TRADING CORPORATION OF PAKISTAN (PVT) LIMITED

MINISTRY OF COMMERCE

NO. TCP/REM/Pre-Qualification/313-86/2021 12th September, 2022.

NOTICE INVITING TENDER

VARIOUS ENGINEERING CONSULTANCY SERVICES FOR DEVELOPMENT AND UPGRADATION OF TCP PROPERTIES ALL OVER PAKISTAN

Trading Corporation of Pakistan (TCP) Private Limited, Ministry of Commerce, Government of Pakistan, invites prequalification of the consulting firms / consultants registered with Income Tax and Sales Tax Department for "Various Engineering Consultancy Services for Development and Up-gradation of TCP Properties all over Pakistan". However after the prequalification process, a separate RFP for each service required to TCP will be invited to the prequalified firms only for a competition among those pre-qualified firms. The Quality and Cost Based Selection **(QCBS)** method will be adopted for each RFP.

2. Interested and eligible Applicants may submit their sealed offers/bids comprising **One envelope**, to be dropped in the Tender Box placed at Reception Counter of TCP at 4th Floor, Block-B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi, on **Thursday the 29th September, 2022 by 1100 (hours)**. The bids will be opened on the same day **by 1130 (hours)** in the TCP's Board Room, in presence of bidders or their authorized representatives who may wish to be present.

3. Prequalification document containing detailed terms and conditions can be obtained on payment of Rs.2,000/- (Rupees Two thousand only) during office hours from publication of this notice till **29th September, 2022 by 1000 (hours)** from TCP's Principal Office at the following address:

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

4. Prequalification document can also be downloaded from TCP's website www.tcp.gov.pk and PPRA's website www.ppra.org.pk also. Interested parties would however be required to provide separate Demand Draft/Pay Order of Rs.2,000/- as tender documents fee while submitting the bids without which their bids will not be accepted.

5. The Interested bidders who have not fulfilled their contractual obligation with TCP previously shall not be eligible to participate in the Bids, unless they clear their dues along with penalties or fulfill their contractual obligations in services with TCP, as the case may be, before tender opening date. Furthermore, the any firm against which blacklisting process has either been initiated or they have been blacklisted by TCP, is not eligible to participate. Detailed requirements are indicated in the Tender Documents containing tender terms & conditions.

6. The firms which pass through the technical qualification shall be pre-qualifiers for a period upto two (02) years.

7. TCP reserves the right to reject any or all bids at any time prior to their acceptance as per PPRA Rules.

(MUHAMMAD ASIF RAJPAR)
DGM INCHARGE (REM&S)
PH:021-99202721
Email:asifrajpar@tcp.gov.pk

Trading Corporation of Pakistan (Pvt.) Limited

Ministry of Commerce, Government of Pakistan

Prequalification Document
For

"VARIOUS ENGINEERING CONSULTANCY SERVICES FOR DEVELOPMENT AND UPGRADATION OF TCP PROPERTIES ALL OVER PAKISTAN"

TRADING CORPORATION OF PAKISTAN (TCP) PRIVATE LIMITED.

4th & 5th Floor, Block B, FTC Building, Shahrah-e-Faisal Karachi.
Phone: +92-21-111-TCP(827)-000, 99202947-49(PABX), Fax: +92-21-99202722,
E-Mail: tcp@tcp.gov.pk, URL:tcp.gov.pk

Important Notice / Disclaimer

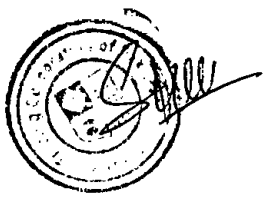
This prequalification document is provided to the recipient solely for use in preparing and submitting applications for prequalification for "Various Engineering Consultancy Services for Development and Up-gradation of TCP Properties all over Pakistan". This prequalification document is being issued by the Trading Corporation of Pakistan (TCP) Private Limited, Ministry of Commerce, Government of Pakistan solely for use by Prospective Firms/Companies in considering the assignment namely "Various Engineering Consultancy Services for Development and Up-gradation of TCP Properties all over Pakistan". The information, documents, record etc. thus achieved shall solely be the property of TCP.

The evaluation criteria have been laid down for the purpose of shortlisting of the prospective firms/companies. The Trading Corporation of Pakistan (TCP) Private Limited, nor its any of employees, personnel, make any representation (expressed or implied) or warranties as to the accuracy or completeness of the information contained herein, or in any other document made available to a person in connection with the tender process for the mentioned Project(s) and the same shall have no liability for this prequalification document or for any other written or oral communication transmitted to the recipient in the course of the recipient's evaluation of the Project(s). TCP, nor its employees etc. will be liable to reimburse or compensate the recipient for any costs, fees, damages or expenses incurred by the recipient in evaluating or acting upon this prequalification Document or otherwise in connection with the Project as contemplated herein.

