:5.8 m (estimate)

Dear Sir,

In order to initiate the process, approval is requested. At this stage, we are proposing procurement as per available budget, in case of any extra budget, re-appropriation shall be proposed accordingly.

Best regards,

Imran



SECURITIES & EXCHANGE COMMISSION OF PAKISTAN

E

Attendance Sheet

A meeting of purchase committee held on 1st December 2023 , at SRO office 4th floor Karachi

- Tender (01//2023-24 (KHI)) opening for outsource photocopier and network printing services at SRO office (Karachi)

S. No.	Name of Members of Purchase Committee	Designation	Nominated Members (Most senior in CRO's in said dep't)	SOP Requirement
1.	Muhammad Maroof Bhatti	Additional Director/HOD Legal Advisory Department	Syed Imran Ali Shamsi Additional Joint Director (PLAD)	LAW <i>Shamsi</i>
2.	Syed Iftikhar ul Hasan Naqvi	CRO- In-charge (Khi)		User
3.	Ayesha Riaz	Director/HOD Finance Department	Tausif Ahmed Khan Deputy Director	Finance <i>Tausif</i>
4.	Hasnat Ahmad	Director/HOD Administration	Sajjad Ahmed – Deputy Director	Admin <i>Sajjad</i>
5.	Waseem Ahmad Khan	Registrar of Companies HOD \ CRD	Mr. Syed Iftikhar ul Hasan Naqvi CRO- In-charge (Khi)	CRD <i>Waseem</i>

Bidder participated

1. M/s. Quick Marketing Sars Signature [Signature] 01/12/23
2. M/s. Arizona Printing Solutions Signature [Signature] 01/12/23
3. M/s. Ever Watch Pakistan Signature [Signature] 1/12/23
4. M/s. Signature
5. M/s. Signature
6. M/s. Signature

Sajjad Ahmed

From: Sajjad Ahmed
Sent: 13 November 2023 10:16
To: Muhammad Sajid Gondal
Cc: Ubaidullah Khalid; Deepak Kumar Jewani
Subject: FW: Member of Purchase Committee are requested to assess the Bidding Document for acquiring annual - Out source photocopying and network printing services at SRO - FY 2023-24
Attachments: Draft Bidding document - Outsourcing Photocopier Network Printing Services at SRO Karachi for the year 2023-24 (T#01-2023-2024-) 01-12-2023.pdf; AD sample 1-12-2023.pdf; Re: Member of Purchase Committee are requested to assess the Bidding Document for acquiring annual - Out source photocopying and network printing services at SRO - FY 2023-24; FW: Request for initiating approval for photocopier and network printing services at SRO from 1st Jan 2024 to 31st December 2024, amounting Rs:5.8 m (estimate)

Dear Sajid sir

AOA .

With reference to the attached approval of HOD (Admin), your kind facilitation is solicited for printing of attached tender advertisement in two nationwide newspapers , in light of PPRA rules & regulation, as per below mentioned credentials.

Start date : 15th Nov 2023

End date : 1st Dec 2023

Subject: Outsource photocopying and network printing services in SECP Office at Karachi

Dear Ubaid sir

AOA

In continuation , your kind facilitation is requested for uploading the bidding documents attached (PDF format) on SECP & PPRA web site in light of PPRA rules & regulation, as per below mentioned credentials.

Start date : 15th Nov 2023

End date : 01st Dec 2023

Subject: Outsource photocopying and network printing services in SECP Office at Karachi

Thanks Sir(s)

Best Regards,

SAJJAD AHMED | Deputy Director

Support Services Division | Administration Department

VOICE: (Direct): +92 (21) 99213423 | Cell: 0321-9210952

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Toll Free
(Kashmir Landline No.)
0800-88008

Complaints
complaints@secp.gov.pk

Queries
queries@secp.gov.pk

From: Sajjad Ahmed
Sent: 08 November 2023 10:55

To: Waseem Ahmad Khan <waseem.ahmad@secp.gov.pk>; Muhammad Maroof Bhatti <maroof.bhatti@secp.gov.pk>; Syed Iftikhar ul Hasan Naqvi <iftikhar.hasan@secp.gov.pk>; Hasnat Ahmad <hasnat.ahmad@secp.gov.pk>; Ayesha Riaz <ayesha.riaz@secp.gov.pk>
 Cc: Syed Imran Ali Shamsi <imran.ali@secp.gov.pk>; Tausif Ahmed Khan (CCD) <tausif.ahmed@secp.gov.pk>; Deepak Kumar Jewani <deepak.jewani@secp.gov.pk>; Ubaidullah Khalid <ubaidullah.khalid@secp.gov.pk>
 Subject: Member of Purchase Committee are requested to assess the Bidding Document for acquiring annual - Out source photocopying and network printing services at SRO - FY 2023-24

Respected All,

AOA

As per procurement policy "For purchases above Rs.3,000,000/-, member of Purchase Committee shall be HOD level or above from User Department, Administration Department, Finance Department and PLAD"

In view with cited matter, Admin. dept. is initiating the process at SRO, Office- Karachi. Purchase Committee formation for this purchase in light of the approved SOPs is as under:

S.No.	Name of Members of Purchase Committee	Designation	Nominated Members (Most senior in CRO's in said dep't)	SOP Requirement
1.	Muhammad Maroof Bhatti	Additional Director/HOD Legal Advisory Department	Syed Imran Ali Shamsi Additional Joint Director (PLAD)	LAW
2.	Syed Iftikhar ul Hasan Naqvi	CRO- In-charge (Khi)		User
3.	Ayesha Riaz	Director/HOD Finance Department	Tausif Ahmed Khan Deputy Director	Finance
4.	Hasnat Ahmad	Director/HOD Administration	Sajjad Ahmed – Deputy Director	Admin
5.	Waseem Ahmad Khan	Registrar of Companies HOD \ CRD	Mr. Syed Iftikhar ul Hasan Naqvi CRO- In-charge (Khi)	CRD

Upon receiving consent of concerned department requirement, bidding document prepared for cited matter purchase is being submitted for review and assessment of Purchase Committee members.

All members of Purchase Committee are requested to review / assess the bidding document and comment by 10:00 hrs on 10th Nov 2023. Modifications/Suggestions (if any) may be made in the attached document with track changes. A meeting to finalize assessment of bidding document may be held, if deemed appropriate by the Purchase Committee.

In case no input is received by stated time/date, attached bidding document will automatically be considered perfect in all aspects and the Administration Department will proceed in light of SOPs/PPRA Rules.

Best Regards,

SAJJAD AHMED | Deputy Director
 Support Services Division | Administration Department
 VOICE: (Direct): +92 (21) 99213423 | Cell: 0321-9210952

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(From Landline Only)
0800-88008

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complaints@sec3.gov.sg

Queries
queries@sec3.gov.sg

Sajjad Ahmed

From: Hasnat Ahmad
Sent: 10 November 2023 19:10
To: Ubaidullah Khalid
Cc: Arshad Kamal; Deepak Kumar Jewani; Ayesha Saddiqua; Sajjad Ahmed
Subject: Re: Member of Purchase Committee are requested to assess the Bidding Document for acquiring annual - Out source photocopying and network printing services at SRO - FY 2023-24

Approved

Sent from [Outlook for Android](#)

From: Ubaidullah Khalid <ubaidullah.khalid@secp.gov.pk>
Sent: Friday, November 10, 2023 2:09:36 PM
To: Hasnat Ahmad <hasnat.ahmad@secp.gov.pk>
Cc: Arshad Kamal <arshad.kamal@secp.gov.pk>; Deepak Kumar Jewani <deepak.jewani@secp.gov.pk>; Ayesha Saddiqua <ayesha.saddiqua@secp.gov.pk>; Sajjad Ahmed <sajjad.ahmed@secp.gov.pk>
Subject: RE: Member of Purchase Committee are requested to assess the Bidding Document for acquiring annual - Out source photocopying and network printing services at SRO - FY 2023-24

Dear Sir,

Reference to the subject matter and email thread below, in order to proceed ahead, approval of HOD (Admin) is requested to publish attached tender advertisement in two (02) nationwide newspapers (English and Urdu)

Regards,
Ubaid

From: Sajjad Ahmed
Sent: Friday, 10 November 2023 12:38 pm
To: Ubaidullah Khalid <ubaidullah.khalid@secp.gov.pk>
Cc: Arshad Kamal <arshad.kamal@secp.gov.pk>; Deepak Kumar Jewani <deepak.jewani@secp.gov.pk>
Subject: Member of Purchase Committee are requested to assess the Bidding Document for acquiring annual - Out source photocopying and network printing services at SRO - FY 2023-24

Dear sir

AOA

Reference to the append email thread and cited matter, your kind facilitation is required to acquire approval tom HOD (Admin) for publishing of tender advertisement in two nationwide newspapers tentatively on 14th Nov 2023, for annual - Out source photocopying and network printing services at SRO, FY 2023-2024

Submitted for approval please.

Best Regards,

SAJJAD AHMED | Deputy Director
Support Services Division | Administration Department
VOICE: (Direct): +92 (21) 99213423 | Cell: 0321-9210952

SERVICE DESK - CLICK METoll Free
0800-88008Complaints
complaints@secp.gov.pkQueries
queries@secp.gov.pk**From: Sajjad Ahmed****Sent: 08 November 2023 10:55****To: Waseem Ahmad Khan <waseem.ahmad@secp.gov.pk>; Muhammad Maroof Bhatti <maroof.bhatti@secp.gov.pk>; Syed Iftikhar ul Hasan Naqvi <iftikhar.hasan@secp.gov.pk>; Hasnat Ahmad <hasnat.ahmad@secp.gov.pk>; Ayesha Riaz <ayasha.riaz@secp.gov.pk>****Cc: Syed Imran Ali Shamsi <imran.ali@secp.gov.pk>; Tausif Ahmed Khan (CCD) <tausif.ahmed@secp.gov.pk>; Deepak Kumar Jewani <deepak.jewani@secp.gov.pk>; Ubaidullah Khalid <ubaidullah.khalid@secp.gov.pk>****Subject: Member of Purchase Committee are requested to assess the Bidding Document for acquiring annual - Out source photocopying and network printing services at SRO - FY 2023-24**

Respected All,

AOA

As per procurement policy " For purchases above Rs.3,000,000/-, member of Purchase Committee shall be HOD level or above from User Department, Administration Department, Finance Department and PLAD"

In view with cited matter , Admin. dept. is initiating the process at SRO, Office- Karachi. Purchase Committee formation for this purchase in light of the approved SOPs is as under:

S. No.	Name of Members of Purchase Committee	Designation	Nominated Members (Most senior in CRO's in said dep't)	SOP Requirement
1.	Muhammad Maroof Bhatti	Additional Director/HOD Legal Advisory Department	Syed Imran Ali Shamsi Additional Joint Director (PLAD)	LAW
2.	Syed Iftikhar ul Hasan Naqvi	CRO- In-charge (Khi)		User
3.	Ayesha Riaz	Director/HOD Finance Department	Tausif Ahmed Khan Deputy Director	Finance
4.	Hasnat Ahmad	Director/HOD Administration	Sajjad Ahmed – Deputy Director	Admin
5.	Waseem Ahmad Khan	Registrar of Companies HOD \ CRD	Mr. Syed Iftikhar ul Hasan Naqvi CRO- In-charge (Khi)	CRD

Upon receiving consent of concerned department requirement, bidding document prepared for cited matter purchase is being submitted for review and assessment of Purchase Committee members.

