



TRADING CORPORATION OF PAKISTAN (PVT) LIMITED
MINISTRY OF COMMERCE
GOVERNMENT OF PAKISTAN



No. TCP/D&POD/Urea/G.P/C&F/22-14(ii)/2022-23

December 16, 2022

**QUOTATIONS FOR CLEARING & FORWARDING OF IMPORTED UREA PER M.V
ALTUS AT GWADAR PORT**

INVITATION FOR SEALED QUOTATIONS

Trading Corporation of Pakistan (Pvt.) Ltd. (TCP), Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan, invites quotations from Clearing & Forwarding Agents having valid license at Gwadar Port, active tax payers duly registered with Income Tax and Sales Tax Department – FBR/BRA, for clearing of urea consignments, expected to arrive in the month of December, 2022 & January, 2023 at Gwadar Port.

2. Those Clearing & Forwarding Agents, who have the valid license and can arrange clearance of the imported urea smoothly at Gwadar Port, may submit their quotations in sealed envelopes, to be dropped in the Quotation Box placed at Reception Counter of TCP at 4th Floor, Block-B, Finance & Trade Centre, Sharah-e-Faisal, Karachi, on **22nd December, 2022 (Thursday) latest by 1130 hours**. The quotations shall be **opened at 1200 hours** on the same day in the TCP Board Room, in presence of quotationer or their authorized representatives who may wish to be present.

3. Quotation document can be purchased on payment of **Rs.200/- (rupees two hundred only)**, during 0800 hours to 1600 hours from publication of this notice, till close of submission time from: -

- Deputy Manager (Cash), Trading Corporation of Pakistan (Pvt.) Ltd, 4th Floor, Block-B, Finance & Trade Centre, Sharah-e-Faisal, **Karachi**. (Phone No. 021-99202947-49 Ext.: 235);
- General Manager, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., 2nd, Floor, LDA Plaza, Edgerton Road, **Lahore**. (Phone No. 042-99206065-69);
- The Manager, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., House No.47, Street No.2, PHAF Residencia, Kurri Road, **Islamabad**. (Phone No. 051-9450441-42);
- Incharge, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., House No. M-6 New Town Near Roshan Masjid Airport Road, **Gwadar**. (Phone No. 0301-2486854);

4. The IFQ document can also be downloaded from official website of TCP www.tcp.gov.pk. However, the receipt for purchase of Quotation document must be obtained from the cash section of TCP against the payment of Rs.200/- prior to dropping the quotation envelope in the quotation box within the specified time.

(Sheeraz Ali Shahzad)
Deputy General Manager
Dispatch & Port Operation Division

TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED**QUOTATIONS DOCUMENT / TERMS & CONDITIONS FOR CLEARING
OF UREA PER M.V ALTUS AT GWADAR PORT**

1. Trading Corporation of Pakistan (Pvt.) Ltd. (TCP), Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan, invites quotations from Clearing & Forwarding Agents (active tax payers duly registered with Income Tax and Sales Tax Department – FBR/BRA), for clearing of UREA consignments which are expected to arrive in the month of December 2022 – January 2023 at GWADAR PORT.

2. **COMMODITY:**

- 2.1. UREA in bulk to be imported through oceanic vessels (as detailed in Annex-I)
- 2.2. Imported UREA to be filled PP bags.
- 2.3. PP bags from TCP's intimated supplier/transporters about 05 days prior to arrival of the vessel for filling of imported UREA.

3. **QUANTITY / PORT OF ARRIVAL:**

- 3.1. Quantity of urea as mentioned in Annex-I.
- 3.2. Quantity can be increased or decreased on sole discretion of TCP.

4. **BASIS OF OFFERS/ PRICE:**

Quotations are required to be submitted in sealed envelopes on in Pak Rupees on PMT nett basis.

5. **EVALUATION CRITERIA:**

Quotations will be evaluated solely on basis of price subject to their conformity with terms & conditions of this document.

6. **VALIDITY OF QUOTATIONS:**

Quotations should be valid for (15) fifteen working days w.e.f. date of opening of Quotations.

7. **QUOTATIONS SECURITY / PERFORMANCE GUARANTEE:**

- 7.1. Already deposited amount of Rs. 200,000 of enlisted clearing & forwarding agents shall be treated as Quotations Security / Performance Guarantee.
- 7.2. Those Clearing Agents who have not submitted the Security Deposit of Rs. 200,000/- shall have to enclose the Pay Order in favour of Trading Corporation of Pakistan along-with their quotation for the required amount. In case of non-enclosure of required Security Deposit, the offer shall not be considered valid.
- 7.3. Quotations Security of the successful Quotationer(s) will be treated as Performance Guarantee.



