**TRADING CORPORATION OF PAKISTAN (PVT) LIMITED**

**MINISTRY OF COMMERCE**

No.TCP/IT/Digitize/2022 Dated: 08-03-2023

## DOCUMENT DIGITIZATION/SCANNING OF OLD RECORD

## INVITATION FOR BIDS

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 bids/offers for the provision of services for Digitizing/Scanning of old record, subject to the terms and conditions specified in 'Tender Document'....

2. Interested firm(s) registered with Income Tax and Sales Tax authorities and active on tax payer list, may submit their bids/offers alongwith required bid money on the basis of **single stage two envelope procedures** (as per rule 36b of PPRA Rules-2004) to be dropped in the tender box placed at the reception counter of TCP at 4th Floor, Block-B, Finance & Trade Center, Shahra-e-Faisal, Karachi, upto 1100 hours on 27th March, 2023. The bids should be sealed in two separate envelops marked as "Technical Proposal" & "Financial Proposal". The technical bids shall be opened in the TCP's Board Room on the same day at 11:30 hours, in the presence of bidders or their authorized representatives who may wish to be present bids. The financial bids must include bid security in the form of pay order worth Rs.300,000/- payable to 'Trading Corporation of Pakistan (Pvt) Ltd' and shall be kept in safe custody of the department and to be opened only of technically qualified firms. Financial bid should contain per page cost as per TOR.

3. Documents containing detailed Tender Terms and Conditions and application can be purchased on payment of Rs.500/- (non refundable) on all working days (Monday to Friday) during office hours from following offices or can be downloaded from TCP's website(www.tcp.gov.pk) as well as PPRA's website (www.ppra.org.pk) till 10:30 hrs on 27th March, 2023 for which a separate pay order of Rs.500/- must be submitted in favour of "Trading Corporation of Pakistan (Pvt) Ltd," alongwith the bid documents, otherwise the bid(s) will be declared as non-responsive.

i) Deputy Manager (Cash), Trading Corporation of Pakistan (Pvt) Ltd., Block-B, 4th Floor, Finance & Trade Centre, Shahra-e-Faisal, Karachi (Phone No.021-99202947-49 Ext-235).

ii) General Manager, Regional Office, Trading Corporation of Pakistan (Pvt) Ltd., 2nd Floor, LDA Plaza, Egerton Road, Lahore. (Phone No.042-99206065-7).

iii) General Manager Regional Office, Trading Corporation of Pakistan (Pvt) Ltd. House No. 47, Street 2, PHAF Residencia, Kurri Road, Islamabad (Phone No.051-9450441- 42).

4. Firms (s) which have defaulted in the contract(s) awarded by TCP or any other Government entity shall not eligible to participate in the tender. The bidder(s) which have not fulfilled their contractual obligation with TCP are also not eligible to participate in the Bid(s), unless they clear their dues along with penalties or fulfill their contractual obligations with TCP before opening of the bids. Detailed requirements are indicated in the Tender Document containing tender terms & conditions. TCP reserves the right to accept or reject any or all offers wholly or partially as per PPR-2004.

(Farman Ali Chohan)
GM (Admin & Coordination)
021-99202737



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

www : tcp.gov.pk
Tel : (92-21) 99202947-9
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Email : tcp@tcp.gov.pk

EMERGING PAKISTAN

# Trading Corporation of Pakistan

**TENDER DOCUMENTS**

**FOR**

**DOCUMENT DIGITIZATION/SCANNING OF OLD RECORD**


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## INSTRUCTIONS TO BIDDERS

1. All rates quoted in the financial bid, shall be firm, irrevocable and not subject to change or escalation on any account. No modification, alteration or deletion in the bid will be accepted after the bid opening time.

2. Sealed Bids shall be received at TCP's Principal Office, 4th Floor, Block-B, Finance & Trade Centre, Shahra-e-Faisal, Karachi up to specified time & date.

3. The sealed Bids must be submitted at the address stated above in person or by courier but it shall be the Bidder's responsibility to ensure that Bids so submitted are delivered to the above address by the specified Bid opening date and time. The Corporation shall not be held responsible in any way for late receipt of Bids or their confidentiality. Bids received after the Bid closing time shall not be considered, and will be returned to the Bidder unopened.

