

**TRADING CORPORATION OF PAKISTAN (PVT.) LIMITED**  
**MINISTRY OF COMMERCE**

No. TCP/D&POD/P.Q/PSIA/2019

April 30, 2019

**EXPRESSION OF INTEREST**  
**PRE-QUALIFICATION OF PRE-SHIPMENT INSPECTION AGENCIES**

Trading Corporation of Pakistan Private Limited ('TCP'), Karachi invites applications from reputed Pre-shipment Inspection companies/ firms, registered with Income Tax and Sales Tax Department-FBR/SRB, active tax payers, having the valid Pre-shipment Inspection license issued by Securities & Exchange Commission of Pakistan as well as Pakistan Standard & Quality Control Authority ('PSQCA') to carry out domestic inspection of Agri commodities & its Carriers at designated places/godowns all over Pakistan. The Applicants must also have the valid agreements/contracts/business arrangements with their Foreign Associate/Counter Parts/Head Offices of world recognized Pre-shipment Inspection Agencies, duly members of IFIA, for pre-shipment inspection of Agri Commodities along-with their Carriers at designated parts of world.

2. The Applicants and their foreign associates should have at-least three years of experience in the field of pre-shipment inspection of imported & exported Agri commodities duly equipped with sufficient resources including Human Resource, Logistics Resource and Financial Resources, for prequalification as Pre-shipment Inspection Agency ('PSIA').

3. Interested parties (sole proprietors, firms & companies) may submit their application / documents as specified in the prequalification document in sealed envelopes addressed to the General Manager (D&POD) within fifteen days from publication of this advertisement in the newspaper for immediate consideration. Application received after the fifteen days, shall be considered periodically (twice a year), as the prequalification process is an on-going process.

4. The PSIA who are blacklisted, declared defaulter, suspended or terminated due to poor performance from any Public Sector Organization/Government Body/ Government Department are not eligible for prequalification.

5. Prequalification document can be obtained from Deputy Manager (Cash), Trading Corporation of Pakistan (Pvt.) Ltd, 4<sup>th</sup> & 5<sup>th</sup> Floor, Block-B, Finance & Trade Centre, Sharah-e-Faisal, Karachi, Pakistan (Phone: 021-99202947-49 Ext.: 235) and General Manager Incharge, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., 3rd Floor, Building No.1, Aiwana-e-Iqbal Complex, Edgerton Road, Lahore (Phone No. 042-99206065-69) upon written request and against non refundable payment of Rs. 2,000/-.

6. The Pre-qualification document can also be downloaded from official websites of TCP [www.tcp.gov.pk](http://www.tcp.gov.pk) and PPRA [www.ppra.org.pk](http://www.ppra.org.pk). In such case, a Purchase Receipt from the cash section of TCP or a Pay Order/Bank Draft for Rs. 2,000/- in favor of Trading Corporation of Pakistan shall be submitted alongwith the application for pre-qualification.

7. All the Pre-shipment Inspection Agents, already pre-qualified with TCP, are also required to submit the applications afresh. However, till the finalization of process, the present pre-qualification shall continue.

  
Khizar Hayat  
General Manager (D&POD)



**TRADING CORPORATION OF PAKISTAN****REQUIREMENTS AND GUIDELINES FOR THE APPLICANTS FOR  
PRE-QUALIFICATION AS PRE-SHIPMENT INSPECTION AGENCIES****1. General: -**

- a. Trading Corporation of Pakistan Private Limited ('TCP'), Karachi invites applications from reputed Pre-shipment Inspection companies/ firms, registered with Income Tax and Sales Tax Department-FBR/SRB, active tax payers, having the valid Pre-shipment Inspection license issued by Securities & Exchange Commission of Pakistan as well as Pakistan Standard & Quality Control Authority('PSQCA') to carry out domestic inspection of Agri commodities & its Carriers at designated places/godowns all over Pakistan. The Applicants must also have the valid agreements/contracts/business arrangements with their Foreign Associate/Counter Parts/Head Offices of world recognized Pre-shipment Inspection Agencies, duly members of IFIA, for pre-shipment inspection of Agri Commodities along-with their Carriers at designated parts of world.
- b. The Applicants and their foreign associates should have at-least three years of experience in the field of pre-shipment inspection of imported & exported Agri commodities duly equipped with sufficient resources including Human Resource, Logistics Resource and Financial Resources, for prequalification as Pre-shipment Inspection Agency ('PSIA').
- c. **All the Pre-shipment Inspection Agencies, already pre-qualified with TCP, are also required to submit the applications afresh. However, till the finalization of process, the present pre-qualification shall continue.**
- d. TCP reserves the right to reject all the applications at any time prior to the acceptance.

