TRADING CORPORATION OF PAKISTAN (PVT) LIMITED

MINISTRY OF COMMERCE

TCP/D&POD/P.Q/PSIA/2022 July 26, 2022

PRE-QUALIFICATION OF PRE-SHIPMENT INSPECTION AGENCIES

Trading Corporation of Pakistan Private Limited ('TCP'), Karachi invites applications in sealed envelopes from qualified, experienced, reputable, internationally recognized Inspection companies/ firms, having membership of Testing, Inspection and Certification Council (TIC) (ex-IFIA) to inspect and certify the quality of cargo (e.g. Wheat, Urea, Sugar etc.) to be imported by TCP from world-wide sources.

2. The Applicant must participate through their authorized local office / authorized agent in Pakistan, duly registered with Income Tax and Sales Tax Department–FBR/SRB, active tax payers, ISO certified, having the valid registration with Pakistan Standard & Quality Control Authority(PSQCA).

3. Detailed eligibility criteria and scope work is mentioned in the Pre-qualification Document.

4. Prequalification document containing detailed terms & conditions, procedure for submission of application, Evaluation criteria, clarification/rejection of application, performance guarantee etc. are available for the interested bidders on payment of FKR 2,000/- (Pak Rupees Two Thousand only), which can be purchased from following offices (Except Sunday), till 1000 hours on August 15,2022 from:

a. Deputy Manager (Cash), Trading Corporation of Pakistan (Pvt.) Ltd, 4th & 5th Floor, Block-B, Finance & Trade Centre, Sharah-e-Faisal, Karachi, Pakistan (Phone: 021-99202947-49 Ext.: 235).

b. General Manager, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., 2nd Floor, LDA Plaza, Edgerton Road, Lahore (Phone No.042-99206065-69); and

c. Manager Incharge, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., House No. 47, Street 2, PHAFResidencia, Kurri Road, Islamabad (Tel: 051-9450441- 42)

d. The Pre-qualification document can also be downloaded from official websites of TCP www.tcp.gov.pk. and PPRA 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 have to be submitted alongwith the application for pre-qualification.

5. The application prepared in accordance with the instructions in the pre-qualification documents, must be dropped in the tender box placed at Reception Counter of TCP, 4th Floor, Block-B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi, on or before August 15 2022, latest by 1030 hours PST. Application will be opened on the same day at 1100 hours in the TCP's Board Room, in presence of the application or their authorized representatives who may wish to be present

6. The Inspection firms/ companies which are blacklisted, declared defaulter, suspended or terminated due to poor performance from any Public Sector Organization/Government Body/ Government Department (locally or internationally) are not eligible for prequalification.

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.

Qadeer Ahmed Bhutto
General Manager (D&POD)

Trading Corporation of Pakistan (Pvt.) Limited
4th & 5th Floor, Block B, Finance & Trade Centre,
Shahrea Faisal, Karachi. 75530
(Pakistan)

EMERGING PAKISTAN

www : tcp.gov.pk
Tel : (92-21) 99202947-9
Fax : (92-21) 99202722, 99202595 & 99202731
Email : tcp@tcp.gov.pk

TRADING CORPORATION OF PAKISTAN

REQUIREMENTS AND GUIDELINES FOR THE APPLICANTS FOR PRE-QUALIFICATION AS INSPECTION AGENCIES

1. **General: -**

   a. Trading Corporation of Pakistan Private Limited ('TCP'), Karachi invites applications in sealed envelopes from qualified, experienced, reputable, internationally recognized Inspection companies/ firms, having membership of Testing, Inspection and Certification Council (TIC) (ex-IFIA) to inspect and certify the quality of cargo (Wheat, Urea, Sugar etc.) to be imported by TCP from world-wide sources. The Applicant must participate through their authorized local office/authorized agent in Pakistan, duly registered with Income Tax and Sales Tax Department–FBR/Provincial Revenue Authorities, active tax payers, ISO certified, having the valid registration with Pakistan Standard & Quality Control Authority (PSQCA).

   b. 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.

   c. TCP reserves the right to reject all the applications at any time as per PPRA Rules 2004.