- 7.4. Quotations Security / Performance Guarantee of the successful quotationer may be forfeited without any notice if the successful bidder fails to sign the contract and / or if Clearing & Forwarding Agent fails to provide the services as per terms & conditions / agreement. Besides, "PENALTY" shall also be imposed as per clause 17.

8. **SUBMISSION OF QUOTATIONS:**

- 8.1. Interested and eligible clearing & forwarding agents only may submit their quotations in sealed envelope to be dropped in the Tender Box placed at Reception Counter of TCP at 4th Floor, Block "B", Finance & Trade Centre, Sharah-e-Faisal, Karachi on the date / time stipulated in the relevant Invitation for Quotations Notice.
- 8.2. Quotations received through fax, cable, courier or any other means, except as prescribed above shall not be considered.
- 8.3. The quotations received will be opened on the same day (as specified in the IFQ) in the TCP Board Room in presence of quotationer or their authorized representatives who may wish to be present.
- 8.4. All quotations must be submitted on the prescribed proforma given at Annexure-I (along with original receipt of purchase of quotations documents in the name of quotationer).
- 8.5. Authorized representative of the quotationer must present Original Authority Letter in his favour alongwith copy of CNIC at Reception Counter of TCP at 4th Floor, Block "B", Finance & Trade Centre, Shara-e-Faisal, Karachi. The original CNIC may also be available with him for identification purpose.
- 8.6. TCP reserves the right to accept or reject any or all quotations wholly or partially or counter the Quotation(s).
- 8.7. Any Clearing & Forwarding Agent who has failed/defaulted to perform a contract awarded by TCP in the past shall not be allowed to offer quotations or participate in this tender.

9. **ELIGIBILITY:**

- 9.1. Only those clearing & forwarding agents are eligible to participate who are active tax payers and duly registered with Income Tax and Sales Tax Department – FBR/BRB).
- 9.2. Clearing & Forwarding Agents must have the valid license for clearance of goods at GWADAR PORT.
- 9.3. Those Clearing Agents who have not submitted the Security Deposit of Rs. 200,000/- shall have to enclose the Pay Order in favour of Trading Corporation of Pakistan along-with their quotation for the required amount..

10. **INELIGIBILITY:**

- 10.1. If the Clearing & Forwarding Agent declared as Blacklisted by any Government body.
- 10.2. If the Clearing & Forwarding Agent declared as defaulter by any Government body.



- 10.3. If TCP terminated contract with Clearing & Forwarding Agent due to non satisfactory performance.

11. **INSTRUCTIONS TO THE QUOTATIONER:**

- 11.1. Quotationer should read the quotations document alongwith Invitation for sealed Quotations ('IFQ') and relevant rules carefully. Incomplete application shall be rejected and no chance shall be given to the quotationer for completion the formalities, once quotations are dropped.
- 11.2. 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 quotation document / Quotation Form, any kind of doubt will attract the rejection of quotation.
- 11.3. The completed document shall be signed off and initialed by authorized representative of the quotationer and rubber stamped.
- 11.4. Applicant will meet all costs associated with preparation and submission of their applications.
- 11.5. TCP will disqualify a Clearing & Forwarding Agent where it is determined that the Clearing & Forwarding Agent has engaged in corrupt or fraudulent activities in competing bidding for the quotations in question, which may includes the following practices: -
- 11.5.1. "**Corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the TCP/Government in the bidding process; and
- 11.5.2. "**Fraudulent practice**" means a misrepresentation of facts in order to influence the bidding process to the detriment of the TCP/Government, and includes collusive practices among Clearing & Forwarding Agent (prior to or after submission of quotation) designed to establish prices at artificial, non-competitive levels and to deprive the TCP/Government of the benefits of free and open competition.
- 11.5.3. Any attempt(s), either written and/or oral by the applicant to influence TCP in the evaluation shall result in disqualification of their application.
- 11.6. Applicant shall not contact TCP in any form, either in written or oral on the matter relating to the bidding process upto the time of receipt to the official communication of the results.
- 11.7. All documents should be in English Language.
- 11.8. Quotationer may quote rate for the Gwadar port, where the firm is eligible to handle consignment smoothly.
- 11.9. Please note that responding by a Clearing & Forwarding Agent against this document, the quotationers accept that all terms & conditions of this document are legally binding, which may be used as evidence in any court of law, which has jurisdiction.