**2. Scope of Work**

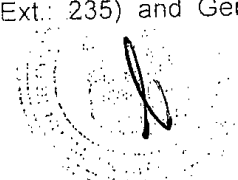
- a. Pre-shipment inspection of domestic commodities (e.g. Wheat, Urea, Sugar, Rice, etc) / vessels/ containers /carriers / godowns / silos/mills etc, to be carried out at designated places all over Pakistan, as per international standards and prevailing methods of Pre-shipment Inspection.
- b. Pre-shipment inspection of imported commodities (e.g. Wheat, Urea, Sugar, Rice, etc) / vessels/ containers /carriers / godowns / silos/mills etc, to be carried out at designated places all over the world, as per international standards and prevailing methods of Pre-shipment Inspection.

**3. Ineligibility**

- a. The Pre-shipment Inspection Agencies who are blacklisted, declared defaulter, suspended or terminated due to poor performance from any Public Sector Organization/Government Body/ Government Department are not eligible for prequalification.
- b. The Applicants who have previously defaulted with the TCP shall not be eligible to participate in Pre-qualification process. Further those who have not fulfilled their contractual obligations with TCP shall also not be eligible to participate in the process, unless they clear their dues along-with penalties or fulfill their contractual obligations with TCP, as the case may be, before the Pre-qualification process opening date.
- c. The applicants, who are involved directly or indirectly in the supply of Imported Commodities to TCP, as pre-qualified suppliers of Imported Commodities or as local agents, shall be ineligible for participation in this Pre-qualification process.
- d. Applications not complying with the pre-qualification instructions or conditional or without required documents etc. shall not be considered

**4. Instructions for the applicants: -**

- a. Prequalification document can be obtained from Deputy Manager (Cash), Trading Corporation of Pakistan (Pvt.) Ltd, 4<sup>th</sup> & 5<sup>th</sup> Floor, Block-B, Finance & Trade Centre, Sharah-e-Faisal, Karachi, Pakistan (Phone: 021-99202947-49 Ext.: 235) and General Manager



Incharge, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., 3rd Floor, Building No.1, Aiwan-e-Iqbal Complex, Edgerton Road, Lahore (Phone No. 042-99206065-69) upon written request and against non refundable payment of Rs. 2,000/-

- b. The Pre-qualification document can also be downloaded from official websites of TCP [www.tcp.gov.pk](http://www.tcp.gov.pk) and PPRA [www.ppra.org.pk](http://www.ppra.org.pk). In such case, a Purchase Receipt from the cash section of TCP or a Pay Order/Bank Draft for Rs. 2,000/- in favor of Trading Corporation of Pakistan shall be submitted alongwith the application for pre-qualification.
- c. The Applicants should read the prequalification document alongwith Expression of Interest ('Eoi') and relevant rules carefully. Incomplete application shall be rejected and no chance shall be given to the applicant for completion the formalities.
- d. Where necessary, the required details may be provided to TCP on the letterhead of applicant.
- e. The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person or persons who sign(s) the prequalification document. Any kind of doubt will attract the rejection of application.
- f. The completed document shall be signed by Director/CEO of the applicant organization and rubber stamped on each page, and signed on the last page in the space provided, including the supporting documents.
- g. The documents should be signed by the Director/CEO of applicant organization having proper authorization through a Resolution passed by the Board of Directors (in case of a company) or owner (in case of sole proprietary). The Original Resolution should be provided along-with the prescribed form/application.
- h. Applicant shall meet all costs associated with preparation and submission of their applications.
- i. TCP will disqualify a Pre-Shipment Inspection Agency where it is determined that the Pre-Shipment Inspection Agency has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question, which may includes the following practices: -
  - i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and
  - ii. "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Pre-Shipment Inspection Agency (prior to or after submission of prequalification request) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
  - iii. Any attempt by the applicant to influence TCP in the evaluation shall result in disqualification of their application.
  - iv. Applicant shall not contact TCP in any form, either in writing or oral on the matter relating to the prequalification process from the time of submission to the official communication of the results.
- j. Applications for Pre-qualification must be delivered in sealed envelope alongwith receipt of Rs.2,000/- or Pay Order/Demand Draft of equal amount at the R&I Section of TCP. Envelop shall be addressed to 'The General Manager (D&POD)', Trading Corporation of Pakistan (Pvt) Ltd., 4th & 5th Floor , Block B, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, as soon as possible for early consideration.
- k. All documents should be in English Language, otherwise, translated in English Language and verified by the appropriate agency/authority.