All members of Purchase Committee are requested to review / assess the bidding document and comment by 10:00 hrs on 10th Nov 2023. Modifications/Suggestions (if any) may be made in the attached document with track changes. A meeting to finalize assessment of bidding document may be held, if deemed appropriate by the Purchase Committee.

In case no input is received by stated time/date, attached bidding document will automatically be considered perfect in all aspects and the Administration Department will proceed in light of SOPs/PPRA Rules.

Best Regards,

SAJJAD AHMED | Deputy Director
Support Services Division | Administration Department
VOICE: (Direct): +92 (21) 99213423 | Cell: 0321-9210952

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complaints@ppra.gov.pk

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queries@ppra.gov.pk
queries@ppra.gov.pk



SECURITIES AND EXCHANGE COMMISSION OF
PAKISTAN

T# 01/2023-24(KHI)

Invitation to Bid

The Securities & Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers/distributors/partners/resellers/service provider 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 following:

**OUT SOURCING PHOTOCOPIER & NETWORK PRINTING SERVICES AT SRO,
KARACHI FOR THE YEAR 2023-24**

Bidding document for above mentioned requirement and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids 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 December 1st 2023 by 1100Hrs and will be opened on the same day at 1130Hrs.

In case of any query, Admin Department may be contacted on telephone No. 021-9900-2056 or by sending an email at Sajjad.ahmed@secp.gov.pk during office hours(Monday to Friday excluding Public Holidays).

Sajjad Ahmed, Deputy Director (Admin)
4th Floor, State Life Building # 2, Wallace Road, Off: I.I. Chandigarh, Karachi.

Sajjad Ahmed

(B)

From: Sajjad Ahmed
Sent: 08 November 2023 10:55
To: Waseem Ahmad Khan; Muhammad Maroof Bhatti; Syed Iftikhar ul Hasan Naqvi; Hasnat Ahmad; Ayesha Riaz
Cc: Syed Imran Ali Shamsi; Tausif Ahmed Khan (CCD); Deepak Kumar Jewani; Ubaidullah Khalid
Subject: Member of Purchase Committee are requested to assess the Bidding Document for acquiring annual - Out source photocopying and network printing services at SRO - FY 2023-24
Attachments: Draft Bidding document - Outsourcing Photocopier Network Printing Services at SRO Karachi for the year 2023-24 (T#01-2023-2024-F.docx; FW: Request for initiating approval for photocopier and network printing services, at SRO from 1st Jan 2024 to 31st December 2024, amounting Rs:5.8 m (estimate)

Respected All,

AOA

As per procurement policy " For purchases above Rs.3,000,000/-, member of Purchase Committee shall be HOD level or above from User Department, Administration Department, Finance Department and PLAD"

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track changes. A meeting to finalize assessment of bidding document may be held, if deemed appropriate by the Purchase Committee.

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Best Regards,

SAJJAD AHMED | Deputy Director
Support Services Division | Administration Department
VOICE: (Direct): +92 (21) 99213423 | Cell: 0321-9210952

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queries@psc.gov.pk



SECURITIES AND EXCHANGE COMMISSION OF
PAKISTAN

T# 01/2023-24(KHI)

Invitation to Bid

The Securities & Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers/distributors/partners/resellers 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 following:

**OUT SOURCING PHOTOCOPIER & NETWORK PRINTING SERVICES AT SRO,
KARACHI FOR THE YEAR 2023-24**

Bidding document for above mentioned requirement and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids 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 November **, 2023 by 1100Hrs and will be opened on the same day at 1130Hrs.

In case of any query, Admin Department may be contacted on telephone No. 021-9900-2056 or by sending an email at Sajjad.ahmed@secp.gov.pk during office hours(Monday to Friday excluding Public Holidays).

Sajjad Ahmed, Deputy Director (Admin)
4th Floor, State Life Building # 2, Wallace Road, Off: I.I. Chandigarh, Karachi.

Terms and Conditions for Bids and Bidders

Tender Identification Number: T# 01/2023-24(KHI)

1. The Procurement Agency is:

Securities and Exchange Commission of Pakistan
State Life building # 2, 4th Floor Wallace Road, Off. I.I. Chandigarh Road Karachi

2. The Securities and Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers/distributors/partners/resellers 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

**OUT SOURCING PHOTOCOPIER & NETWORK PRINTING SERVICES AT SRO,
KARACHI FOR THE YEAR 2023-24**

through

SINGLE STAGE ONE ENVELOP METHOD.

3. Only registered service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR are eligible to provide services to the Commission. Bids of all those bidders who are In-Active on ATL on the date of bid opening shall be rejected.
4. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the SECP website: <https://www.secp.gov.pk/procurement/>
5. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
6. The bid validity period shall be 150 days.
7. The bids should be accompanied by bid security (refundable) for an amount equal to 2% of the total quoted price (inclusive SST, if applicable) in shape of either pay order, demand draft in favor of Securities and Exchange Commission of Pakistan. Bids not accompanied by bid bond/security or with less amount of bid security will be rejected.
8. The amount of the bid and bid security shall be in Pak rupees.
9. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be allowed and may disqualify the original offer.
10. The rates must be quoted strictly in accordance with our documents and Annex(s).
11. Discounts (if any) offered by the bidder shall be part of the bid and for taxation purposes will be treated in accordance with the applicable laws.
12. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
13. In case applicable taxes have neither been included in the quoted price nor mentioned whether

quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as best evaluated bidder.

14. In case selected bidder is unable to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the Commission.
15. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
16. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited in favor of the SECP, Karachi.
17. The language of the bid should be in English and alternative bids shall not be considered.
18. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
19. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business. A brief profile of the bidder, along with list of major customers (corporate sector) along with their contact details is required.
20. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
21. Bidder must submit the undertaking as per format prescribed in relevant Annexure, failing which the bid shall be rejected.
22. Bids from any bidder who is found or purported to be engaged or under investigation for offences related to fraud, under-invoicing, tax evasion, concealment, money laundering etc. shall be rejected without assigning any reason.
23. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment/software/renewal at Islamabad, Karachi, and Lahore offices (if applicable).
24. All software-based items contain installation and configuration and end user orientation which is responsibility of the supplier (if support is not provided by the Principal).
25. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes, if applicable.
26. Required quantities may increase/decrease according to SECP requirement.
27. The end user License, end user warranties and end user support services will be in the name of SECP for all equipment and software loaded on the equipment delivered., if applicable.
28. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid, if applicable.
29. After selection if any supplier is not available on ATL at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
30. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
31. SECP shall purchase/get the renewal/support subscription/services from bidder found in

- compliance to the requirement mentioned in the bidding document and lowest amongst all.
32. In case 1st lowest bidder is unable to supply ordered items then the Commission reserve the right to award the contract to 2nd lowest evaluated bidder. In case 2nd lowest evaluated bidder is unable to supply ordered items then the Commission reserve the right to award the contract to 3rd lowest evaluated bidder.
 33. Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The lowest evaluated bidder shall be responsible of the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.
 34. Payment shall be made after delivery, installation and commissioning of complete equipment/services/renewals. All payments shall be made after deduction of taxes and all payments shall be made through cross cheque in Pak Rupees. Taxes will be deducted at source as per Government Rules at the time of payment.
 35. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
 36. Unsealed bids will not be accepted.
 37. Sealed bids may be dropped in the tender drop box placed at State Life building # 2, 4th Floor Wallace Road, Off. I.I. Chandigarh Road, Karachi
 38. Clarification if any on the requirements may be obtained from sajjad.ahmed@secp.gov.pk
 39. The bid security of successful bidder will be retained throughout the contract/agreement period. However, bid security of unsuccessful bidders will be returned after award of contract to successful bidder.
 40. During the retention period the bid security no interest / markup will be paid on this amount by Commission to bidder at the time of refund/release of bid security.
 41. Successful bidders shall be bound to provide the required services/renewal within the delivery period/before expiry.
 42. Bid(s) received after the due date and time i.e. bid submission, will be rejected.
 43. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.
 44. The place of bid destination is:

Securities and Exchange Commission of Pakistan,
State Life building # 2, 4th Floor Wallace Road, Off. I.I. Chandigarh Road Karachi

45. The envelopes shall bear the following additional identification marks:

Bid for: OUT SOURCING PHOTOCOPIER & NETWORK PRINTING
SERVICES AT SRO, KARACHI FOR THE YEAR 2023-24

Bidder Name: XYZ

Attention: Sajjad Ahmed
Deputy Director, Admin,

State Life building # 2, 4th Floor Wallace Road, Off. I.I. Chandigarh Road
Karachi

46. The deadline for the submission of bids is:

Date: November *, 2023 by 1100Hrs**

Time: 1100 Hrs

47. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan

State Life building # 2, 4th Floor Wallace Road, Off. I.I.
Chandigarh Road Karachi

Date: November *, 2023**

Time: 1130 Hrs

A statement "Not to be opened before 1130Hrs." shall be clearly mentioned on the top of the sealed bid.