The prequalification applications submitted in response to this prequalification Document by any of the Prospective bidding firms/companies shall be upon the full understanding and agreement of any and all terms of this prequalification document and such submission shall be deemed as an acceptance to all the terms and conditions stated in this prequalification document.

Any prequalification application in response to this prequalification document submitted by any of the Prospective bidding firm/company shall be construed based on the understanding that the Prospective Bidder has done a complete and careful examination of this prequalification document and has independently verified all the information received (whether written or oral) from the TCP.

This prequalification document shall neither constitute a solicitation to invest, or otherwise participate, in the Project, nor shall it constitute a guarantee or commitment of any manner on the part of the TCP that the Contract will be awarded. TCP reserves its right, in its full discretion, to modify the prequalification document at any time to the fullest extent permitted by PPRA and other relevant rules and regulations, and shall not be liable to reimburse or compensate the recipient for any costs, taxes, expenses or damages incurred by the recipient in such an event. TCP also reserves its right to cancel this bid process at any stage any time without mentioning the reasons whatsoever as per PPRA rules 2004.



1. General:

TCP intends to invite prequalification from interested, well-reputed, registered and established interested parties/companies/firms having requisite technical, financial and managerial capabilities are invited to participate in the prequalification process for "Various Engineering Consultancy Services for Development and Up-gradation of TCP Properties all over Pakistan" through submission of their profile.

2. Purpose of this Document:

This prequalification document contains brief information about the various services and prequalification process. The purpose of the document is to provide the bidders with information to assist the formulation of their prequalification and to shortlist qualified Interested Parties / consultants to get their services from time to time floating a separate RFP document for each service for the competition among the prequalified firms on a Quality and Cost Based Selection **(QCBS)** method mentioned in PPRA Rules 2004. The bidders are required to provide profiles of their firms comprising experience, personnel and financial strength etc. as required in the prequalification document.

3. Purpose of Assignment / Services:

As per the requirement of TCP, the assignment may focus on followings aspects under the consultancy services including but not limited to;

- Design and supervise construction / rehabilitation / revamping / any type of upgradation works for TCP facilities;
- Prepare procurement packages for different type of construction / rehabilitation / revamping / any type of up-gradation works and support TCP in hiring of contractors / vendors;
- Prepare innovative concepts for the development for TCP all over Pakistan; and
- Conduct feasibility studies for any project envisaged by TCP all over Pakistan.

4. Time Duration:

The time duration for the consultancy services shall be 2 years and extendable to 1 year. TCP may terminate the contract if the progress is not up-to the mark as per progress monitoring indicators agreed between the parties under each particular service contract. TCP will not be liable to provide any compensation, whatsoever, under these situations.

5. Instructions to the Bidders:

The bidders are required to submit their prequalification details in the light of information presented in the preceding paragraphs and their experience and international best practices. The prequalification submission forms are attached as **Annex-A** to **Annex-E** at the end of this document. The required information for each of the eligibility criteria must be submitted on these formats.

6. **Submission of Prequalification Proposal:**

i) Applications for prequalification containing separate document, one original and one (01) copy shall be submitted in separately sealed envelopes to be dropped in the Tender Box placed at Reception Counter of TCP at 4th Floor, Block-B, Finance and Trade Centre (FTC) Building, Shahrah-e-Faisal, Karachi on **Thursday the 29th September, 2022 by 1100 (hours)**. The bids will be opened on same day by **1130 (hours)** in the TCP's Board Room, in the presence of bidders or their authorized representatives who wish to be present.

ii) In case the last date of prequalification submission falls in / within the official holidays / weekends of the Procurement agency, the last date for submission of the proposals shall be the next working day. The prequalification document is to be prepared in English language. The bidders must provide complete information along with supporting documents. Any lapses to provide essential information may result in disqualification/ non-responsiveness of the bidder.

iii) All documents submitted by the firms should preferably be delivered in one Packet/parcel for ease of handling and to avoid loss of documents. Any misleading statement(s) or information by any Bidder will result into disqualification at any stage.

iv) The bidders can seek any clarification regarding the prequalification document or evaluation criteria from the following representative of TCP.

DGM, INCHARGE (REM&S)
Trading Corporation Pakistan (TCP) Private Limited.
Phone: 021-99202721
E-Mail: asifrajpar@tcp.gov.pk

v) Interested Parties shall note that during the period from the receipt of the prequalification document and till further notice, all the queries related to this tender should be communicated via the above contact in writing or e-mail only before 5 days prior to the submission of the prequalification document.

vi) Interested Parties are also required to clearly state in their prequalification document the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

vii) Prequalification document containing detailed terms and conditions can be obtained from TCP office against the payment of PKR 2000/- in the shape of pay order / demand draft till **29th September, 2022 by 1000 (hours)**. The prequalification documents can also be downloaded from the TCP's website www.tcp.gov.pk and PPRA's website www.ppra.org.pk

7. Joint Venture (JV) / Consortium:

All the Joint ventures / consortiums partners may collectively meet the criteria for the pre-qualification. The lead firm may clearly be highlighted in the submitted documents.