2. **Scope of Work**

   a. Ensure comprehensive inspection of commodities (Wheat, Urea, Sugar etc) being imported by TCP for quality, quantity, sampling, weighing etc.as per TCP's specifications and that there is no delay in the timely shipments of the goods.

   b. Ensure comprehensive Inspection of vessels/godowns/silos/mills etc, to be carried out at designated origins globally as well as in Pakistan, as perTCP and international standards and prevailing methods of Inspection.

   c. The inspection is to be carried out by them or their associate (with prior approval of TCP)as per international standards and timelines and as per the tender / contract or instructions issued by the corporation, which include inspection of cargo at all three stages i.e. pre-loading, loading and unloading/ discharging of cargo at discharge port(s). Copies of all such Inspection Reports shall be communicated to TCP immediately.

   d. Extend all facilities to the nominee, if any, deputed by the corporation to work with the Inspection Agent for carrying out the joint inspection of the goods, cost of such nominee shall be borne by the Corporation.

   e. Prepare for reference purposes, reputed number of samples / packets and have them sealed and signed jointly by the supplier's representatives and the representative of the Corporation, if any, in accordance with the terms of the sale / purchase contract.

   f. To get the sealed samples/packets tested by an Independent Laboratory of International repute, cost of such testing at actuals to be borne by the supplier/ buyer as per relevant contract.

   g. Bring discrepancies and defects to the notice of the Corporation immeditely, as and when the Inspection Agent finds that the goods are not in conformity with the standard specifications of the tender/contract. In doing so the Inspection Agent shall specifically identify the causes of the discrepancies and defects and suggest remedial action.

   h. In case after inspection, goods are found fit for export from Port of loading, to clearly and in unambiguous terms, declare the goods, fit for export in his Inspection Report.

   i. Daily Reports to be provided to the corporation regarding inspection, loading and other related tasks.

   j. Issue a certificate immediately after inspection confirming the quality of the cargo in respect of inspection carried out by him or his associate and dispatch the same directly to all interested parties as stipulated in the tender / contract.

3. **ELIGIBILITY REQUIREMENTS**

a. **THE PRINCIPLE INSPECTION AGENCY.**

i. **QUALIFICATION / CERTIFICATION:**

1. Membership of Testing, Inspection and Certification Council (TIC) (ex-IFIA).
2. Having own laboratories (at least 10 laboratories in the world)
3. ISO 9001 certification for inspection
4. ISO 17020 accredited inspection company
5. ISO/IEC 17025 accreditation for laboratories
6. ISO 17021 or ISO 17065 accreditation for its certification bodies
7. Having ten (10) own offices around the world or twenty (20) authorized agents / offices.
8. Membership of GAFTA or at least registered with GAFTA as a Superintendent and/or Analyst and /or as a Surveyor.
9. Any relevant certifications and accreditations by principals or accreditation bodies.
10. List of worldwide offices and company profile(s).

ii. **EXPERIENCE**

1. Five (05) years of experience in the field of inspection of commodities.
2. Handling experience of Minimum quantity of 1,000,000 MT at load-ports during last five years for Inspection of bulk, break bulk, bagged and containerized commodities like sugar, urea, wheat, Rice, Soybeans, etc.
3. .The applicant shall submit trade references as per following pro forma :-

No	Customer Organization (name)	Customer contact person name and phone Number/Email	Contract reference with brief description	Date of contract awarded	Cargo details with Quantity Inspected
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

b. **THE LOCAL AUTHORIZED AGENT / OFFICE.**
   i. The authorized local office/ authorized agent in Pakistan having valid registration with Income Tax and Sales Tax Department–FBR/Provincial Revenue Authorities and active tax payers.
   ii. Five (05) years of experience in the field of inspection of commodities
   iii. The local authorized agent/office should have the valid license issued by Securities & Exchange Commission of Pakistan.
   iv. 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.
   v. The applicant should have the relevant ISO certification (s).
   vi. The Applicants must also have the valid authorized agency agreements/contracts/business arrangements with their Foreign Associates/counter parts/head offices of world recognized Inspection Agencies.
   vii. List of Country wide offices and company profile(s).