Note: Attachment Details are as under:

1.	TORs and Evaluation Criteria	Annex "A"
2.	Documentary Evidence Form	Annex "B"
3.	Format of Affidavit/Undertaking	Annex "C"
4.	Sample agreement	Annex "D"

If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.

Terms of Reference

1. Quoted price must be in Pak rupees inclusive of all government applicable taxes.
2. The bidder should provide contact person's name, designation, complete postal address, and telephone & Fax number(s).
3. Rates of the photo copier and network printing services per page should be quoted in accordance with using imported A-4 size white paper (80 grams). Monthly total photocopies and network printing will range between 60,000 to 70,000 numbers (approx.).
4. The successful bidder shall be providing at least two digital photocopier machines and two heavy duty (monochrome) network laser printers at SECP Office at Karachi. Both the said machine shall have counter functionality of usage that is to be provided on every month.
5. Bidder shall quote (Lump sum) cost (incl. all applicable taxes) per copy, which includes A-4 size imported paper and shall be responsible for providing toner and all consumable accessories along with the maintenance of all machines at site, when it is required.
6. The successful bidder shall be responsible for providing a machine operator deputed at SECP's Karachi office from 9:00am to 6:00pm (Monday to Friday)., due to certain important work, the machine operator may have to stay late at the office at 6:pm, very rarely.
7. Annual contract between successful bidder and Securities and Exchange Commission of Pakistan will be done.
8. Rates of the photocopier services shall remain valid throughout the contract/agreement period i.e. (2023-24) and contract/agreement may be extended for next one to two years with mutual consent and mutually agreed terms and conditions between the Commission and the successful bidder.
9. Commission shall be responsible for the provision of furniture & Fixture, electricity and space for Photocopier Machine(s).
10. Bid should be accompanied with bid security (refundable) for an amount equal to 2% of the total quoted price (Inclusive of applicable Taxes) in shape of either pay order or demand draft in favor of Securities and Exchange Commission of Pakistan. Bid security shall be submitted as under:

S. No.	Description		Remarks/Clarity
a	Monthly total photocopies and network printing (approx.).	60,000	
b	Quoted Per Page Rate inclusive of applicable taxes	?	
c	Amount of the service charges Monthly (Approx.)		$c = a \times b$
d	Amount of the service charges (Approx.)		$d = c \times 12$
e	Amount of Bid Security to be Deposited by the Bidder		$e = 2\% \text{ of } d$

11. Bids Found in compliance with all the requirement (s) and quoted lowest price shall be selected.
12. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.

DOCUMENTARY EVIDENCE

Name of the Bidder: _____

Bid against Reference No: _____

Date of opening of Bid: _____

Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. **Bidders are required to mark page number on each page of the bid and mention the exact page number of relevant documents in the table below.** Bidders are advised to attach all supporting documents with this form in the order of the requirement.

S#	Required Documentation	Signature of Bidder	Supporting Document's Name	Page Number in the Bid.
1	NTN Certificate			
2	SST Certificate			
3	Availability on Active Tax Payers List of FBR			
4	Registration/Incorporation/Business Certificate			
5	Affidavit(s)			
6	Bid Bond/Security (As applicable)			
7	Bid Validity period of 150 days (As applicable)			
8	Bidding documents duly signed/ stamped			
9	Authorized Contact Number and Email Address.			

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) The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false.

Note: In case any 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: _____

“ SAMPLE AGREEMENT ”

PHOTOCOPIER SERVICES AGREEMENT

This Photocopier Services Agreement is made here at Karachi on this ____ day of January 2024 ('Agreement')

BETWEEN

M/s ABC a sole proprietor with its office located at XYZ Karachi, hereinafter called the "Service Provider" (which expression wherever the context so permits shall mean and include its include its successors-in-interest, administrators, legal representative and assigns) Service Provider.

AND

Securities & Exchange Commission of Pakistan, , an autonomous body, established under the Securities and Exchange Commission of Pakistan Act, 1997, having its Company Registration Office located at 4TH Floor, State Life Building No.2, Wallace Road Off I.I Chandigarh Road, Karachi, hereinafter referred to as the "SECP" (which expression wherever the context so permits shall mean and include its include its successors-in-interest, administrators, officers and assigns) SECP

WHERE AS

- A. SECP required services for the photocopying facility at its company registration office as referred to above.
- B. Service Provider offered its services for the photocopying facility along with photocopy machines, details of which is mentioned in the clauses below, and warranted that it has the requisite expertise and legal capacity for providing the maintenance services.
- C. SECP accepted the said offer of Service Provider for providing the said services as required by SECP in accordance with the terms and conditions set forth in this Agreement.

NOW THIS AGREEMENT WITNESSETHS AS FOLLOWS

1. Service Provider will install 2 heavy duty Photocopier Machines and two heavy duty monochrome networking printers in the regional office premises of SECP as per SECP's requirements. Both the said machine shall have counter functionality of usage that is to be provided on every month.
2. Service Provider will charge Rs:*** (Three Rupees and Ninety paisa), inclusive of 13 % sales tax on service Per Copy (For Photo Copy as well as printing of A4 and A3 paper – Size respectively)
3. The Service Provider and SECP agree to execute this Agreement for at least one year period renewable further on mutual written consent of both parties. This Agreement period will be effective from D-M-Y to D-M-Y(+1)
4. The Service Provider will charge minimum 15000 copies per month, A-4 to A-3 size of papers if number of copies taken out on monthly basis is less than 15000 copies; otherwise for the photocopies of more than 15000 numbers per month , the said number will be charged.

5. The Service Provider will install the photocopying machines at the regional office of the SECP with all accessories, Toner, Paper Operator and consumable and will make them available during the timing 9:00 AM TO 6:00 PM on daily basis. If additional time will be required by SECP then the Service Provider's operators will be paid Rs. ***/= per hours as overtime by the SECP, account of which should be mentioned separately in the Monthly Bills.
6. All the photocopying machines will be installed and available in SECP's Company Registration Office premises and risk of theft or fire will be construed as SECP's liability; provided any of these accidents occurs in the absence of Service Provider's operators/staff. However, any technical or mechanical damage due to normal use will not be construed as SECP's liability.
7. SECP's shall not be authorized to move or replace the equipment from its regional office premises to any other place without the permission / information of the Service Provider.
8. Photocopying machines and network printers will be maintained by the Service Provider at its own cost and expense in good working condition at all the times and the quality of photocopies will be as required by and acceptable to SECP.
9. Replacement of machines or backup photocopies will be arranged and provided by Service Provider immediately in case of any breakdown or fault in machines. No disturbance and suspension will be allowed in the photocopy service for any reason.
10. No Material/ Photocopies erroneously generated will be removed from the premises by the SECP.
11. The rates will not be changed without the prior notice of one month to the SECP and its implementation will be subject to approval of the competent authority of SECP Provided the rates are changed as per Government directives/policies.
12. The Machine will remain the property of the Service Provider.
13. If Operators of Service Provider do not attend office, the Service Provider will provide another Operator immediately without affecting SECP's office work. All or any defect in provision of services by the Contractor, if not rectified within 1 day or as extended by the Commission, shall amount to liquidated damages of Rs.1000 per day after the expiry period to the account of the Contractor. The Commission may also claim damages other than liquidated damages from the Contractor.
14. The Sample of the photocopies paper provided by the SECP (80 grams imported) will be used by Service Provider.
15. The Service Provider designated attendant/ Operator will maintain strict confidentiality and agree not to disclose/ divulge any information which Service Provider may gather from the SECP or documents that may come across to the Service Provider attendants/Operators. In case of any breach liquidated damages will be claimed by SECP.
16. Service Provider shall not assign or transfer its obligations, rights, interests and benefits hereunder without the concurrence of SECP.
17. Each of the clauses of this Agreement is severable and distinct from one another and if any one or more of the clauses of this Agreement or any part thereof is or becomes invalid, illegal or unenforceable, the validity, legality, or enforceability of the remaining clauses of this Agreement shall not thereby be affected or impaired in any way.
18. Any dispute arising out of this Agreement shall at first instance be resolved through negotiations by the Parties, and if no resolution is reached than shall be resolved through a single arbitrator mutually appointed by the Parties. The proceedings of arbitration shall be in accordance with the provisions of the Arbitration Act, 1940. The venue of arbitration shall be Karachi and the language shall be English.
19. This Agreement forms the entire understanding between the Parties and supersedes any and all previous correspondence between the Parties regarding the matter.

20. Either Party may terminate this Agreement if the other Party fails to remedy a breach within thirty (30) days of receipt of written notice to do so.
- (i) SECP may terminate this Agreement if the Service Provider fails to perform the obligations under this Agreement by affording an opportunity with a written notice of fifteen days.
 - (ii) Service Provider may terminate this Agreement if SECP fails to make payment under this Agreement within 15 days of a written notice from the Contractor to do so.
21. Any failure or omission by any Party to perform any obligation under this Agreement shall not be considered or treated as a default or breach by such Party if to the extent and for as long as such failure or omission is caused by any supervening event (hereinafter referred to as "Force Majeure") beyond the reasonable control of the Party so affected (to include without limitation, acts-of-God, acts-of-state, war, riot, military action explosions, terrorism, sabotage, natural disaster, civil commotion, strikes, lockouts and labor disputes) and which by the exercise of reasonable diligence could not be prevented or provided against and the effects of which cannot be overcome by reasonable expenditure.
- (i) The Party so affected shall as soon as it becomes aware of the occurrence of Force Majeure immediately notify the other Party, and the protection of this Article shall become operative only from the time when such notice is given. Thereafter the Party so effected shall do all that is reasonably possible at its expense to remove or ameliorate the effect of such occurrence of Force Majeure. If all reasonable efforts should fail, or if Force Majeure situation persists beyond the period of 30 days, the Parties shall in good faith consult with each other and take necessary steps for resolving the issue of investment, loss of goodwill, etc.
 - (ii) If the effect of Force Majeure continues beyond a period of sixty (60) days than either Party may terminate this Agreement.
22. Address for Notices: For the purposes of this Section, a Party may take the address and facsimile number of other Party to be:
- (a) the address and number set out below; or
 - (b) where another address of number is notified by either of the Party to other Party, the last address of number so notified to it.
- SECP office address and designated person:**