4. The Bid should be signed by a person having the authority for this purpose. In case of a bid submitted by a corporate entity, the same shall bear its seal and be duly signed by its Corporation secretary. All pages of the Tender Documents must be signed by the Bidder.

5. Bids shall be submitted strictly in accordance with the requirements of the Tender Documents.

6. Bids shall remain valid for acceptance for a period of thirty (30) days from the date of opening of Financial Bids.

7. The Bid and all subsequent correspondence shall be in the English language.

8. Payment for the Contracted Work / Services will be made in Pakistani Rupees only. The rates quoted by the Bidder shall therefore, be in Pakistani Rupees.

9. Should the Bidder have any queries in regard to this Tender, the same may be forwarded to Information Technology Cell on tcp@tcp.gov.pk or contract IT Cell Principal Office Karachi.

10. bidders are requested to give their best and final prices as no negotiations are expected

**Section II**

## TENDER FORM

Note: This section form is part of the Tender. Bidders are required to fill in the blank spaces, sign and Stamp on this Tender form.

The Trading Corporation of Pakistan (Pvt) Ltd
4th Floor, Block-B, Finance & Trade Centre,
Shahra-e-Faisal, Karachi
Karachi -

Tender Enquiry No _____

For **DOCUMENT DIGITIZATION/SCANNING OF OLD RECORD**

1. Having examined theConditions of Contract, Specifications and Schedule of Requirement (SOR) for the subject job and fully understand the same, I/We. the undersigned offer to undertake, complete and maintain the whole of the said work in conformity with the said Conditions of Contract Specifications and SOR at the rates given in accordance with the said conditions.
2. I/We undertake if my/our tender is accepted to commence the work within specified time after receipt of the letter of intent/letter to proceed/signing of Contract, and to complete and deliver the whole of the Work contained in the Contract within the period specified in the Tender Documents.
3. I/We agree to abide by this Tender for the period of 30 days from the date fixed for opening the same and it shall remain binding upon me/us and may be accepted at any time before the expiration of this period.
4. I/We agree to execute the work in a manner satisfactory to the Corporation whose decision shall be final and without appeal on all methods, specifications, and quality of materials, equipment and workmanship.
5. I/We agree to supervise and furnish adequate supervisory staff. labor force, tools, and finances to perform the work in time as specified in the agreed Time Schedule.
6. I/We understand that the Corporation is not bound to accept the lowest or any Tender received, without assigning any reasons

In the name of_____

Dated this_____day of_____2023

Signature_____in the capacity of _____duly authorized to sign the, tender for and on behalf of _____

Witness
Signature:_____

Name: _____

Address: _____

## Section - III

## GENERAL TERMS & CONDITIONS

**1. Examination**

Bidders shall visit/inspect/examine the Work & Location and shall fully acquaint themselves with the nature and requirements of Work/Services, access to Work/Location, availability of materials, weather, law and order and local conditions etc. before submitting their Bids. Submission of the Bid shall be prima facie evidence that the Bidders have fulfilled this requirement and shall be binding upon him.

**2. Conflict between Specifications/SOR**

In case of any conflict between specifications, Scope of Work (SOW) / Term of Reference (TOR) and Schedule of Requirement (SOR)/ Bill of Quantity (BOQ), with regard to the quality of any item, the Vendor shall base his quotation for the better quality. In case of any deficiency in the details, the Vendors shall seek clarification from the Corporation. Submission of Bids/rates on the basis of incomplete details shall be Vendor's sole responsibility.

**3. Additions, Deletions and Amendments**

The Corporation reserves the right to make addition to or to delete from and/or amend the Work defined in SOW/TOR/SOR/BOQ as deemed necessary before or after the execution of the contract. All such additions deletions and amendments shall only be authorized in writing by the Corporation

**4. Schedule of Requirement**

The tender has been worked out on basis of an estimated quantity of 03 million pages. However, it may strictly be noted that the quantities specified in the SOR/BOQ/herein are estimated and are intended to serve only as a guide to the Bidders. Payments shall be made on the basis of actual Work quantum done as measured. No claims or adjustments shall be entertained/allowed on account of increase or decrease in the Scope of Work which has not been duly authorized by the Corporation through the issue of change orders as stipulated in the relevant provision.