4. **INELIGIBILITY:**
   a. The Inspection Agencies or their local agents/ office who are blacklisted, declared defaulter, suspended or terminated from any Public Sector Organization/Government Body/ Government Department are not eligible for prequalification. An undertaking to this effect shall be provided as required under para 6 (iv).
   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. An undertaking to this effect shall be provided).
   c. The applicants, who are in business of supplies of the commodities, which are being inspected and/or are subsidiaries/agents of the suppliers of these Commodities to TCP, 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

5. **INSTRUCTIONS FOR THE APPLICANTS.**
   a. The Applicants should read the prequalification document and relevant rules carefully. Incomplete application shall be rejected.
   b. Where necessary, the required details may be provided to TCP 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 authorized person or persons who sign(s) the prequalification document. Any kind of doubt will attract the rejection of application.
   d. 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.
   e. 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.
   f. Applicant shall meet all costs associated with preparation and submission of their applications.

g. TCP will disqualify an Inspection Agency / authorized agent where it is determined that the 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.

h. All documents should be in English Language, otherwise, translated in English Language and verified by the appropriate agency/authority.

i. Applications received after the date given in advertisement shall not be considered.

j. In order to simplify this process, applicant needs to provide certified copies of all supporting documents for prequalification.

k. The Applicants are required to provide specific documents. Any clarification about the documents can be asked to clarify any ambiguity.

l. 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.

m. 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.

n. The Applicant's Local Agents must note that they are responsible to all the acts of their foreign counterpart, to whom the Inspection Agency entered in contract to provide services to TCP in case of imported cargo(es).

o. 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.

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

Following details/documents shall be submitted by 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.

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.

h. The application prepared in accordance with the instructions in the pre-qualification documents, must be dropped in the tender box placed at Reception Counter of TCP, 4th Floor, Block-B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi, on or before August 12 2022, latest by 1030 hours PST. Applications will be opened on the same day at 1100 hours

in the TCP's Board Room, in presence of the application or their authorized representatives who may wish to be present.

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. All applicants may be required for a comprehensive presentation on their working and allied services.

   e. Pre-qualification list shall be announced and displayed on the TCP's website in the form of Final Evaluation Report.

   f. TCP's decision shall be final for prequalification of 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 Inspection Agency: -**

   a. TCP shall assign the work on contract to contract basis amongst the prequalified agencies based on competitive cost mechanism or on nomination basis.

   b. At load port, the inspection fee would be paid by the supplier to TCP's nominated PSIA through TCP or TCP would pay to nominated PSIA through local agent.

   c. Tax will be applicable and deducted as per law.

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

   a. Successful applicant shall be required to furnish a Pay Order/Demand Draft (refundable) of Rs. 1,000,000/- 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.

10. **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.

TRADING CORPORATION OF PAKISTAN TCP KARACHI

Annex-I

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.

2. 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, along with profile with details of the constitution of firm including names of Directors/Partners etc. Full details of the Directors along with 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, along with profile with details of the constitution of firm including names of Directors/Partners etc. Full details of the Directors along with 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 and List of countrywide offices and company profile (s) of local agent
16.	List of commodities inspected by the Foreign Associates and local authorized agent

Signature : _____

Name : _____

CNIC No. : _____

Designation: _____

Company : _____

NTN No. : _____

Date : _____

Stamp : _____

TRADING CORPORATION OF PAKISTAN (PVT) LTD. TCP KARACHI