- l. Applications received after the date given in advertisement shall be considered periodically (twice a year), as the prequalification process is an on-going process..
- m. In order to simplify this process, applicant needs to provide certified copies of all supporting documents for prequalification.
- n. The Applicants are required to provide specific documents. Any clarification about the documents can be asked to clarify any ambiguity.
- o. Please note that by responding to prequalification document the applicant accepts that all information provided by him for prequalification is legally binding and if needed, can be used as evidence in any court of law, which has the jurisdiction. Further TCP reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- p. The information provided in the prequalification document is strictly confidential and solely for use by TCP or any Competent Authority, as per applicable law and rules.
- q. The Applicants must note that they are responsible to all the acts of their foreign counterpart, to whom the Pre-Shipment Inspection Agency entered in contract to provide services to TCP in case of imported cargo(es).
- r. The Applicants to kindly note that this pre-qualification does not amount to any contractual obligation on TCP, and that TCP is not obliged to invite tenders/quotation from any or all who expressed interest by responding to this prequalification process.

5. **Eligibility / Requirements for prequalification:** -

- a. Sole proprietorships/firms/companies, with work experience of at-least three years with a quantum of 100,000 MT at load-port, of bagged / bulk cargo per calendar year for Pre-shipment Inspection of bulk, break bulk, bagged and containerized commodities like sugar, urea, wheat, soybeans, etc at Karachi Port and Port Bin Qasim, as well as to carry out domestic inspection of commodities for export purpose at designate places, all over Pakistan. Proof of three years experience as PSI in handling of consignments alongwith a list of names of the importers and exporters shall be provided in tabular form as specific at clause-8 hereafter.
- b. The applicant should have the valid license issued by Securities & Exchange Commission of Pakistan.
- c. The applicant should have the valid license issued by Pakistan Standard Quality Control Authority, (PS&QCA) Ministry of Science & Technology, Government of Pakistan, in accordance with relevant certification.
- d. The applicant should have the relevant ISO certification.
- e. The applicant should have the valid National Tax number, valid Registration Certificate, active tax payer, registered with FBR/SRB.
- f. The The Applicants must also have the valid agreements/contracts/business arrangements with their Foreign Associates/counter parts/head offices of world recognized Pre-Shipment Inspection Agencies, duly members of IFIA, for pre-shipment inspection of imported commodities (like Wheat, Urea, Sugar, Rice, etc.,) in all over the world. List of worldwide offices and company profile(s) of foreign associates must be provided alongwith application.

6. **Submission of applicant for prequalification:** -

Following details/documents shall be submitted by the The Applicants alongwith their written request for prequalification (Annex-I):

- i. Name and address of the firm with telephone and fax numbers and e-mail address, alongwith profile with details of the constitution of firm including names of Directors/Partners etc. Full details of the Directors alongwith their CNIC copies, Residential Address, Telephone Numbers, recent photograph.
- ii. Name and addresses of the foreign counter-part/global partners of the applicant with

