



ٹریڈنگ کارپوریشن آف پاکستان (پرائیویٹ لمیٹڈ) Trading Corporation of Pakistan (Pvt) Limited

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4th & 5th Floor.
Finance & Trade Centre.
Sharea Faisal, Karachi. 75350
(Pakistan)

No. TCP/POD/SUR/01/2016

Dated: 14-07-2016

NOTICE FOR EXPRESSION OF INTEREST FOR PRE-QUALIFICATION AS SURVEYORS ON TCP's PANEL

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 applications from reputable sole proprietorships/firms/companies, duly registered with Income Tax and Sales Tax Department, **active tax payer having** two years experience in the field of survey inspection of bulk, break bulk and containerized shipments/consignments of various commodities like sugar, urea, wheat, soybeans, etc., **for Pre-Qualification as Surveyors on TCP's panel.**

2. Pre-qualification documents containing detailed Terms and Conditions, Procedure For Submission Of Applications, Evaluation Criteria, etc. are available for the interested bidders, which can be purchased from the following TCP's Offices on payment of Rs. 2,000/- (Rupees Two Thousands Only) on all working days (Monday to Friday) from 09:00 a.m. to 05:00 p.m after publication of the E.O.I. notice:-

- Deputy Manager (Cash), Trading Corporation of Pakistan (Pvt.) Ltd, 4th Floor, Block-B, Finance & Trade Centre, Sharah-e-Faisal, Karachi, Pakistan (Phone: 021-99202947-49 Ext.: 235);
- Manager Incharge, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., 1st & 2nd Floor, Ali Centre, 384-E, Saman Burg, Johar Town, Lahore (Cell No. 03455254718); and
- General Manager, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., 16th Floor, State Life Building No.5, Jinnah Avenue, Islamabad (Phone:-051-9222441-42, Fax: 051-9222443).

3. All the Surveyors, already pre-qualified with TCP, need not to apply afresh.

4. Interested parties having valid License of Surveyor, may submit applications in sealed envelopes, addressed to The Deputy General Manager (POD), Trading Corporation of Pakistan (Pvt) Ltd., 4th & 5th Floor , Block B, Finance and Trade Centre, Sharea-e-Faisal, Karachi, through Courier or can deliver the same at R & I Section of TCP, located at 5th Floor , Block B, Finance and Trade Centre, Sharea-e-Faisal, Karachi, upto 1st August 2016.

5. This advertisement is also available at TCP's website (www.tcp.gov.pk) as well as PPRA's website (www.ppra.org.pk)

(Khizar Hayat)
Deputy General Manager/Incharge
Port Operation Division
Ph # 021-99207550
Fax # 021-99202723



PRE-QUALIFICATION DOCUMENT

SURVEY & INSPECTION OF IMPORTED COMMODITIES FROM KARACHI PORT, PORT BIN QASIM & GWADAR PORT

GENERAL CONDITION:-

- i. 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 application from reputable sole proprietorships/firms/companies having two years' experience in the field of Survey & Inspection of bulk, break bulk and containerized shipments/consignments cargo of various commodities like sugar, urea, wheat, soybeans, etc, for Pre-Qualification As Survey & Inspection On TCP's Panel.
- ii. TCP reserves the right to reject all or any applications at any time prior to the acceptance.

2. ELIGIBILITY: -

- i. Sole proprietorships/firms/companies, having valid survey agency license (in their own name) and work experience of at-least two years for Survey & Inspection of bulk, break bulk and containerized shipments/consignments of commodities like sugar, urea, wheat, soybeans, etc at Karachi Port, Port Bin Qasim and Gwadar Port, besides warehouses, Godowns and other places, are eligible to apply for the pre-qualification process.
- ii. **The bidder should be active tax payer of I-BR. Copy of relevant list containing the name of bidder should be enclosed with the bidding documents.**

3. INELIGIBILITY: -

- i. The individuals / sole proprietorships/ firms/ companies who have defaulted with the TCP are not 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.
- ii. The individuals / sole proprietorships firm(s)/ companies/applicant(s), 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, will be ineligible for participation in this Pre-qualification process.
- iii. 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. Applicants shall read the pre-qualification document along with Expression of Interest ('Eoi') and relevant rules carefully. Incomplete application shall not be considered / accepted. No change / attachment of any document with the application shall be allowed once the Application / Eoi are opened.
- b. Where necessary, please provide the required details on the letterhead of applicant.
- c. 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 pre-qualification document, any kind of doubt will attract the rejection of application.