To: Attn; _____
 Address: _____
 Tel: _____ Fax: _____

Service Provider office address and designated person:

To: Attn; _____
 Address: _____
 •Tel: _____ Fax: _____

Service Provider
M/sABCD

For and on behalf of
SECP

Name:
Designation:

Name:
Designation:

WITNESSES:

1)

Name

2)

Name

Business Recorder, Islamabad
Wednesday, November 15, 2023



**SECURITIES AND EXCHANGE COMMISSION
OF PAKISTAN (SECP)**

T# 01/2023-24(KHI)

INVITATION TO BID

The Securities & Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers/distributors/partners/resellers/service provider 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 following:

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Sajjad Ahmed, Deputy Director (Admin)

4th Floor, State Life Building # 2, Wallace Road, Off. I.I. Chandigarh, Karachi

PID (I) No. 2930/23

1574

روزنامہ نوائے وقت راولپنڈی / اسلام آباد (2) 15 نومبر 2023ء



**SECURITIES AND EXCHANGE COMMISSION
OF PAKISTAN (SECP)**

T# 01/2023-24(KHD)

INVITATION TO BID

The Securities & Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers/distributors/partners/resellers/service provider 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 following:

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PID(I)2930/23/C

Sajjad Ahmed, Deputy Director (Admin)

4th Floor, State Life Building # 2 Wallace Road, Off. I.I. Chaudhary, Karachi

15/11/23

C

Sajjad Ahmed

From: Ubaidullah Khalid
 Sent: 20 November 2023 10:22
 To: Sajjad Ahmed
 Subject: RE: Uploaded Tender Notice not visible on PPRa Website (Receipt No.180344)

Its on PPRa now

Monday, November 20, 2023

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PAKISTAN)

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Public Tenders

View By: All Organizations, Sectors

Please Click on image to Download/View.
 Only 10 days old tenders from the closing date will be shown

Organization Name: Securities and Exchange Commission
 Sector Name: Miscellaneous

Tender No	Tender Title	Download	Advertised Date	Closing Date
TSS23566E	Securities and Exchange Commission, Islamabad (1) Manpower resource services (2) Preparation of Accounting Manual T# 11/23-24		17/11/2023	4/12/2023 11:00:00 AM
TSS23538E	Securities and Exchange Commission, Islamabad OUT SOURCING PHOTOCOPIER & NETWORK PRINTING SERVICES T# 01/2023-24(X3H)		15/11/2023	17/12/2023 11:00:00 AM

From: Sajjad Ahmed
 Sent: Friday, 17 November 2023 3:19 pm
 To: Ubaidullah Khalid <ubaidullah.khalid@secp.gov.pk>
 Subject: RE: Uploaded Tender Notice not visible on PPRa Website (Receipt No.180344)

Respected sir

AOA

Referring to the append email, thanks for your usual support and follow up !

Best Regards,

SAJJAD AHMED | Deputy Director
 Support Services Division | Administration Department
 VOICE: (Direct): +92 (21) 99213423 | Cell: 0321-9210952

SERVICE DESK - CLICK ME

Toll Free (From Landline Only) 0800-88008
 Complaints complaints@secp.gov.pk
 Queries queries@secp.gov.pk

From: Ubaidullah Khalid
 Sent: 17 November 2023 14:54
 To: info@ppra.org.pk
 Cc: rizwan@ppra.org.pk; Sajjad Ahmed <sajjad.ahmed@secp.gov.pk>; Ayesha Saddiqua <ayesha.saddiqua@secp.gov.pk>; Arshad Kamal <arshad.kamal@secp.gov.pk>
 Subject: Uploaded Tender Notice not visible on PPRA Website (Receipt No.180344)

Dear PPRA Team,

This is in reference to PPRA's Receipt No.180344.

Your support is requested as the tender notice we uploaded on Nov 15, 2023 is still not visible on your website. (Screenshot pasted below for reference)

Friday, November 17, 2023

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PAKISTAN)

Home | NIP Trainings | Public Tenders | EPADS Trainings | Tender Search | Annual Reports | Legal Documents | Policy Guidelines | Procurement

User Name: Zahid Hassan
 Organization Name: Securities and Exchange Commission

Receipt No	Tender No	Tender Details	Advertised Date	Closing Date	Operations
←180386	T# 11/23-24	(1) Manpower outsourcing services (2) Preparation of Accounting Manual Details	17/11/2023	4/12/2023 11:00	Print Edit Delete
←180344	T# 01/2023-24(KHI)	OUT SOURCING PHOTOCOPIER & NETWORK PRINTING SERVICES OUT SOURCING PHOTOCOPIER & NETWORK PRINTING SERVICES Details	15/11/2023	1/12/2023 11:00	Print Edit Delete

Regards,

M. Ubaidullah Khalid | Additional Joint Director
 Support Services Division | Administration Department
 PABX: +92 [051] 111 117 327 Ext 5437 | FAX: +92 [051] 9100471
 "Transparency, Innovation & Progress"

SERVICE DESK - CLICK ME



Securities and Exchange Commission of Pakistan (SECP)
 NIC Building, 43 Brink Avenue, Blue Area, Islamabad - 44000, Pakistan
 www.secp.gov.pk

Toll Free
 0800-88008

Complaints
 051-3333333

Queries
 051-3333333



Securities and Exchange Commission of Pakistan

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- Procurement

PROCUREMENT


Search keyword, year or code

01/01/2016 - 05/05/2016

Start Date	End Date	Title	Code	Download
15/11/2023	01/12/2023	OUT SOURCING PHOTOCOPIER & NETWORK PRINTING SERVICES AT DAO, RAHWALI FOR THE YEAR 2023-24	T4-01/02/23-24	Download
09/11/2023	28/11/2023	Procurement for Support, Renewal of Dell EMC Unity 400 Hybrid Storage Solution	T4-10/01/23-24	Download
09/11/2023	15/11/2023	Purchase of LED Rods	T4-10/01/23-24	Download
11/11/2023	11/11/2023	Subscription of WatchLabs Screening Software	T4-09/02/23-24	Welcome to SARA, SECP Automated Response Application (Chatbot). Type HI To start the conversation...
04/11/2023	21/11/2023	Procurement of Heavy-Duty Multifunction Printer with tray	T4-04/02/23-24	
04/11/2023	21/11/2023	Procurement of Samsung G4 (40'aa) Secure Print Printing Licenses for multi-function printers (MFPs)	T4-09/02/23-24	Download

D)

1. Quoted price must be in Pak rupees inclusive of all government applicable taxes.
2. The bidder should provide contact person's name, designation, complete postal address, and telephone & Fax number(s).
3. Rates of the photo copier and network printing services per page should be quoted in accordance with using imported A 4 size white paper (80 grams). Monthly total photocopies and network printing will range between 60,000 to 70,000 numbers (approx.).
4. The successful bidder shall be providing at least two digital photocopier machines and two heavy duty (monochrome) network laser printers at SECP Office at Karachi. Both the said machine shall have counter functionality of usage that is to be provided on every month.
5. Bidder shall quote (Lump sum) cost (incl. all applicable taxes) per copy, which includes A-4 size imported paper and shall be responsible for providing toner and all consumable accessories along with the maintenance of all machines at site, when it is required.
6. The successful bidder shall be responsible for providing a machine operator deputed at SECP's Karachi office from 9:00am to 6:00pm (Monday to Friday), due to certain important work, the machine operator may have to stay late at the office at 6:pm, very rarely.
7. Annual contract between successful bidder and Securities and Exchange Commission of Pakistan will be done.
8. Rates of the photocopier services shall remain valid throughout the contract/agreement period i.e. (2023-24) and contract/agreement may be extended for next one to two years with mutual consent and mutually agreed terms and conditions between the Commission and the successful bidder.
9. Commission shall be responsible for the provision of furniture & Fixture, electricity and space for Photocopier Machine(s).
10. Bid should be accompanied with bid security (refundable) for an amount equal to 2% of the total quoted price (Inclusive of applicable Taxes) in shape of either pay order or demand draft in favor of Securities and Exchange Commission of Pakistan. Bid security shall be submitted as under:

S.No.	Description		Remarks/Clarity
a	Monthly total photocopies and network printing (approx.)	60,000	
b	Quoted Per Page Rate inclusive of applicable taxes	6.00	
c	Amount of the service charges Monthly (approx.)	360,000/=	c = 60,000 X 6.00
d	Amount of the service charges Annual (approx.)	4,320,000/=	d = 360,000 X 12
e	Amount of Bid Security to be Deposited by the Bidder	86,400/=	e = 2% of d 4,320,000/=

11/12/20

11. Bids Found in compliance with all the requirement (s) and quoted lowest price shall be selected.
12. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.

NOT OVER Rs. *86,500.00*



Meezan Bank
The Premier Islamic Bank

(0120) KHALID BIN WALEED ROAD BRANCH, KARACHI - PAKISTAN

*SECURITY EXCHANGE COMMISSION OF
PAKISTAN ON A/C QUICK MARKETING
SERVICES*

Pay to _____ or Order

Rupees

EIGHTY SIX THOUSAND FIVE HUNDRED ONLY



P.O. No: PO.0120.5323675

Stationery/Ref No: 05323675

2	9	1	1	2	3
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PKR *86,500.00*

Authorized Signatory
Attorney No.

Authorized Signatory
Attorney No.

BASIT TAJ
PA # C-2591

ABDUL WAHAB
PA # C-2598

PAYABLE AT ANY BRANCH
Please do not write below this line.

⑈05323675⑈0890120⑈1757100010120⑈020⑈



DOCUMENTARY EVIDENCE

Name of the Bidder: NAVEED AHMED

Bid against Reference No: TH 01/2023-24 (KHI)

Date of opening of Bid: December 1st, 2023



Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mark page number on each page of the bid and mention the exact page number of relevant documents in the table below. Bidders are advised to attach all supporting documents with this form in the order of the requirement.

