

# SINDH MODARABA

<b>Hiring/Appointment of Share Registrar (R/TA) Services Bid Evaluation Report</b>		
1	Name of Procuring Agency	Sindh Modaraba
2	Tender Reference No.	SMML/ADMIN/TD/2017-18/0002
3	Tender Description	Hiring/Appointment of Share Registrar (R/TA) Services
4	Method of Procurement	Single stage two envelop bidding procedure
5	Tender Published & SPPRA S.No.	S.No: 36242. Notification (16/01/2018)
6	Total Bid Documents Sold	02
7	Total Bids Received	02
8	Bid Opening Date & Time	13/02/2018 at 10:30 AM
9	No. of bid qualified	01
10	Bid(s) Rejected	01

Details on the above as given below:

S N o	Name of Firm or Bidder	Qualified / Disqualified in Technical/ Eligibility Inspection	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost (Rs.180,000/-)	Reasons for acceptance / rejection	Remarks
0	1	2	3	4	5	6	7
1.	F.D Registrar Services (SMC- PVT) Ltd.	Qualified	Rs. 128,820/-	1 <sup>st</sup> lowest	Rs. 51,180/- below the estimated cost	1 <sup>st</sup> lowest qualified bidder	Accepted
2.	JWAFFS Rigistrar Services (Pvt.) Ltd.	Disqualified	N/A	N/A	N/A	Marks obtained is less than qualifying marks	Rejected

Accordingly going by the eligibility criteria in the tender document, M/s F.D Registrar Services (SMC-PVT) Ltd. stands as 1<sup>st</sup> lowest Qualified Bidder.

### Members - Procurement Committee

**Chief Financial Officer (S.M)**

(Zulfiqar Ali)

**Head of I.T (SLCL)**

(Syed Farrukh Hussain)

**Manager Compliance (S.M)**

(Faraz-uz-Zafar)

# SINDH MODARABA

## MINUTES OF THE OPENING OF THE TENDER (TECHNICAL/FINANCIAL)

TYPE OF PROCUREMENT: ADMIN/FINANCE/SERVICES

TENDER NAME: Hiring/Appointment of Share Registrar (R/TA) Services

TYPE OF TENDER SINGLE STAGE - TWO ENVELOPES

OPENING DATE February 13, 2018

OPENING TIME 10:30 AM

ATTENDANCE (Member Procurement Committee)

1. Chief Financial Officer (S.M)
2. Vice President (SLCL)
3. Manager Compliance & Risk Management (SM)

	<u>NAME</u>	<u>FIRM</u>
ATTENDANCE (REPS. OF BIDDERS)	Mr. M. Faisal	F.D Registrar Services (SMC-PVT) Ltd.

TOTAL BIDS ACCEPTED FOR EVALUATION Two

TOTAL BIDS REJECTED One

REMARKS M/s F.D Registrar Services (SMC-PVT) Ltd. as 1<sup>st</sup> lowest Qualified Bidder for Hiring/Appointment of Share Registrar (R/TA) Services to Sindh Modaraba.

CHAIRMAN PROCUREMENT COMMITTEE

SIGNATURE



DATE:

February 13, 2018

## Evaluation Criteria

SMML shall evaluate proposals using the following eligibility criteria.

Acquiring of 70% marks of the total score will make the bidder qualify for participating into financial bid opening.

1. Mandatory Requirements

a) Company registered with SECP under Balloters and Transfer Agents Rules, 2015.

2. Allocation of Marks:

S. no.	Description	Allocated Marks	Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded	Group total	F.D Registrar Services (SMC-PVT) Ltd.	JWAFFS registrar Services Pvt. Ltd.
1	Company Incorporated over: - More than 10 years - 5 to 10 year - Less than 5 years	15 5 0	Incorporation certificate	15	15	05
2	No. of listed entities to whom Company is providing share registrar services - More than 20 - 10 to 20 - Less than 10	15 5 0	List of companies	15	15	05
3	Clientele include at least two modarabas - Yes - No	10 0	Sector wise portfolio	10	10	10
5	Equipment / Policy: - Hardware – as per CDC Requirement - Software – as per CDC Requirement - IT Back-up Policy	5 5 5	List & specification of equipments/Policy	15	15	10
6	Head Office: - in Karachi - in Other cities	20 5	Address of Head office	20	20	20
7	Manpower (in term of no. of employees): - More than 10 - 5 to 10 - Less than 5	15 10 5	List of employees with qualification, designation and department	15	15	15
8	Latest Yearly Turnover: - More than 5 million - 3 to 5 million - Less than 3 million	10 5 3	Audited accounts/tax return	10	10	03
<b>Grand Total</b>				<b>100</b>	<b>100</b>	<b>68</b>

### Members - Procurement Committee

Chief Financial Officer (S.M)  
(Zulfiqar Ali)

Head of I.T (SLCL)  
(Syed Farrukh Hussain)

Manager Compliance (S.M)  
(Faraz-uz-Zafar)

FINANCIAL PROPOSAL

PRICE SCHEDULE

Name of Bidder:- F.D. Registrar Services (SMC-Pvt) Limited

<u>Particulars</u>	<u>Total amount in Rs. (Annually)</u>
Services charges for 12 months @ Rs. 9,500/-	114,000/-
Sales Tax @ 13% @ Rs. 1,235/-	14,820/-
<b><u>Total Charges</u></b>	<b><u>128,820/-</u></b>

(Excluding the Miscellaneous, Corporate & out of pocket expenses)

We hereby accept all the terms and conditions as given above.



Muhammad Aamir  
Chief Executive Officer



Date:- 29.01.2018




**ATTENDENCE SHEET**

**BID OPENING**

FOR SELECTION OF Hiring/appointment of Share Registrar (R/TA) services

DATE: 13-02-2018

S.NO	COMPANY NAME	NAME OF COMPANY REPRESENTATIVE	CONTACT NO.	EMAIL ADDRESS	SIGNATURE
01/	F-D REGISTRAR SERVICES LTD	MUHAMMAD FAISAL	0300-2672860	m.faisal@fd-registrar.com	

Signature – Procurement Committee Members:

Mr. Zulfiqar Ali  
CFO / Company Secretary  
Sindh Modaraba



Syed Farrukh Hussain  
VP / Head of I.T  
Sindh Leasing Company Ltd.



Mr. Faraz-Uz-Zaffar  
Manager Compliance & Risk Management  
Sindh Modaraba