12. DOCUMENTS TO BE ATTACHED WITH QUOTATIONS:

12.1. Clearing & Forwarding Agent shall submit the following documents with quotation: -

12.1.1. Original receipt for purchase of this quotations document.

12.1.2. Quotation Form in Original as per Annex – I.

12.1.3. Copy of valid license being clearing agent for Gwadar Port.

13. DOCUMENTS CONSTITUTING CONTRACT:

13.1. The Clearing & Forwarding Agent shall sign the appropriate contract with TCP, within three days from acceptance of offer by TCP.

13.2. The IFQ (Invitation for Sealed Quotations), the Terms & Conditions of Quotations and the Letter of Acceptance shall also be treated as an integral part of the contract.

14. JOB DESCRIPTION / GENERAL CONDITIONS:

14.1.1. Upon receipt of ETA notices from TCP for arrival of specific vessel, the Clearing & Forwarding Agent required to coordinate with the concerned Shipping Agent, Stevedore, Surveyors, ultimate receiver i.e. NFML, PASSCO, KPK, Punjab Food Department and Sindh Food Departments for immediate & smooth clearance of imported UREA.

14.1.2. Clearing & Forwarding Agent shall coordinate/arrange entrance of packing material i.e. PP bags for filling of imported UREA.

14.1.3. Clearing & Forwarding Agent shall be responsible to obtain the details of Import General Manifest (IGM) from Shipping Agent, for clearance purpose. In case of delay in receipt of IGM, Clearing & Forwarding Agent shall inform this delay to General Manager (D&POD) in writing as well as over telephone.

14.1.4. Clearing & Forwarding Agent shall be responsible to collect relevant documents from TCP and submit the calculation sheet alongwith copies of relevant rules, orders SROs and other instructions with the request for Pay Orders in favour of relevant agencies.

14.1.5. Clearing & Forwarding Agent shall depute that a representative in TCP, while processing the pay order requisition, so in case of any confusion / interpretation of SRO, he may brief the same to relevant officials. The representative should have sufficient experience to deal with the clearing jobs and must have the relevant information about prevailing rules and procedure.

14.1.6. Upon receipt of original pay order from TCP, Clearing & Forwarding Agent shall deposit the same to relevant agencies against proper receipt and arrange clearing of imported consignment well before commencement of its discharge.

14.1.7. Clearing & Forwarding Agent shall arrange all clearing & forwarding formalities, clearance of cargo / consignment by Customs and Port Authorities. If required, arrange the Plant Protection (Quarantine) inspection and PSQCA for clearance of the cargo. Besides, the clearing Agent shall also obtain the delivery order from Shipping Agency.



- 14.1.8. Clearing & Forwarding Agent shall arrange wharfage & weightment formalities.
- 14.1.9. Clearing & Forwarding Agent shall fulfill the formalities of payment of demurrage charges.
- 14.1.10. Clearing & Forwarding Agent shall arrange entrance of trucks for dispatch of imported UREA from seaports.
- 14.1.11. Clearing & Forwarding Agent shall depute representative(s) at each loading and dispatch points to monitor dispatches of the UREA.
- 14.1.12. Clearing & Forwarding Agent shall keep party-wise / truck-wise / date-wise account of dispatches of UREA.
- 14.1.13. In case of excess UREA declared at any stage, Clearing & Forwarding Agent shall arrange its clearance. In this case, Clearing & Forwarding Agent shall submit the requisition for pay order to TCP within 24 hours of declaration of excess UREA.
- 14.1.14. Clearing & Forwarding Agent shall arrange clearance for removal of balance packing material, if required, during or after completion of discharge.
- 14.1.15. Clearing & Forwarding Agent shall submit daily discharge and dispatch report in writing through fax 99202722/3 and through email on sheerazocp@gmail.com and mahm.pk1@gmail.com by 09:00 am.
- 14.1.16. Clearing & Forwarding Agent shall also arrange any other formality and operation, if required to handle the operation smoothly.
- 14.1.17. Clearing & Forwarding Agent shall obey any other instructions / directives if given in writing by the General Manager (D&POD), TCP.