S #	Required Documentation	Signature of Bidder	Supporting Document's Name	Page Number in the Bid.
1	NTN Certificate		NTN Certificate	06
2	SST Certificate		SRB Certificate	07
3	Availability on Active Tax Payers List of FBR		Tax payer Registration Certificate	03
4	Registration/Incorporation/Business Certificate		Gst Certificate	04
5	Affidavit (s)		Stamp Paper	05
6	Bid Bond/Security (As applicable)		Pay order bank	01
7	Bid Validity period of 150 days (As Application)		—	—
8	Bidding documents duly signed/stamped		Annex A	02
9	Authorized Contact Number and Email Address.		Contact Person Details	08

TAXPAYER REGISTRATION CERTIFICATE

(Under Section 181C of the Income Tax Ordinance 2001)

Registration No. 4220105997547



Date of Registration 04-Mar-2000

Type of Person Individual

Name NAVEED AHMED

Address Shop No. 15-A, Faisal Plaza, Gulshan-e-Zahoor, Near Gora Qabristan, Shahrah-e-Faisal, Karachi, Karachi East Jamshed Town

Tax Office RTO-II KARACHI

Activity Type Business



This is a computer generated certificate and hence, no signatures are required.

Displaying of Taxpayer Registration Certificate is mandatory as provided under section 181C of Income Tax Ordinance 2001.

This is not a valid evidence of being a "filer" for the purposes of clauses (23A) and (35C) of sections 2 and 181A of the Income Tax Ordinance 2001.





14(1) (ORDER TO GRANT / REFUSE REGISTRATION ON APPLICATION THROUGH SIMPLIFIED)

Name: NAVEED AHMED

Address: Shop No. 15-A, Faisal Plaza, Gulshan-e-Zahoor, Near Gora
Qabristan, Shahrah-e-Faisal, Karachi, Karachi East
Jamshed Town



100000147424905

Registration 4220105997547

Tax Year : 2023

Period : 01-Jul-2022 - 30-Jun-2023

Medium : System

Due Date : 02-Mar-2023

Document Date : 02-Mar-2023



Ummayyeh



Federal Board of Revenue
Revenue Division - Government of Pakistan



14(1) (ORDER TO GRANT / REFUSE REGISTRATION ON APPLICATION THROUGH SIMPLIFIED)

Name: NAVEED AHMED
Address: Shop No. 15-A, Faisal Plaza, Gulshan-e-Zahoor, Near Gora
Qabristan, Shahrah-e-Faisal, Karachi, Karachi East
Jamshed Town



Registration 4220105997547
Tax Year : 2023
Period : 01-Jul-2022 - 30-Jun-2023
Medium : System
Due Date : 02-Mar-2023
Document Date : 02-Mar-2023

Personal Info:

Person : Individual _____ CNIC / CNICOP : 4220105997547
Type : Pakistani Male _____
Name : NAVEED AHMED _____
Cell No. : 00923008267853 _____ Email : qms6@hotmail.com _____
Nationality : Pakistan _____ Accounting Period : 01st July - 30th June _____
Formation/Birth Date : _____ Liquidation/Death Date : _____
Registered Address : _____
Registered for Sales Tax: Yes w.e.f 02-MAR-23 _____

**DNFBP Registration
Status:**

Addresses:

SHOP NO. 15-A FAISAL PLAZA GULSHAN E ZAHOOR NEAR GORA QABRISTAN SHAHRAH E FAISAL ,KARACHI					
Type :	Commercial Property	Capacity :	Owner	Acquisition Date :	04-Mar-2000
Form :	House	% Share :	100	Disposal Date :	
Owner Name :				Owner CNIC :	
Shop No. 15-A, Faisal Plaza, Gulshan-e-Zahoor, Near Gora Qabristan, Shahrah-e-Faisal, Karachi, Karachi East Jamshed Town					
Type :	Commercial Property	Capacity :	Owner	Acquisition Date :	
Form :	Shop-land	% Share :	50	Disposal Date :	
Owner Name :				Owner CNIC :	
Shop No. 15-A, Faisal Plaza, Gulshan-e-Zahoor, Near Gora Qabristan, Shahrah-e-Faisal, Karachi, Karachi East Jamshed Town					
Type :	Commercial Property	Capacity :	Owner	Acquisition Date :	
Form :	Shop-land	% Share :		Disposal Date :	
Owner Name :				Owner CNIC :	

14(1) (ORDER TO GRANT / REFUSE REGISTRATION ON APPLICATION THROUGH SIMPLIFIED)

Name: NAVEED AHMED

Registration 4220105997547

Address: Shop No. 15-A, Faisal Plaza, Gulshan-e-Zahoor, Near Gora
Qabristan, Shahrah-e-Faisal, Karachi, Karachi East
Jamshed Town

Tax Year : 2023

Period : 01-Jul-2022 - 30-Jun-2023

Medium : System

Due Date : 02-Mar-2023

Document Date : 02-Mar-2023



100000147424905

Businesses:

QUICK MARKETING SERVICES					
Capacity : Owner		Acquisition Date :		11-Nov-2006	
Disposal Date :					
Activities	Principle	ST	FED	Start Date	End Date
Importer/Exporter/Importer/Importer	No	Yes	No	02-Mar-2023	
Other service activities/SERVICES/SERVICES	Yes	No	No	11-Nov-2006	
Address			Capacity	Start Date	End Date
Shop No. 15-A, Faisal Plaza, Gulshan-e-Zahoor, Near Gora Qabristan, Shahrah-e-Faisal, Karachi, Karachi East Jamshed Town			Business Operated on	04-Mar-2019	

Attributes

Attribute	Value
Decision	Granted / Accepted

Attachments

Pictures of utilities meter

Picture of Electric Meter-QMS.pdf

Pictures of business premises

Office Image-QMS.pdf

Pictures of business premises .

Office Image 2-QMS.pdf

Bank Certificate

Bank Account Maintenance Certificate-QMS.pdf

Evidence of tenancy / ownership of business premises

Ownership Document.pdf

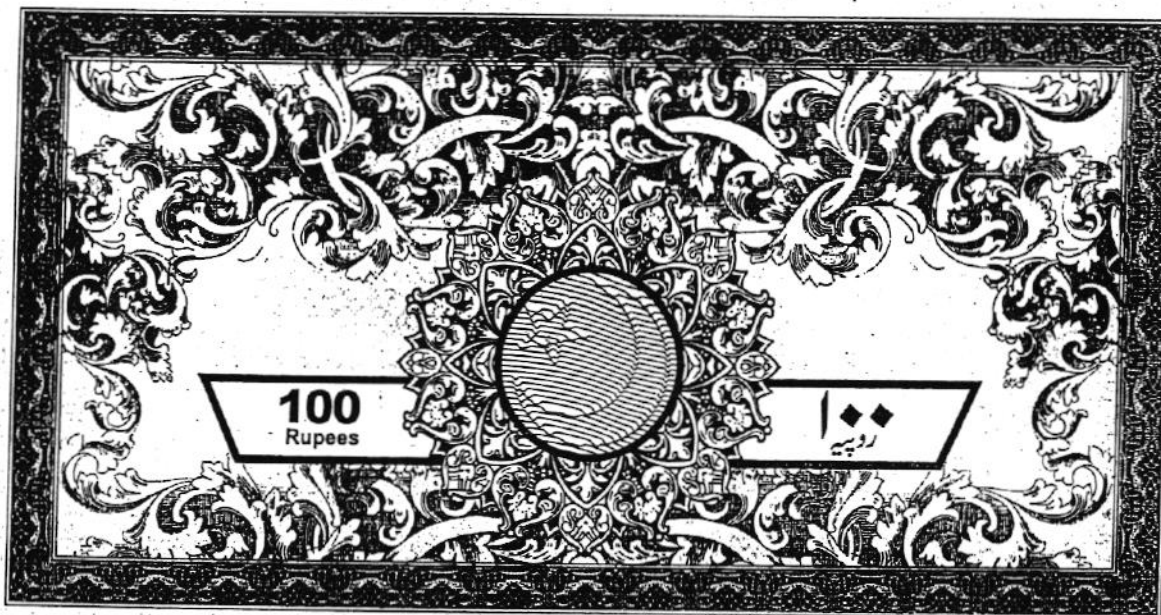
Paid utility bill of business premises not older than 3 months

Electricity Bill.pdf

Evidence with 181 (Form of Registration filed for modification)
(Income Tax)

Mdification Form 181.pdf

Muhammad Ansir Ali Khan
Assistant / Deputy Commissioner
Inland Revenue, Unit-II, Range-I, Zone-III
RTO-II KARACHI, ST/16-17, Gulistan e Johar, block-15
Karachi.



S. ABBAS ALI ZAIDI STAMP VENDOR
Lic No. 17, C/O Seat # 34, Shed "A"
City Court, Karachi Pakistan

20 NOV 2023

RUPEES ONE HUNDRED

S. NO. 26337 DATE

ISSUED TO WITH ADDRESS

THROUGH WITH ADDRESS

PURPOSE

VALUE RS

STAMP VENDOR SIGNATURES

IRFAN ALI SHAIKH
Advocate

ATTESTED Log # 445-KBA

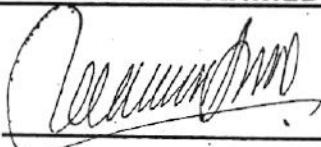
Annex "C"

"AFFIDAVIT / UNDERTAKING"

- a) I, Mr. **Naveed Ahmed** S/o **Chanda Mian** holding CNIC # **42201-0599754-7** From **M/s.Quick Marketing Services** Having Its business office at **36-B.Faisal Plaza,Gulshan-e-Zahoor, Opp.Gora Kabrastan, Shahrah-e-Faisal Karachi-Pakistan.** do hereby solemnly affirm and declare as under;
- b) That M/s.**Quick Marketing Services** 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.**Quick Marketing Services** have not been subject to financial crime. Nor they every compounded with their creditors in any capacity.
- e) The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false.