**5. Rate**

The Bidder shall quote rates per page cost as per TOR inclusive of all applicable Federal/Provisional/Local taxes.

**6. Escalation in Price**

It may be clearly understood that this tender does not contain a price variation clause and therefore all unit prices quoted shall be firm, irrevocable fixed and valid until completion of the Contract and will not be subject to variation on any account.

**7. Validity**

Bids shall remain valid for acceptance for a period of thirty 30 days from the date of the opening of the financial bid. If the last date falls on a holiday, the validity will be extended to the first Corporation working day thereafter.

**8. Tender Document Fee**

At the time of collecting the tender documents, bidder shall submit a pay order of Rs.500/- (non-refundable) in favor of Trading Corporation of Pakistan (Pvt) Limited.

**9. Bid Security/ Performance Guarantee:**

*9.1.* Bids shall be accompanied in original by a Bid Security worth Rs.300,000/- in the shape of a Demand Draft or Pay Order in Pak Rupees in favour of Trading Corporation of Pakistan (Pvt) limited. Cash Deposit Receipt (CDR) shall not be accepted.

*9.2.* Bid Security in the form of pay order payable to 'Trading Corporation of Pakistan (Pvt) Limited' to be attached with Technical Proposal.

*9.3.* Bid Security of the unsuccessful Bidder(s), including those Bid(s) which are not accepted for any reason, will be returned after award of tender to the successful Bidder.

9.4. Successful Bidder is required to submit a Performance Guarantee within 7 days of issuance of award letter, equivalent to five percent (5%) of the quoted / finalized initial work order (s) amount in the shape of a Demand Draft or Pay Order in Pak Rupees in favour of Trading Corporation of Pakistan (Pvt) limited, which will be returned after successful completion of work including other services, as required from the bidder, in accordance with Tender Terms & Conditions and settlement of any/all claims. Cash Deposit Receipt (CDR) shall not be accepted.

**10. Forfeiture of Earnest Money/Performance Guarantee:**

*10.1* Fails to accept award letter or fails to complete the work within the specified period.

*10.2* Commits any breach of contract or fails to fulfill any terms or conditions of the contract.

**11. Completion Period**

The Work shall not be considered as completed until the Corporation has certified in writing that it has been completed and the maintenance/warranty period shall commence from the date of such certificate. Should extra, altered or additional Work of any kind, which in the opinion of the Corporation could not have been foreseen by the Vendor requires extension in completion time, then on the written request of the Vendor, the completion period as provided in the Contract shall be extended by the Corporation. All such extensions shall be allowed in writing by the Corporation's representative.

**12. Change in Orders**

The Corporation may at any time, by a written notice to the Vendor, make changes within the general Scope of Work of the Contract. Changes mutually agreed upon as a change shall constitute a part of the Work under this Contract, and the provisions and conditions of the Contract shall apply to said change.

**13. Standards & Codes**

All materials, or works which prove to be not complying with the specified requirements, shall be immediately removed and replaced by the Vendor at his own expense and the Vendor will not be entitled for any compensation of any kind in return

**14. Assignment & Sub-letting**

The selected vendor shall not assign, in whole or in part any of, its obligations to any other person(s)/Corporation perform under the Contract.

**15. Substantial Completion of Certificate**

As soon the work is completed and is verified by the Corporation, it shall grant a certificate of Substantial Completion and period of Warranty of the Work shall commence from the date of such certificate.

**16. Termination of Contract**

The Corporation may decide to terminate the Contract in one of the following situations:

**(i) Termination for Default:**

The Corporation may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Vendor, terminate the Contract in whole or in part.

(a). If the Vendor fails to complete the contracted Works / Services within the time period(s) specified in the Contract or any extension thereof granted by the Corporation.