15. GENERAL CONDITION:

- 15.1.1. All the duties, taxes fees and other levies of Federal/Provincial Government or Local Bodies or any other Government agency on the cargo shall be paid by the TCP in advance.
- 15.1.2. All the duties, taxes fees and other levies of Federal/Provincial Government or Local Bodies or any other Government agency on the services shall be borne / paid by the Clearing & Forwarding Agent. Any claim in this respect shall not be entertained by TCP.
- 15.1.3. Any increase or decrease on any levies, rates and taxes/duties already in place or levied by the Government/Customs/Port, wages and/or fluctuation in market rates of services/charges etc. during the operation/currency of this agreement will be the responsibility of Clearing & Forwarding Agent and no claim shall be entertained by TCP.
- 15.1.4. Any claim or injuries, loss of limb, or life to any worker/labour engaged/employed by the Clearing & Forwarding Agent for operation/ performance/execution under this agreement or work directly or indirectly connected with the agreement shall be settled/faced/paid by the Clearing & Forwarding Agent. TCP shall, in no way, be responsible for any compensation in this connection in respect of any third party claim.



16. CANCELLATION OF CONTRACT:

The Contract may be cancelled by the TCP for breach of any provision(s) of the agreement by the Clearing & Forwarding Agent, besides imposing the penalty as per relevant clause of this document.

17. PENALTY:

17.1. The clearing agent shall be held responsible for all losses/consequences suffered by TCP , in case of: -

17.1.1. Non-compliance of any provision of this contract.

17.1.2. delay in submission of pay order requisition

17.1.3. submission of defected pay order requisition

17.1.4. delay in clearance of imported UREA

17.1.5. delay in entrance of packing material in the port

17.1.6. Delay in release of loaded trucks from port.

17.2. TCP reserve rights to recover its losses from bill of Clearing & Forwarding Agent and Performance Guarantee.

17.3. In case of losses suffered by TCP are more than the amount of bill and Performance Guarantee, TCP may lodge claim against Clearing & Forwarding Agent after forfeiture of bill / billed amount and Performance Guarantee.

17.4. Besides penalty, TCP can take any appropriate action, which may include the Suspension/Blacklisting of the firm in accordance with Corporations policy.

18. ARBITRATION:

In the event of any dispute, the decision of the Chairman, Trading Corporation of Pakistan, Karachi or his nominee shall be final and binding on both the parties i.e. Clearing & Forwarding Agent and TCP.

19. PAYMENT:

19.1. 100% payment shall be made after completion of discharge, dispatches of cargo of specific vessel and sailing of vessel.

19.2. Clearing & Forwarding Agent shall submit the following documents alongwith covering letter with stamped in triplicate for payment of 100% bill: -

19.2.1. Invoice for 100% of bill as per agreed rate.

19.2.2. Copy of IGM, stating date of arrival of vessel.

19.2.3. Copy of Bills of Lading.

19.2.4. Goods Deceleration in original alongwith its copy.

19.2.5. Delivery Order in original alongwith its copy.

19.2.6. Copy of Professional Tax Certificate.

19.2.7. Copy of National Tax Certificate.



- 19.2.8. Date-wise clearance of cargo and commencement of dispatches of cargo from port for dispatches (in the shape of statement on letterhead), in case of delay in clearance / dispatches, reasons must be mentioned.
- 19.2.9. Copy of discharge report of specific vessel.
- 19.2.10. Copy of signed agreement.
- 19.2.11. Copy of award letter.
- 19.2.12. Copy of Pay Order (issued by TCP for release of cargo) and its proper receipt / acknowledgement by the concerned agencies.
- 19.2.13. Excise Challan in original.
- 19.2.14. Any other document(s) if required by TCP.



TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED

Annex - I

QUOTATION FORM

1. Name & Address of Quotationer: _____
- Telephone: _____
- Fax: _____
- Email: _____
- Sales Tax No. _____
- National Tax No. _____

2. We have read understood all the terms & conditions of IFQ No. TCP/D&POD/UREA/GP/(C&F)/22-14(ii)/22-23, dated December 16, 2022 and we hereby offer our services being Clearing & Forwarding Agent for UREA consignments on the following rates, which are per metric ton (PMT) basis: -

Sr. No.	Name of Vessel	Quantity (+/-5%)	RUPEES PMT NET, INCLUSIVE OF ALL TAXES FOR CLEARING OF UREA AT GWADAR PORT (ALL-INCLUSIVE I.E. OVERTIME AND ALL OTHER EXPENSES OF ANY OTHER KIND WHATSOEVER.
1	ALTUS (ETA 31-12-22)	36,000	PMT Rs. _____ In word Rupee _____)

3. We also undertake that we shall abide terms & conditions of the agreement/quotation.

Signature: _____

Name: _____

Designation: _____

CNIC No. _____ - _____ (copy enclosed)

Date: _____

Stamp: _____

PLEASE ENCLOSE THE REQUIRED DOCUMENTS AS PER CLAUSE 12 OF THE TERMS & CONDITIONS/DOCUMENT