- d. The completed document shall be signed and stamped on each page by the authorized Proprietor / Partner / Director of the organization including the supporting documents. The Original authorization should be enclosed with the application.
- e. Applicant will meet all costs associated with preparation and submission of their applications.
- f. TCP will disqualify a Surveyor where it is determined that the Surveyor has engaged in corrupt or fraudulent activities in competing for the application in question, which may include 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 TCP/Government in the application 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 Survey (prior to or after submission of pre-qualification request) designed to establish competition at artificial, non-competitive levels and to deprive the TCP/Government of the benefits of free and open competition.
- g. Any attempts by the applicant to influence TCP in the evaluation shall result in disqualification of their application.
- h. Applicant shall not contact TCP in any form, either in written or oral on the matter relating to the pre-qualification process till the time of submission to the official communication of the results.
- i. Application must be delivered in sealed envelope, addressed to The Deputy General Manager/Incharge (POD), Trading Corporation of Pakistan (Pvt) Ltd., 4th & 5th Floor , Block B, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, through courier or can be delivered at the R & I Section of TCP, located at 5th Floor , Block B, Finance and Trade Centre, Shahrah-e-Faisal, Karachi.
- j. All documents should be in English Language, otherwise, translated into English and verified by the appropriate agency/authority.
- ✓ k. Applications received after the date given in advertisement shall be considered for pre-qualification on quarterly basis i.e. January, April, July and October.
- l. In order to simplify this process, applicant needs to provide certified / attested copies of all supporting documents for pre-qualification.
- m. Applicant must provide the documents, information and data, as required in this pre-qualification document. Applicant may also be asked to clarify their answers or provide more details. All the questions in pre-qualification document may specifically be answered. Write 'N/A' if the question does not apply.
- n. Please note that by responding to pre-qualification document, applicant accept that all answers provided in this pre-qualification document are legally binding and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further, TCP reserves the right without further recourse, to verify at its own cost the accuracy of any answers provided herein.
- o. The information provided in the pre-qualification document is strictly confidential and solely for use by TCP or any Competent Authority, as per applicable law and rules.



- p. Applicants may note that this pre-qualification process does not entail any contractual obligation on the part of TCP, and that TCP is not obliged to invite tenders/quotation from any or all who express interest by responding to this pre-qualification process.
- q. Provisional list will be announced within 30 days from advertised last date for submission of application and same shall be displayed on the TCP's website.
- r. Any complaint/grievance against the provisional list can be communicated to the Director-I, TCP within three days of 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 ready to appear before the TCP's Management / Committee to explain the same at any time, if required. The complaint shall be disposed of within three days and final results will be announced and informed to the relevant applicant(s), if necessary.
- s. TCP's decision shall be final for pre-qualification of Surveyor. TCP reserve rights to accept/reject the request, if deemed appropriate, subject to approval by the Competent Authority of the Corporation.