(b) If the Vendor fails to perform any other obligation(s) under the Contract.

Prior to the exercising of any right by the Corporation to terminate the Contract, the Corporation shall issue notice to the Vendor specifying the default(s) and the Vendor shall submit an explanation within seven (07) days of receipt of such notice. If such explanation is not furnished within the stipulated time or if so furnished, is found to be unsatisfactory and / or the default(s) continues, the Contract may be terminated by the Corporation.

**(ii) Termination for Insolvency:**

The Corporation may at any time terminate the Contract by giving written notice to the Vendor, without compensation to the Vendor, if the Vendor becomes bankrupt or otherwise insolvent. Notwithstanding the above such termination will not prejudice or affect any right of action or remedy which as accrued or will occur thereafter to the Corporation.

**17. Liquidated Damages**

If the Vendor fails to complete the Work or perform the Services specified in the Contract within the stipulated period / scheduled time specified in the Contract, the Corporation, without prejudice to any other remedies, shall deduct from the bills or any other due payments / guarantees, as liquidated damages, a sum equivalent to 0.1% per day of the value the Contract, until actual completion of the Work or performance of the Services. However, if delay of over 100 days takes place (i.e. equal to 10%), the Corporation reserves the right to terminate the Contract at the risk and cost of Vendor.

The payment of liquidated damages shall not relieve the Vendor from performing and fulfilling all its obligations under the Contract and nor shall the rights and entitlements of the Corporation be affected or reduced in any manner.

**18. Warranty Period**

The Vendor shall correct at his sole expense any defects / shortcomings / deficiencies in Work / Services, during the specified period from the date of issue of the Substantial Completion Certificate, this making good of such defects / shortcomings / deficiencies by the Vendor shall be done immediately after it has received notification from the Corporation

In addition, the Vendors shall correct any defects /shortcomings / deficiencies which might appear during the same period. If the defects / deficiencies are not promptly remedied by the Vendor, the Corporation may proceed to have the defects /deficiencies remedied at the Vendor's risk, expense and the costs thereof shall be payable forthwith by the Vendor to the Corporation. The warranty period is three (3) months.

**19. Dispute Resolution**

Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be settled by the Chairman TCP, for final decision. The decision of Chairman TCP shall be final and binding on both the parties i.e. Vendor & TCP.

**20. Income Tax and Duties**

All kinds of Government Taxes and Duties (income tax, sales tax etc.), against any work/services of the contract, shall be entirely the responsibility of the Vendor. Income Tax will be deducted as applicable under the prevailing Government Rules. Rate of Income tax deduction in relation to submission of Income Tax certificate from the Vendor should also be stipulated.

**21. Credibility**

The bidder should not be black listed with TCP or any government organization.

**22. About Company**

Bidder will submit Major Client list with Company Profile including the name and designation of Principal contact person.

**23. Documents to be furnished by bidder.**

As per technical evaluation criteria under section VI.

## Section – IV

## SPECIAL TERMS & CONDITIONS

1. Payment terms:

   Payment shall be made after completion of every 300,000 document.

2. Contract Period:

   Six months from the date of issuance of work order. The contract period may be extended as mutually agreed between both parties; however, the extension shall remain the sole discretion of the Trading Corporation of Pakistan.

Representative of the firm for the purpose of this Contract would be

(Name of Person) (Designation)



Section – V

## SCOPE OF WORK / TERMS OF REFERENCE

### Project Scope

i. TCP invites bids for the provision of services for Digitizing/Scanning of old records for an estimated quantity of 03 million pages.

ii. The contract will be for six months from the date of issuance of work order. The contract period may be extended as mutually agreed between both parties; however, the extension shall remain the sole discretion of the Trading Corporation of Pakistan.

iii. The successful bidder/service provider shall provide Electronic Document Management Software for document management.