8. Qualification Criteria:

A) General:

Prequalification will be based on all the criteria given in succeeding sections regarding the Bidder's relevant experience, financial soundness, personnel strength etc. as indicated by the Bidder's responses in the forms given in this document. Only shortlisted firm / company will be considered for the next Stage.

B) Eligibility Requirements:

Only those Bidders fulfilling the following basic requirements (supported by valid and verifiable documentary evidences) shall be prequalified for further process. Non-compliance of any of the following eligibility criteria will result the disqualification of the Bidder.

Sr.#	Mandatory Requirements	Yes	No
1.	Certificate of Registration / Incorporation		
2.	**Valid Pakistan Engineering Council (PEC) Certificate with profile in:** - Public Buildings and Offices and - Urban Development, sewerage and water supply However followings services must be part of PEC certificate: ➢ Topographic surveys ➢ Feasibility studies and environmental studies ➢ Architectural Design ➢ Engineering design ➢ Design Review ➢ Quantity Surveying and cost estimating ➢ Estimation, preparation of contract documents and bid evaluation ➢ Supervision / inspection of construction ➢ Project management ➢ Technical assistance and advisory services		
3.	Have a presence / office in Pakistan		
4.	Have an active bank account in Scheduled Bank in Karachi (Preferably)		
5.	Have been in business for at least (10) years		
6.	Valid Income Tax Registration		
7.	Valid provincial Tax Registration (Status should be active)		

8.	Undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan and declare their any type of litigation with any of their client pending in the Court and any other legal forum.		
9.	Bidder must have sound financial capabilities. Average Annual Turn-over of last 3 Years must be PKR 75 million.		
10.	Provision of brief profile of the firm/company.		
11.	Have successfully completed at least three (03) similar nature projects at national / provincial / regional level covering following aspects under each project. ➢ Design and supervision of civil works covering building construction / rehabilitation / revamping / any type of up-gradation works in Government projects ➢ Prepare procurement packages for different type of civil works for building construction / rehabilitation / revamping / any type of up-gradation works and support client in hiring of contractors / vendors for Government projects **OR** ➢ Conduct feasibility studies for the infrastructure development project for government.		

Note:

i) Bidders should provide valid and verifiable documentary evidences for each eligibility criteria mentioned above, otherwise only information provided will not be considered for the evaluation.

ii) If any kind of information provided by the firm is found incorrect/fraud that firm shall be disqualified at any stage of the tender process.

9. <u>Other Factors:</u>

i) The Procurement agency i.e TCP may reject all proposals at any time prior to the acceptance of a proposal. The Procurement agency shall upon request, communicate to any bidder, the grounds for rejection of proposals, but shall not be required to justify those grounds. The Procurement agency shall incur no liability, solely, by virtue of its invoking Rule 33 of the Public Procurement Rules, 2015 towards the bidders. However, Bidders shall be promptly informed about the rejection of the proposals, if any (As per Rule 33 of the Public Procurement Rules, 2015).

ii) The Bidder shall bear all costs / expenses associated with the preparation and submission of the prequalification information and the Procurement agency shall in no case be responsible / liable for those costs/expenses.

iii) Bidders must have an office in Pakistan and after declaration as prequalified firm/company they should establish their office(s) in all TCP coverage districts under this assignment.

10. **Care and Diligence**:

i) The Consultants affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills.

ii) The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the "Contractor" shall not absolve the Consultants or their associates of their responsibilities under this article.

iii) If the "Contractor" suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates up to the satisfaction of the project, Consultants shall be liable to make good all such losses.

11. ARBITRATION

Any difference or dispute or liability of whatsoever nature arising out of the contract or in any way relating to the contract or to its construction or fulfillment should be settled as far as possible, amicably between the Consultant & TCP. If the parties fail to come to an amicable settlement the same shall be referred to the Chairman TCP, for final decision. The decision of Chairman TCP shall be final and binding on both the parties i.e. Consultant & TCP.

Annex-A

Prequalification Submission Forms

Letter of Intent

[Letterhead paper of the Bidder, including full postal address, telephone no., fax no., telex no. and e-mail address]

Date: .....