5. **SUBMISSION OF DOCUMENTS FOR PRE-QUALIFICATION: -**

- a. Attested copies of the following documents be provided along with the applications:-
 - i. Certificate of Incorporation.
 - ii. A valid Marine Survey license issued by Security Exchange Commission of Pakistan (SECP) of Survey in the name of the applicants.
 - iii. Income Tax Registration Certificate / NTN Certificate and Sales Tax Registration Certificate in the name of Applicant(s) or proprietor(s).
 - iv. Status of Ownership (Sole Proprietorship, partnership Firm and Article of Association and Memorandum of Association of Limited Company), along with profile with details of the constitution of his firm including names of Directors/Partners etc. Full details of the Directors along with their NIC, Residential Address, Telephone Numbers, recent photograph.
 - v. Experience certificate alongwith documentary evidence for carrying out survey & inspection of bulk / break bulk containerized shipments/consignments/cargoes at ports, warehouses/godowns, mills etc. showing experience of atleast two years.
 - vi. Income Tax Returns and receipt.
 - vii. Original receipt of purchase of pre-qualification documents in the name of the applicant.
- b. 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.
- c. A certificate from the Bank (original), showing the Applicant's credit worthiness for an amount of not less than rupees **0.5 million**. The certificate should be dated, not earlier than 10 days prior to the opening of Pre-qualification process
- d. List of officials with Name, Designation, CNIC number with CNIC copy, residential phone number, present residential address and passport sized photograph of authorized representative(s), with Cellular No. who will be available at port during operation round the clock.



- e. An Affidavit to the effect that the applicants have not been black listed by any Government department/autonomous body/TCP.
 - f. Organo-gram.
 - g. An undertaking to the effect that the applicant or their owner/ partner/ director/ employee/ worker have no link with the pre-qualified suppliers of IMPORTED COMMODITIES or their local agent.
 - h. Any other relevant certificate.
6. Applicant should have the sufficient resources (including Human Resources, Equipment, Vehicles, Communication and logistics with documentary evidences) to carry out the job of Surveyors at discharge-port/godowns/mills/warehouses, which includes the following :-
- a. List of employees/technical /field staff (atleast five employees including the qualified/experience surveyors).
 - b. Landline telephone lines in the office premises in the name of applicant.
 - c. Atleast a four wheel vehicle and three motorcycles for operation purpose.
 - d. Other operational and logistics resources to operate business smoothly.
7. TCP reserves right to demand/call any other information for the sake of documents /information, and other matter relates to the service of employees.
8. In case of expiry of any paper(s)/document(s)/information, the same shall be provided within one week after its expiry, failing which, the successful Surveyors can be suspended/disqualified, without any notice.
9. The applicants should have registered offices. TCP may verify the capability to deliver the said services and physical existence of the applicant premises, from which the applicant conducts business. TCP will have the right to inspect the business premises of the applicant at any time, even after pre-qualification and to see the available resources, if deemed appropriate.
10. Surveyor, who qualifies according to the selection criteria, will be invited to submit their offered/ rates/quotation in PAK Rupees / PMT for providing of Survey & Inspection services as and when required.

11. **EVALUATION CRITERIA:**

- a. Pre-qualification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular work experience, personnel and financial position etc., as indicated through the responses in the prequalification document.
- b. TCP will examine the documents to determine the completeness, general orderliness and sufficiency of response.
- c. Failure to complete the requirements, as specified in the pre-qualification document and/or to any further questions or additional information for clarification, will result in the Surveyor elimination from further consideration.
- d. TCP will have the right to examine all documents relating to the performance of such services or supply of such goods to determine capability.

12. **ALLOCATION OF WORK TO SURVEY & INSPECTION: -**



- a. TCP shall assign the work to the pre-qualified Surveyor in accordance with Public Procurement Rules, 2004, by calling quotations / tenders on vessel wise basis.
- b. TCP on its discretion can issue invitation to obtain services from non pre-qualified Surveyor, following appropriate procedure for the specific work, to encourage healthy competition. In this situation, the pre-qualified Surveyor may be exempted from Technical Evaluation process.

13. **SECURITY DEPOSIT (REFUNDABLE):-**

- a. The applicants short listed for pre-qualifications will be required to furnish Security Deposit of Rs. **50,000/- (Rupees Fifty thousands only)**, in the form of Demand Draft or Pay Order in Pak Rupees in favor of Trading Corporation of Pakistan (Pvt.) Limited.
- b. The Security Deposit shall be furnished within 07 working days from the date of issuance of TCP's consent letter.