Note: In case any 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 : NAVEED AHMED

SIGNATURE : 

STAMP : _____



Taxpayer Profile Inquiry

Printed On: 11/22/2023 5:16:52 PM

Registration No 4220105997547
Reference No 1049493-6
Registered for Sales Tax Yes. w.e.f. 02-MAR-23
Name NAVEED AHMED
Category Pakistani Male
PP/REG/INC No.
Email qms****tma***com
Cell 00923**826**53
Address Shop No. 15-A, Faisal Plaza, Gulshan-e-Zahoor, Near Gora Qabristan, Shahrah-e-Faisal, karachi, Karachi East Jamshed Town
Registered On 04-MAR-2000
Tax Office RTO-II KARACHI
Registration Status Income Tax: Active , Sales Tax: OPERATIVE

Sr.	Business/ Branch Name	Business/ Branch Address	Principal Activity
1	QUICK MARKETING SERVICES	Shop No. 15-A, Faisal Plaza, Gulshan-e-Zahoor, Near Gora Qabristan, Shahrah-e-Faisal, karachi, Karachi East Jamshed Town	890111-Other service activities/SERVICES/SERVICES






GOVERNMENT OF SINDH
SINDH REVENUE BOARD

Sindh Sales Tax Registration Certificate

Issued under section 24, 24A & 24B of the Sindh Sales Tax on Services Act, 2011 read with rules 5 & 6 of the Sindh Sales Tax on Services Rules, 2011
1049493-6

Sindh Sales Tax Registration No. _____

NAVEED AHMED

Name: _____

QUICK MARKETING SERVICES

Business / Firm / Company Name: _____

Description And Tariff heading of the Principal Service Activity: **RENTING OF MACHINERY, EQUIPMENT, APPLIANCES AND OTHER TANGIBLE GOODS.**

Individual / AOP / Company: **INDIVIDUAL**

CNIC / Firm Reg. / Company Inc. Number: **4220105997547**

Business Address: **SHOP NO. 15-A, FAISAL PLAZA, NEAR GORA QABRISTAN, GULSHAN E ZAHOOR, KARACHI**

Effective Date of Registration: **20/08/2019** OR From the date it provided any Taxable Service, whichever is earlier

03/12/2020

Date of Issue: _____

Signature _____

This Certificate shall be prominently displayed at a conspicuous place of the premises in which business is carried on.



SRE

Generating Revenue for People

"Subject: Authorized Contact Person Name & Details"

NAME	NAVEED AHMED
EMAIL ADDRESS	naveed.ahmed@quickmarketingservices.com
CONTACT #	0300-8267853

Thanks & best regards!

Quick Marketing Services



PAYMENT ORDER



P.O.No 02950948 Page 1 of 1

Account Payee Only

20481111515956202



SILKBANK

(5017) Shahrah-e-Faisal Branch
Karachi, Emaan Islamic

Not Over 87,900.00

Stationery/Ref No:

FT233325F5FP				
2	0	1	1	2
				3

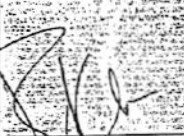
PKR 87,900.00

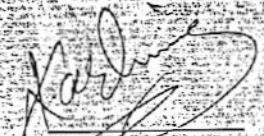
Pay to SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

Rupees EIGHTY SEVEN THOUSAND NINE HUNDRED ONLY

Payable at any Silkbank branch in Pakistan

Please do not write below this line.


 Authorised Signatory
 PA/Attorney No. 108


 Authorised Signatory
 PA/Attorney No.

0295094 210665017

020

D2










DOCUMENTARY EVIDENCE

Name of the Bidder: JASEEM AHMED

Bid against Reference No: 01/2023-24 (Khi)

Date of opening of Bid: 1/DEC/2023

Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mark page number on each page of the bid and mention the exact page number of relevant documents in the table below. Bidders are advised to attach all supporting documents with this form in the order of the requirement.

S #	Required Documentation	Signature of Bidder	Supporting Document's Name	Page Number in the Bid.
1	NTN Certificate		NTN CERTIFICATE	2
2	SST Certificate		SST CERTIFICATE	3
3	Availability on Active Tax Payers List of FBR		ACTIVE TAX PAYER LIST	4
4	Registration/Incorporation/Business Certificate			NIL
5	Affidavit (s)		AFFIDAVIT/UNDERTAKING	5
6	Bid Bond/Security (As applicable)		P.O	1
7	Bid Validity period of 150 days (As Application)			NIL
8	Bidding documents duly signed/stamped			6
9	Authorized Contact Number and Email Address.		Information letter.	7



Taxpayer Online Verification

Date : 21-11-2023

Time : 17:19:28

SNTN

1358718-8

Category

INDIVIDUAL

Name

JASEEM AHMED

Business Name

Sr.	Business Name	Address
1.	M/S QADRI ELECTRONICS	SHOP NO:15-A,AISAL PLAZA GULSHAN-E-ZAHOR,SHARA E FAISAL , KARACHI, DISTT:KARACHI,SINDH
2.	M/S EVERWATCH PAKISTAN	FLAT # 602,6TH FLOOR,ANUM CLASSIC,LUXURY APARTMENT,PLOT # 48,D.C.H.S.BLOCK A,SHAH,GULBERG TOWN, KARACHI CENTRAL, DISTT:KARACHI CENTRAL,SINDH

CNIC/Reg No.

42105*97*****

City

KARACHI CENTRAL

Principal service Activity

ERECTION, COMMISSION AND INSTALLATION SERVICES ,9839.0000

Other Service Activity

1	SERVICES PROVIDED OR RENDERED BY PERSONS ENGAGED IN CONTRACTUAL EXECUTION OF WORK OR FURNISHING SUPPLIES.	9809.0000
---	---	-----------

Date of Registration with SRB 20/01/2020

ATL Status

NON-ACTIVE

Print

Back



Active Taxpayer List (Sales Tax)

Printed On: 11/21/2023 5:25:58 PM

Name: JASEEM AHMED
Registration No.: 1358718
Business Name: EVERWATCH PAKISTAN
ATL Status: Taxpayer is Active
Return Filing Status (past 6 months): The taxpayer e-filed 6 ST&FE Returns during past 6 tax periods



EverWatch

1. Quoted price must be in Pak rupees inclusive of all government applicable taxes.
2. The bidder should provide contact person's name, designation, complete postal address, and telephone & Fax number(s).
3. Rates of the photo copier and network printing services per page should be quoted in accordance with using imported A 4 size white paper (80 grams). Monthly total photocopies and network printing will range between 60,000 to 70,000 numbers (approx.).
4. The successful bidder shall be providing at least two digital photocopier machines and two heavy duty (monochrome) network laser printers at SECP Office at Karachi. Both the said machine shall have counter functionality of usage that is to be provided on every month.
5. Bidder shall quote (Lump sum) cost (incl. all applicable taxes) per copy, which includes A-4 size imported paper and shall be responsible for providing toner and all consumable accessories along with the maintenance of all machines at site, when it is required.
6. The successful bidder shall be responsible for providing a machine operator deputed at SECP's Karachi office from 9:00am to 6:00pm (Monday to Friday), due to certain important work, the machine operator may have to stay late at the office at 6:pm, very rarely.
7. Annual contract between successful bidder and Securities and Exchange Commission of Pakistan will be done.
8. Rates of the photocopier services shall remain valid throughout the contract/agreement period i.e. (2023-24) and contract/agreement may be extended for next one to two years with mutual consent and mutually agreed terms and conditions between the Commission and the successful bidder.
9. Commission shall be responsible for the provision of furniture & Fixture, electricity and space for Photocopier Machine(s).
10. Bid should be accompanied with bid security (refundable) for an amount equal to 2% of the total quoted price (Inclusive of applicable Taxes) in shape of either pay order or demand draft in favor of Securities and Exchange Commission of Pakistan. Bid security shall be submitted as under:

S.No.	Description		Remarks/Clarity
a	Monthly total photocopies and network printing (approx.)	60,000	
b	Quoted Per Page Rate inclusive of applicable taxes	6.10	
c	Amount of the service charges Monthly (approx.)	366,000/=	$c = 60,000 \times 6.10$
d	Amount of the service charges Annual (approx.)	4,392,000/=	$d = 366,000 \times 12$
e	Amount of Bid Security to be Deposited by the Bidder	87,840/=	$e = 2\% \text{ of } d \text{ } 4,392,000/=$

11. Bids Found in compliance with all the requirement (s) and quoted lowest price shall be selected.
12. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.

EverWatch Pakistan

Flat no. 602, 6th Floor, BL-A, Anum Classic
Luxury Apartment, Plot no. 48, Darulaman
Co-Operative Housing Society, Shahrah-e-Faisal,
Karachi-75400, Pakistan.
Tel: (92-21) 34313492-4, 34523755, 34526755
URL: www.everwatchpak.com

Technical Support

15-A, Faisal Plaza, Gulshan-e-Zahoor,
Off. Shahrah-e-Faisal, Karachi-Pakistan.
Tel: (92-21) 32782520, 32783648, 32784
Fax: (92-21) 32785327



Signature
Date

Handwritten signature



EverWatch

DATE: 1ST-DEC.2023

**To, Securities & Exchange
Commission Of Pakistan,
Karachi.**

"Subject: Authorized Contact Details"

Name :	<i>Jaseem Ahmed</i>
Email Address:	<i>jaseem@everwatchpak.com</i>

Sincerely yours!