To: Designation:_____
Trading Corporation of Pakistan (TCP) Pvt. Ltd.
4th Floor, Block-B, FTC Building,
Shahrah-e-Faisal Karachi.
Phone: +92-21-111-TCP(827)-000, 99202947-49(PABX),
Fax: +92-21-99202722,
E-Mail: tcp@tcp.gov.pk

Subject: **Prequalification for "Various Engineering Consultancy Services for Development and Up-gradation of TCP Properties all over Pakistan".**

Sir / Madam

1. Being duly authorized to represent and act on behalf of..... (hereinafter "the Bidder"), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby applies to be prequalified for **"Various Engineering Consultancy Services for Development and Up-gradation of TCP Properties all over Pakistan".**

2. Attached to this letter are copies of original documents defining:
   a) The Bidder's legal status;
   b) The principal place of business;
   c) The place of incorporation (for Bidders who are corporations); or
   d) The place of registration and the nationality of the owners (for Bidders who are partnerships or individually-owned firms);
   e) Certificate of Registration / Incorporation of the Company/Firm under the laws of Pakistan
   f) Valid PEC Certificate with relevant required profile and /or services categories
   g) Valid Income Tax Registration
   h) Valid provincial Tax Registration (Status should be active)
   i) Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan. Also any pending

litigation with any of clients in the Court and any legal forum.

j) The Bidder must have sound technical & financial capabilities and relevant experience for implementation of the similar projects. In terms of Rule-15 and 16 of PPRA Rules-2004, only those firms that are technically and financially capable having relevant experience with past performance, capabilities with respect to personnel, financial position and appropriate managerial capability for implementation of the similar projects will be evaluated further for consideration in the process.

k) Valid and verifiable experience of least 10 years

l) Valid and verifiable experience of at least 3 projects as per the requirement

m) Audit Reports for last 3 years

n) Any other required in the document

3. The Client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this proposal, and to seek clarification from our bankers and clients regarding any financial and technical aspects, where required. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by the Client or its authorized representative to verify statements and information provided in this proposal, or with regard to the resources, experience, and competence of the Bidder.

4. This prequalification document is made with the full understanding that:

5. Prequalification by Bidders will be subject to verification of all information submitted for shortlisting.

6. The undersigned declare that the statements made and the information provided in the proposal are complete, true, and correct in every detail.

_____

Signature of the Authorized
Representative of the Bidder

Annex-B

Format for General Information of the Firm/ Company (Separate for each joint venture / consortium member firm)

1	Name of Firm	
2	Head Office Address	
3	Branch Office(s)	
4	Telephone	Contact Person: Name: Title:
5	Fax	Telex
6	Place of incorporation/Registration	Year of incorporation/registration

Annex-C-I

Format for General Experience of the Firm/ Company

Please provide information about all the relevant contracts undertaken during the last ten years.

C-1: Format for List of Projects / Services

S#	Assignment	Period (From-To)	Location (Province / District / Union Council)	Funding Sources (Donor)	Value of Consultancy Services (PKR Million)	Value of Project (PKR Million)	Major Services Provided

Note: For each listed project above, fill detailed summary sheet as per given format below (next section C-2):

Annex-C-II

Format for Detailed Project Summary

For each listed project above, fill detailed summary sheet as per given format below:

<table>
<tr><td colspan="2">Project Name:</td><td>Country:</td></tr>
<tr><td colspan="2">Project Location within Country:
Name of Client:</td><td>Professional Staff Provided by Company:
No. of Staff:
No. of Person-Months:</td></tr>
<tr><td>Start Date (Month/year):</td><td>Expected Completion Date:</td><td>Value of Consultancy Services (PKR Million)

Value of Project Development (PKR Million)</td></tr>
<tr><td colspan="2">Name of Associated Firm:</td><td>No. of Man-Months of Professional Staff Provided by Associated Firm:</td></tr>
<tr><td colspan="3">Name of Senior Staff Involved and Functions Performed:</td></tr>
<tr><td colspan="2">Description of Project:</td><td></td></tr>
<tr><td colspan="2">Services Provided:</td><td></td></tr>
<tr><td colspan="3">Firm:</td></tr>
</table>

Annex-D

Format for Personnel Capabilities

Firm may share the details of their senior and permanent staff and relevant key personnel proposed for this assignment to accomplish this project.

Senior Management

S#	Name	Designation	Qualification	Experience (years and Field)
1				
2				
3				
4				
5				

Note:

1. Detailed CV of each staff member must be attached.
2. Add rows where required.

Proposed Key staff for project

S#	Proposed Position	Name of Personnel	Qualification	Experience (years and Field)
1				
2				
3				
4				
5				

Note:

1. Detailed CV of each expert must be attached.
2. Add rows where required.

Annex-E

Format for Financial Strength

All firms are requested to provide information related to annual turnover.

Annual Turnover	
Year	**Turnover (in Million Pak Rupees)**
2020-21	
2019-20	
2018-19	
Total Turnover	
Average of last 3 years	

Each firm may submit its audit reports / balance sheets certified by a registered accountant.