14. **RECOVERY OF LOSSES: -**

- a. In case of fault / negligence / conflict of interest found on the part of Surveyor, TCP can recover losses from Surveyor by en-cashing/forfeiture of Security Deposit in addition to lodging claims to recover the losses.
- b. Besides recovery, TCP reserve the right to suspend/delist/blacklist the Surveyor.

15. **SIGNING OF AGREEMENT/SUBMISSION OF INTEGRITY PACT:**

- a. In case of award of tender, the Surveyor will be required to sign the agreement with TCP and also submit the Integrity Pact within three days of issuance of award letter, where applicable. The format of Integrity Pact is attached as **Annexure-I**.
- b. The Surveyor shall be responsible to complete all documents, as notified from time to time.
- c. Pre-qualification document, invitation of bids and integrity pact shall be the integral part of the Agreement / contract.

16. **VALIDITY PERIOD**

- a. This pre-qualification shall be valid for a period of one year, from the date of issuance of Letter of Consent which can be extended for further periods on sole discretion of TCP.



17. **PRE QUALIFICATION PERFORMA /CORPORATE INFORMATION (TO BE FILLED BY THE APPLICANT)**

No.	PARTICULARS
1	Full name of organization:
2	Type of Organization: i) Sole proprietorship ii) Firm iii) Company iv) Any other -----
3	Name of shareholders, along with their CNIC No, and Number of shares. ----- ----- -----
4	Full address of Principal and / or Registered office, along with Official telephone Number: ----- ----- -----
5	Other Official Telephone numbers, if any,
6	Fax number:
7	E -mail address:
8	Website address (if any):
9	Registration in FBR. (Kindly provide a copy of the NTN Certificate)
10	GST Registration number: (Kindly provide a copy of the GST Certificate)
11	Associated Companies, if operated/hold by the Common Director(s) / owner(s) /Partners/ Management(s) / Operator(s). Please provide full details. ----- ----- ----- -----
12	Please provide a copy of the most recent annual Report and Income Tax return together with a filing receipt.
13	Contact person within the organization to whom enquiries about this pre-qualification document should be directed: i. Name:----- ii. CNIC No.: ----- iii. POSITION/ DESIGNATION ----- iv. Official Telephone Number----- v. Cellular Telephone Number----- vi. Residential Telephone Number----- vii. Fax Number----- viii. E-Mail----- ix. Residential Address----- (please enclosed the authorization letter)

18. **FINANCIAL INFORMATION**

No	PARTICULARS
1	What is the name and branch of applicant's banker (who could provide a reference)? Name: ----- Branch: ----- Telephone Number: ----- Postal Address: -----



No	PARTICULARS
	Contact Person Name: ----- Contact Person's Position: ----- Contact Person's E-mail: -----
2	What is applicant's Credit Facility from Bank(s)?
3	Please provide the approved / attested balance sheet of last year

19. **Business Activities/Capacities: -**

Please provide the details of Traders / Importers / Exporters / Organizations / Banks / Insurance Companies, to whom the applicant is working as 'Pre-qualified' or utilizing the services of applicant frequently as Surveyor.

20. **Trade References: -**

Please provide details in the tabulated form of at least three (03) projects (other than TCP's Projects), undertaken by the applicant during last two years.

No	Customer Organization (name)	Customer contact name and phone number	Contract reference and brief description:	Date contract awarded	Value of businesses transacted: (in Million Rupees)
1					
2					
3					
4					
5					
6					
7					
8					

21. **DECLARATION:**

I declare that, to the best of my knowledge, the answers submitted in this pre-qualification form and supporting documentation are correct. I understand that any misrepresentation will render me/my organization, ineligible to participate in any future business activities with TCP.

FORM COMPLETED BY	
Name	
Position (Job Title):	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal	



INTEGRITY PACT

Declaration of fees, commissions and brokerage etc. payable by the Surveyor

[The Surveyor] hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [The Surveyor] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[The Surveyor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Surveyor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [The Surveyor] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [The Surveyor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.