EVER WATCH PAKISTAN

EverWatch Pakistan

Flat no. 602, 6th Floor, BL-A, Anum Classic
Luxury Apartment, Plot no. 48, Darulaman
Co-Operative Housing Society, Shahrah-e-Faisal,
Karachi-75400, Pakistan.
Tel: (92-21) 34313492-4, 34523755, 34526755
URL: www.everwatchpak.com

Technical Support
15-A, Faisal Plaza, Gulshan-e-Zahoor,
Off. Shahrah-e-Faisal, Karachi-Pakistan.
Tel: (92-21) 32782520, 32783648, 3278411
Fax: (92-21) 32785327



NATIONAL TAX NUMBER CERTIFICATE

(Issued under section 20 of the Finance Act, 1999)

National Tax Number (NTN): 2946448-0

Name: SHAZIA JASEEM

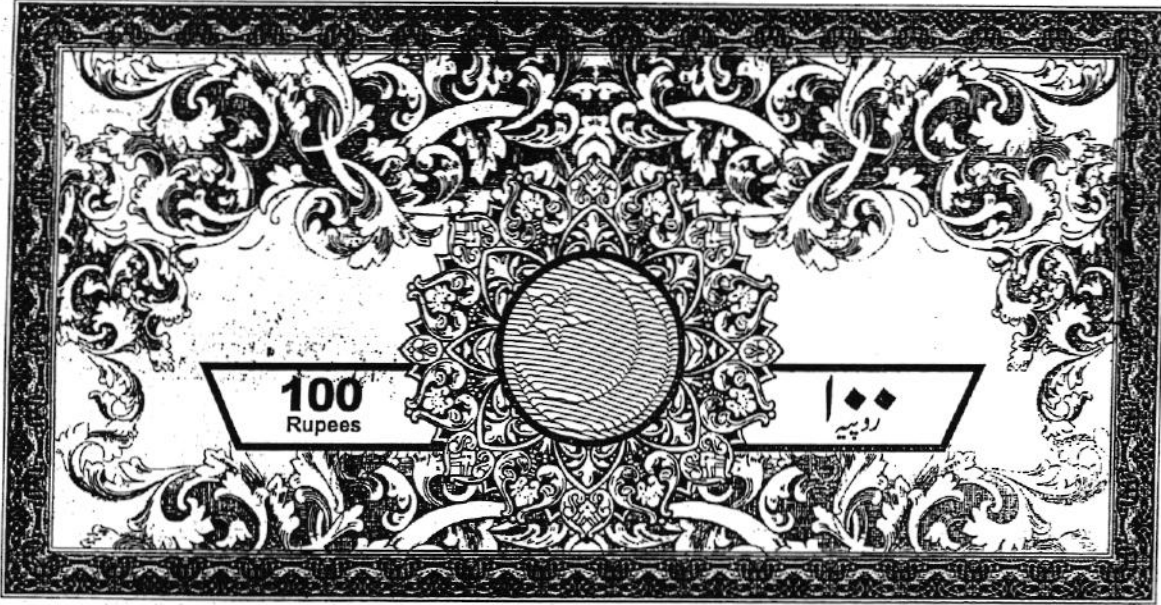
Address: EVER WATCH PAKISTAN
FLAT # 602, 6TH FLOOR, ANUM CLASSIC, LUXURY
APARTMENT, PLOT # 48, D.C.H.S. BLOCK
A, SHAH, GULBERG TOWN, KARACHI CENTRAL,
DISTT: KARACHI CENTRAL, SINDH

Status/Nature: Business Individual

CNIC/Firm Reg./Company Inc. Number: /New NIC: 4220105161012

This Certificate shall be prominently displayed at a conspicuous place of the premises in which business or work for gain is carried on. It is also required to be indicated on the signboard where it is affixed.

Date of Issue: 21/06/2008



Muhammad Zakir Stamp Vendor
Lic No 31, Suite No. 705-A, 7th Floor
Panorama Center-1, Near Atrium Mall
Saddar Karachi-Pakistan

C34006

06 NOV 2023

S NO..... DATE.....
ISSUED TO WITH ADDRESS.....
THROUGH WITH ADDRESS.....
PURPOSE.....
VALUE RS..... ATTACHED.....
STAMP VENDOR SIGNATURE.....

Shahjahan Adv

AFFIDAVIT / UNDERTAKING

- a) I, Mr. Jaseem Ahmed S/o Chanda Mian holding CNIC # 42201-0599753-1 From M/s. Everwatch Pakistan Having Its business office at Flat # 602, 6th-Floor, Anum Classic, Luxury Apartment, Plot # 48, D.C.H.S. Block /A, Shah, Gulberg Town, Karachi Central, Distt: Karachi Central, Sindh do hereby solemnly affirm and declare as under;
- b) That M/s. Everwatch Pakistan 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. Everwatch Pakistan have not been subject to financial crime. Nor they every compounded with their creditors in any capacity.
- e) The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false;

Note: In case any 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 : JASEEM AHMED

SIGNATURE : 

STAMP : 

ACCOUNT PAYEE ONLY

faysalbank 



P.O NO. Stationery/Ref. No. 07470161

10571542

D	D	M	M	Y	Y	Y	Y
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Not Over PKR *****90,000.00*****

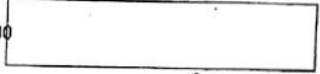
3605-1BB KHALID BIN WALEED RD

SECURITY EXCHANGE COMMISSION OF PAKISTAN ON ACCOUNT.

2 9 1 1 2 3

Pay to _____ or order

Rupees NINETY THOUSAND AND 0/100 ONLY *****90,000.00



PAYABLE AT ANY FBL BRANCH IN PAKISTAN


Authorized Signatory
PKR 000


Authorizes Signatory
PKR 00

PLEASE DO NOT WRITE BELOW THIS LINE

⑈07470161⑈0603605⑈000000000000000000⑈020⑈

D3

DOCUMENTARY EVIDENCE

Name of the Bidder: JUNAID AHMED

Bid against Reference No: 02/2023-24(Khi)

Date of opening of Bid: 1/12/2023

Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mark page number on each page of the bid and mention the exact page number of relevant documents in the table below. Bidders are advised to attach all supporting documents with this form in the order of the requirement.

S #	Required Documentation	Signature of Bidder	Supporting Document's Name	Page Number in the Bid.
1	NTN Certificate	Junaid	ntn Certificate	1
2	SST Certificate	Junaid	Stn Certificate	2
3	Availability on Active Tax Payers List of FBR	Junaid	ntn Certificate	1
4	Registration/Incorporation/Business Certificate	Junaid	No	No
5	Affidavit (s)	Junaid	Undertaking	3
6	Bid Bond/Security (As applicable)	Junaid	Pay order	05
7	Bid Validity period of 150 days (As Application)	Junaid	No	No
8	Bidding documents duly signed/stamped	Junaid	No	06
9	Authorized Contact Number and Email Address.	Junaid	No	07



1. Quoted price must be in Pak rupees inclusive of all government applicable taxes.
2. The bidder should provide contact person's name, designation, complete postal address, and telephone & Fax number(s).
3. Rates of the photo copier and network printing services per page should be quoted in accordance with using imported A 4 size white paper (80 grams). Monthly total photocopies and network printing will range between 60,000 to 70,000 numbers (approx.).
4. The successful bidder shall be providing at least two digital photocopier machines and two heavy duty (monochrome) network laser printers at SECP Office at Karachi. Both the said machine shall have counter functionality of usage that is to be provided on every month.
5. Bidder shall quote (Lump sum) cost (incl. all applicable taxes) per copy, which includes A-4 size imported paper and shall be responsible for providing toner and all consumable accessories along with the maintenance of all machines at site, when it is required.
6. The successful bidder shall be responsible for providing a machine operator deputed at SECP's Karachi office from 9:00am to 6:00pm (Monday to Friday)., due to certain important work, the machine operator may have to stay late at the office at 6:pm, very rarely.
7. Annual contract between successful bidder and Securities and Exchange Commission of Pakistan will be done.
8. Rates of the photocopier services shall remain valid throughout the contract/agreement period i.e. (2023-24) and contract/agreement may be extended for next one to two years with mutual consent and mutually agreed terms and conditions between the Commission and the successful bidder.
9. Commission shall be responsible for the provision of furniture & Fixture, electricity and space for Photocopier Machine(s).
10. Bid should be accompanied with bid security (refundable) for an amount equal to 2% of the total quoted price (Inclusive of applicable Taxes) in shape of either pay order or demand draft in favor of Securities and Exchange Commission of Pakistan. Bid security shall be submitted as under:

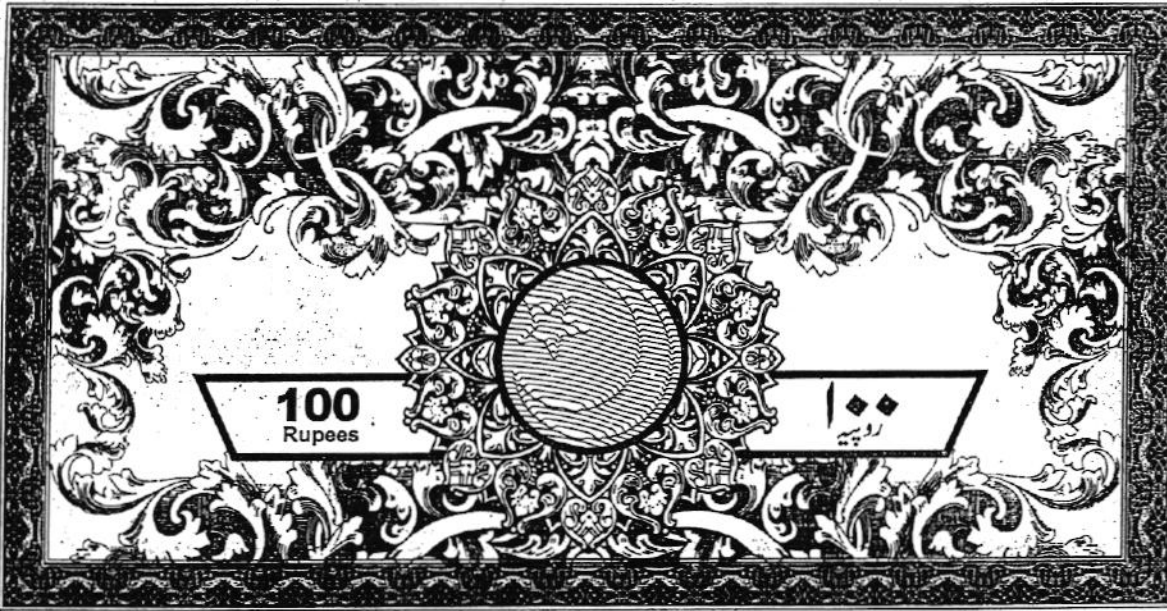
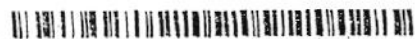
S.No.	Description		Remarks/Clarity
a	Monthly total photocopies and network printing (approx.)	60,000	
b	Quoted Per Page Rate inclusive of applicable taxes	6.25	
c	Amount of the service charges Monthly (approx.)	375,000/=	c = 60,000 X 6.25
d	Amount of the service charges Annual (approx.)	4,500,000/=	d = 375,000 X 12
e	Amount of Bid Security to be Deposited by the Bidder	90,000/=	e = 2% of d 4,500,000/=

11. Bids Found in compliance with all the requirements and quoted lowest price shall be selected.
12. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.