- telephone and fax numbers and e-mail address, alongwith profile with details of the constitution of firm including names of Directors/Partners etc. Full details of the Directors alongwith their Nationally Numbers, Residential Address, Telephone Numbers, recent photograph.
- iii. Affidavit on a non-judicial stamp paper of Rs 100/- showing that the applicant has not been under litigation with TCP and any government department or Semi Government/ autonomous body.
  - iv. Affidavit to the effect that the applicant or his foreign counter part /global partner / sister organization have not been defaulted or black listed by any Government department/autonomous body/Corporation etc.
  - v. Financial status report of the applicant about its financial standing and business integrity by the applicant's bank along with bank statement showing trade transactions of last six months.
  - vi. Certificate of Incorporation/Partnership deed/business.
  - vii. NTN/STR Certificate(s)
  - viii. Certificate from relevant authorities where applicable
  - ix. Organogram.
  - x. Annual Income Tax Returns and receipt:
  - xi. Bank Account(s) Information.
  - xii. List of items for which the applicant intends to be considered.
  - xiii. The Applicants are required to provide the details of Traders / Importers / Exporters / Organizations / Banks / Insurance Companies, to whom the applicant is working as 'Prequalified', 'enlisted' or utilizing the services of applicant frequently as Pre-Shipment Inspection Agency.
  - xiv. The Applicants are required to provide details of any relevant certifications and accreditations by principals or accreditation bodies and attach copies of such certification. Such certifications may be for Applicant Company or for Applicant's Principal Company as relevant to the work Pre-shipment Inspection.
  - xv. List of worldwide offices and company profile(s) of foreign associates.
  - xvi. List of commodities, to be inspected by the Foreign Associates (i.e. Food items, Agricultural products, Fertilizers, etc).
- b. TCP reserves the right to demand/call any other information for the sake of documents /information.
  - c. TCP reserves the right to obtain clarification from the applicant prior to at any time, even while considering the application.
  - d. The Applicants are required to submit the valid papers/documents/information. In case of any paper/document/information expired after pre-qualification, renewal of the same shall have to be provided within one week after its expiry, failing which, the pre-qualified Pre-Shipment Inspection Agency can be suspended/disqualified, without any notice.
  - e. Pre-qualification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience and financial position.
  - f. The Applicants should have registered offices and TCP reserves the right to visit physically the premises from which the applicant conducts business, as deemed appropriate, to confirm existence and capability to deliver the said services.
  - g. Applicant must provide the documents, information and data, as required above. A specimen Application for Pre-qualification is enclosed at Annex-I, for convenience of the applicants.

**7. Evaluation of applications and announcement of results: -**

- a. TCP will examine the documents to determine completeness, general orderliness and sufficiency of response.
- b. Failure to complete the requirement as specified in the prequalification document and/or to provide written answers to any further questions or requested additional information for clarification will result in the applicant's elimination from further consideration, if deemed fit by the TCP.
- c. The sealed envelopes will be opened by the Committee constituted by the TCP's Management for this purpose and shall be examined in accordance with requirement as detailed in the prequalification document as well as in accordance with the relevant rules.
- d. Provisional list shall be announced and displayed on the TCP's website and also communicated to the Applicants through any one or more modes of communication, including Fax, Email, and Courier. The results may be announced in the shape of category of Pre-Shipment Inspection Agencies in view of their merit, which will be considered in the light of Experience, Financial Resources etc, of the applicant.
- e. Any complaint/grievance against the provisional list can be communicated to the Executive Director (Operations), TCP within three days w.e.f. issuance of provisional list for redressal. The complaint/grievance should be in proper manner and with proper references/proof/supporting document. The complainant shall be required to appear before the TCP's Management / Committee to explain the same at any time, if required. The complaint shall be disposed off within seven days and final results shall be announced and informed to the relevant applicant(s), if deemed necessary.
- f. TCP's decision shall be final for prequalification of Pre-Shipment Inspection Agencies, TCP reserve rights to accept/reject the request, if deemed appropriate, subject to approval by the Competent Authority of the Corporation.

**8. Allocation of work to Pre-Shipment Inspection Agency: -**

- a. It is expected that Invitation to Bid from the prequalified firms shall be issued for export consignments, whereas, for imported commodities, the pre-qualified firms shall be assigned the job as per practice in vogue.
- b. For Exportable commodities, TCP shall assign the work to the prequalified Pre-Shipment Inspection Agencies in accordance with Public Procurement Rules, 2004. However, this prequalification is not binding on TCP to call the rates only from prequalified Pre-Shipment Inspection Agencies.
- c. TCP on its discretion can issue invitation to obtain services from non-prequalified Pre-Shipment Inspection Agencies, against appropriate procedure and conditions for the specific work, to encourage healthy competition. In this situation, the prequalified Pre-Shipment Inspection Agencies shall be exempted from Technical Evaluation process.
- d. For Imported Commodities, Services of prequalified Pre-Shipment Inspection Agencies, as and when required, shall be hired as per practice and terms & conditions of the relevant import Tender of TCP.

**9. Trade References: -**

The Applicants are required to provide following details in the tabulated form in respect of at least ten (10) projects as undertaken by the applicant during last three years.