### General Specifications

a. Acquiring, Scanning and Archiving of Documents of current and old record.

   i. Documents in A-4, A-3 to Legal size with page weight/condition variation. All files need to be digitized and made available for use in soft (PDF searchable).

b. Identification of both alpha and numeric characters.

c. Training to administration personnel and end users for subsequent scanning of records.

d. Unbinding and unclipping of documents/files

e. Rebinding and clipping of documents/files in proper sequential form

f. Document Management software requirements:
   i. User Management
   ii. Groups
   iii. Document Definition
   iv. Bulk Uploading
   v. View documents
   vi. Reports

## Technical Specifications

i. Document Scanning & Capturing.

ii. Support for Optical Character Recognition (OCR).

iii. Automatic identification of document and their classification.

iv. **Required hardware (Archiving terminals and scanners) and human resource will be provided by the bidder. Network connectivity shall be provided by TCP at its locations.**

v. The service provider shall be responsible for the assets in use at the site.

vi. The service provider shall be responsible to identify, Scan, and clean the complete document.

vii. PDF Format File Size 10 MB max and file must be save as per given format:

(for noting = noting para- No. to No. for Correspondence = Corrs page-No. to No.).

| Services required at following offices | |
|---|---|
| **S.No** | **Location** |
| 1 | TCP Principal Office, Karachi |
| 2 | TCP Godown, Korangi |
| 3 | TCP Godown, Landhi |
| 4 | TCP Regional Office Lahore |

**Note:**

- **TCP does not bind itself to accept the lowest or any tender.**
- **Incomplete bids shall not be entertained.**
- **Vendor must have offices in Karachi and Lahore (Documentary proof to be attached in technical bid)**

**Bid evaluation**

Ratings for the technical evaluation will be as follows:

**TECHNICAL EVALUATION CRITERIA**

| S.No | Criteria | Details | Marks (Upto) |
|---|---|---|---|
| 1 | Relevant experience | At least 5 years | 10% |
| | | 10 years or more | 20% |
| 2 | Same Nature of Projects Completed | At least 2 projects | 10% |
| | | 5 or more projects | 20% |
| 3 | Total Staff assigned for the project at a time | 10 persons or more | 10% |
| | | 20 persons or more | 20% |
| 4 | Total scanners machines assigned for the project at a time | 03 Scanners or more | 10% |
| | | 05 Scanners or more | 20% |
| 5 | Presentation to the Bid Evaluation Committee by the bidder (s) on their technical profile | As Above Criteria | 20% |
| NOTE : MINIMUM PASSING SCORE IS 70% | | | |

Financial bids of firms who score at least 70% on the technical evaluation (as a whole) will be opened before the representatives who wish to attend the tender opening. Firms with lowest financial bids will be awarded the contract. The financial bid must be quoted inclusive of all Federal/Provisional/Local taxes.

**Annexure A**

**Documents for Technical Proposal**

(To be ticked and attached in technical bid)

a. Certificate of Incorporation

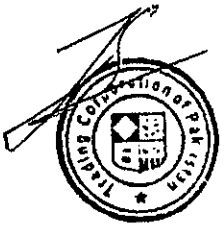
b. National Income Tax Certificate

c. Sales Tax Registration Certificate

d. Experience Certificate of document digitizing project (attached letter(s) from client)

e. List of Clients with contact details.

f. List of Staff at Karachi and Lahore




**Bidder Signature**

**Annexure B**

**Financial Bid Performa**

TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED

**BID FORM**

1. **Name & Address of Bidder:** _____

   _____

   Telephone: _____

   Fax: _____

   Email: _____

   Sales Tax Registration No. _____

   National Tax No. _____

2. Per page cost of digitizing/scanning in digits Rs. _____*(inclusive of all applicable taxes, duties, etc.)*

5. **Quoted Price in words**

   Rupees_____*(inclusive of all applicable taxes, duties, etc.)*

6. **Amount of Bid Security in digits** Rs._____

7. **Amount of Bid Security in words** Rupees_____

8. **We shall abide by all the terms and conditions of the tender.**

9. **We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.**

*Please think again, before signing the bid, no modification shall be allowed by TCP at belated stage under any circumstances, whatsoever*

Signature: _____

Name: _____

Designation: _____

CNIC No. _____-_____-__ *(copy enclosed)*

Date: _____

Stamp: _____