Arizona Printing Solutions



Handwritten signatures and dates:
1/12/23
1/12/23



SARDAR ALI STAMP VENDOR
Licence # 18, Shop # 52, SITE Market
SITE Karachi

01 NOV 2023

RUPEES ONE HUNDRED ON

S.No. DATE
ISSUED WITH ADDRESS..... TAHA SIDDIQUE
THROUGH WITH ADDRESS..... Advocate
PURPOSE..... 323339 5126/LC/KH
VALUE RS..... ATTACHED.....
STAMP VENDOR'S SIGNATURE.....
This Stamp Paper is not valid for Divorce & Free Will Purpose

AFFIDAVIT / UNDERTAKING

- a) I, Mr. Irshad AKhter s/o AKhter Hussain holding CNIC # 42201-0169621-5 From M/s. Arizona Printing Solutions Having its business office at House No. R/2 Street-7, Block 10-A Gulshan-e-Jahed do hereby solemnly affirm and declare as under;
- b) That M/s. Arizona Printing Solutions 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. Arizona Printing Solutions have not been subject to financial crime, Nor they every compounded with their creditors in any capacity.
- e) The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false.

Note: In case any 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 : Irshad AKhter

SIGNATURE : [Signature]

STAMP : _____



Active Taxpayer List (Sales Tax)

Printed On: 11/23/2023 2:32:47 PM

Name: JUNAID AHMED
Registration No.: 8095463
Business Name: ARIZONA PRINTING SOLUTIONS
ATL Status: Taxpayer is Active
Return Filing Status (past 6 months): The taxpayer e-filed 6 ST&FE Returns during past 6 tax periods





Taxpayer Online Verification

Date : 24-11-2023

Time : 11:18:29

SNTN 8095463-8 Category INDIVIDUAL
Name JUNAID AHMED

Business Name

Sr.	Business Name	Address
1.	ARIZONA PRINTING SOLUTIONS	House No.R/2,Street-4, Block 10-A,Gulshan-e-qba,Karachi

CNIC/Reg No.

42**107*07***

City

KARACHI

Principal service Activity

RENTING OF MACHINERY,EQUIPMENT,APPLIANCES AND OTHER TANGIBLE GOODS ,9806.6000

Other Service Activity

1	SERVICES PROVIDED OR RENDERED BY PERSONS ENGAGED IN CONTRACTUAL EXECUTION OF WORK OR FURNISHING SUPPLIES.	9809.0000
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Date of Registration with SRB

11/04/2022

ATL Status

ACTIVE

[Print](#) [Back](#)





“Authorized Contact Person Name & Details”

Dear Sir,

I am pleased to submit the details mentioned below:

Name : Junaid Ahmed

Email Address: junaid@arizonaprintingsolutions.com

Contact No. : 03082335510

Regards!



Arizona Printing Solutions

TAXPAYER REGISTRATION CERTIFICATE

(Under Section 181C of the Income Tax Ordinance 2001)

Registration No. 4220107207277



Date of Registration 19-Jan-2021

Type of Person Individual

Name JUNAID AHMED

Address House No.2, Street No.4, Block-10/A, National Cement Housing Society, Gulshan-e-Iqbal, Karachi, Karachi East, Gulshan Town.

Tax Office RTO-II KARACHI

Activity Type Other

This is a computer generated certificate and,
hence, no signatures are required.

Displaying of Taxpayer Registration Certificate is mandatory as
provided under section 181C of Income Tax Ordinance 2001.

This is not a valid evidence of being a "filer" for the purposes of clauses (23A) and (35C)
of sections 2 and 181A of the Income Tax Ordinance 2001.



Date of Print 19-Jan-2021



Active Taxpayer List (Sales Tax)

Printed On: 12/1/2023 12:40:16 PM

Name: JUNAID AHMED
Registration No.: 8095463
Business Name: ARIZONA PRINTING SOLUTIONS
ATL Status: Taxpayer is Active
Return Filing Status (past 6 months): The taxpayer e-filed 6 ST&FE Returns during past 6 tax periods



SECURITIES & EXCHANGE COMMISSION OF PAKISTAN

E

Attendance Sheet

A meeting of purchase committee held on 1st December 2023 , at SRO office 4th floor Karachi
Tender (01//2023-24 (KHI)) opening for outsource photocopier and network printing services
at SRO office (Karachi)

S. No.	Name of Members of Purchase Committee	Designation	Nominated Members (Most senior in CRO's in said dep't)	SOP Requirement
1.	Muhammad Maroof Bhatti	Additional Director/HOD Legal Advisory Department	Syed Imran Ali Shamsi Additional Joint Director (PLAD)	LAW <i>Shamsi</i>
2.	Syed Iftikhar ul Hasan Naqvi	CRO- In-charge (Khi)		User
3.	Ayesha Riaz	Director/HOD Finance Department	Tausif Ahmed Khan Deputy Director	Finance <i>Tausif</i>
4.	Hasnat Ahmad	Director/HOD Administration	Sajjad Ahmed – Deputy Director	Admin <i>Sajjad</i>
5.	Waseem Ahmad Khan	Registrar of Companies HOD \ CRD	Mr. Syed Iftikhar ul Hasan Naqvi CRO- In-charge (Khi)	CRD <i>Naqvi</i>

Bidder participated

1. M/s. Quick Maskery Lvs Signature [Signature] 01/12/23
2. M/s. Arizona Printing Solutions Signature [Signature] 01/12/23
3. M/s. Ever Watch Pakistan Signature [Signature] 1/12/23
4. M/s. Signature
5. M/s. Signature
6. M/s. Signature

Sajjad Ahmed

From: Sajjad Ahmed
Sent: 13 November 2023 10:16
To: Muhammad Sajid Gondal
Cc: Ubaidullah Khalid; Deepak Kumar Jewani
Subject: FW: Member of Purchase Committee are requested to assess the Bidding Document for acquiring annual - Out source photocopying and network printing services at SRO - FY 2023-24
Attachments: Draft Bidding document - Outsourcing Photocopier Network Printing Services at SRO Karachi for the year 2023-24 (T#01-2023-2024-) 01-12-2023.pdf; AD sample 1-12-2023.pdf; Re: Member of Purchase Committee are requested to assess the Bidding Document for acquiring annual - Out source photocopying and network printing services at SRO - FY 2023-24; FW: Request for initiating approval for photocopier and network printing services at SRO from 1st Jan 2024 to 31st December 2024, amounting Rs:5.8 m (estimate)

Dear Sajid sir

AOA .

With reference to the attached approval of HOD (Admin), your kind facilitation is solicited for printing of attached tender advertisement in two nationwide newspapers , in light of PPRA rules & regulation, as per below mentioned credentials.

Start date : 15th Nov 2023

End date : 1st Dec 2023

Subject: Outsource photocopying and network printing services in SECP Office at Karachi

Dear Ubaid sir

AOA

In continuation , your kind facilitation is requested for uploading the bidding documents attached (PDF format) on SECP & PPRA web site in light of PPRA rules & regulation, as per below mentioned credentials.

Start date : 15th Nov 2023

End date : 01st Dec 2023

Subject: Outsource photocopying and network printing services in SECP Office at Karachi

Thanks Sir(s)

Best Regards,

SAJJAD AHMED | Deputy Director

Support Services Division | Administration Department

VOICE: (Direct): +92 (21) 99213423 | Cell: 0321-9210952

SERVICE DESK - CLICK ME

Toll Free
0800-88008

Complaints
complaints@secp.gov.pk

Queries
queries@secp.gov.pk

From: Sajjad Ahmed

Sent: 08 November 2023 10:55

To: Waseem Ahmad Khan <waseem.ahmad@secp.gov.pk>; Muhammad Maroof Bhatti <maroof.bhatti@secp.gov.pk>; Syed Iftikhar ul Hasan Naqvi <iftikhar.hasan@secp.gov.pk>; Hasnat Ahmad <hasnat.ahmad@secp.gov.pk>; Ayesha Riaz <ayesha.riaz@secp.gov.pk>

Cc: Syed Imran Ali Shamsi <imran.ali@secp.gov.pk>; Tausif Ahmed Khan (CCD) <tausif.ahmed@secp.gov.pk>; Deepak Kumar Jewani <deepak.jewani@secp.gov.pk>; Ubaidullah Khalid <ubaidullah.khalid@secp.gov.pk>

Subject: Member of Purchase Committee are requested to assess the Bidding Document for acquiring annual - Out source photocopying and network printing services at SRO - FY 2023-24

Respected All,

AOA

As per procurement policy "For purchases above Rs.3,000,000/-, member of Purchase Committee shall be HOD level or above from User Department, Administration Department, Finance Department and PLAD"

In view with cited matter, Admin. dept. is initiating the process at SRO, Office- Karachi. Purchase Committee formation for this purchase in light of the approved SOPs is as under:

S. No.	Name of Members of Purchase Committee	Designation	Nominated Members (Most senior in CRO's in said dep't)	SOP Requirement
1.	Muhammad Maroof Bhatti	Additional Director/HOD Legal Advisory Department	Syed Imran Ali Shamsi Additional Joint Director (PLAD)	LAW
2.	Syed Iftikhar ul Hasan Naqvi	CRO- In-charge (Khi)		User
3.	Ayesha Riaz	Director/HOD Finance Department	Tausif Ahmed Khan Deputy Director	Finance
4.	Hasnat Ahmad	Director/HOD Administration	Sajjad Ahmed – Deputy Director	Admin
5.	Waseem Ahmad Khan	Registrar of Companies HOD \ CRD	Mr. Syed Iftikhar ul Hasan Naqvi CRO- In-charge (Khi)	CRD

Upon receiving consent of concerned department requirement, bidding document prepared for cited matter purchase is being submitted for review and assessment of Purchase Committee members.

All members of Purchase Committee are requested to review / assess the bidding document and comment by 10:00 hrs on 10th Nov 2023. Modifications/Suggestions (if any) may be made in the attached document with track changes. A meeting to finalize assessment of bidding document may be held, if deemed appropriate by the Purchase Committee.

In case no input is received by stated time/date, attached bidding document will automatically be considered perfect in all aspects and the Administration Department will proceed in light of SOPs/PPRA Rules.

Best Regards,

SAJJAD AHMED | Deputy Director

Support Services Division | Administration Department

VOICE: (Direct): +92 (21) 99213423 | Cell: 0321-9210952

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☉ From Landline Only
0800-83008

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Queries
☉ queries@...