No	Customer Organization (name)	Customer contact person name and phone number	Contract reference and brief description:	Date of contract awarded	Value of businesses transacted: (in Million Rupees)
1					
2					

No	Customer Organization (name)	Customer contact person name and phone number	Contract reference and brief description:	Date of contract awarded	Value of businesses transacted: (in Million Rupees)
3					
4					
5					
6					
7					
8					
9					
10					

**10. Security Deposit / Performance Guarantee: -**

- a. Successful applicant shall be required to furnish a Pay Order/Demand Draft (refundable) of Rs. 500,000/- in favour of Trading Corporation of Pakistan (Pvt) Limited for due and satisfactory performance against prequalification.
- b. The Performance Guarantee as prescribed above shall have to be furnished by the successful Applicants within 05 working days from the date of prequalification confirmation letter from TCP.
- c. The Performance Guarantee shall be released to the Pre-Shipment Inspection Agency on successful and satisfactory performance. No claim shall be entertained against the TCP in respect of interest on Performance Guarantee regardless of the time of its release.
- d. In case of delay in settlement of the TCP's claim against the consignment/cargo, the Performance Guarantee of the Pre-Shipment Inspection Agency can be withheld or adjusted by TCP till settlement of the Claim.

**11. Recovery of Losses: -**

- a. In case of fault / negligence / conflict of interest found on the part of Pre-Shipment Inspection Agency, TCP shall recover its losses from Pre-Shipment Inspection Agency by forfeiting the Performance Guarantee and can penalize the Pre-Shipment Inspection Agency which may include lodging of claim to recover the losses.
- b. Besides recovery, TCP reserve rights to suspend/delist/blacklist the Pre-Shipment Inspection Agency.

**APPLICATION FOR PRE-QUALIFICATION**

The General Manager (D&POD)  
Trading Corporation of Pakistan,  
Karachi.

Subject: **PRE-QUALIFICATION OF PRE-SHIPMENT INSPECTION AGENCIES**

Reference your advertisement which appeared in the daily ----- dated-----  
-----, We ----- are working as a pre-shipment Inspection  
Agents for ----- years, in Pakistan. Our Foreign Associate/Principal/Head Office (i.e M/s.-----  
-----), is/are globally renowned Pre-shipment Inspection Agent,  
which has the offices / business arrangements in ----- countries of the world.

We have thoroughly read the Pre-Qualification Document and the following documents are enclosed for pre-qualification of our firm.

Sr. #	Document Head
1.	Name and address of the firm with telephone and fax numbers and e-mail address, alongwith profile with details of the constitution of firm including names of Directors/Partners etc. Full details of the Directors alongwith their CNIC copies, Residential Address, Telephone Numbers, recent photograph.
2.	Name and addresses of the foreign counter-part/global partners of the applicant with telephone and fax numbers and e-mail address, alongwith profile with details of the constitution of firm including names of Directors/Partners etc. Full details of the Directors alongwith their Nationality Numbers, Residential Address, Telephone Numbers, recent photograph etc.
3.	Affidavit on a non-judicial stamp paper of Rs 100/- showing that the applicant has not been under litigation with TCP and any government department or Semi Government/ autonomous body.
4.	Affidavit to the effect that the applicant or his foreign counter part /global partner / sister organization have not been defaulted or black listed by any Government department/autonomous body/Corporation etc.
5.	Financial status report of the applicant about its financial standing and business integrity by the applicant's bank along with bank statement showing trade transactions of last six months.
6.	Certificate of Incorporation/Partnership deed/business.
7.	NTN Certificate/STR Certificate
8.	Certificate from relevant authorities where applicable
9.	Organogram.
10.	Annual Income Tax Returns and receipt.
11.	Bank Account(s) Information.



12.	List of items for which the applicant intends to be considered.
13.	Details of Traders / Importers / Exporters / Organizations / Banks / Insurance Companies, to whom the applicant is working as 'Prequalified', 'enlisted' or utilizing the services of applicant frequently as Pre-Shipment Inspection Agency.
14.	Details of any relevant certifications and accreditations by principals or accreditation bodies (attach copies of such certification). Such certifications may be for Applicant Company or for Applicant's Principal Company as relevant to the work Pre-shipment Inspection.
15.	List of worldwide offices and company profile(s) of foreign associates.
16.	List of commodities, to be inspected by the Foreign Associates (i.e. Food items, Agricultural products, Fertilizers, etc).

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
CNIC No. : \_\_\_\_\_  
Designation: \_\_\_\_\_  
Company : \_\_\_\_\_  
NTN No. : \_\_\_\_\_  
Date : \_\_\_\_\_  
  
Stamp : \_\_\_\_\_

