ٹریڈنگ کارپوریشن آف پاکستان (پرائیویٹ) لمیٹڈ

Trading Corporation of Pakistan (Pvt) Limited

Phones : 9202947-49 (3 Lines)
Fax : (92-21) 9202722, 9202731 & 9202595
E-mail : tcp@tcp.gov.pk

4th & 5th Floor.
Finance & Trade Centre.
Sharea Faisal.
Karachi. 75530 (Pakistan)

No. TCP/Admin/Courier/30(1)/2013 Dated: 15-02-2023

TENDER NOTICE

TENDER FOR HIRING OF COURIER SERVICES

Trading Corporation of Pakistan (Pvt.) Limited, (TCP) Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan, invites sealed bids from the reputable courier companies for one year services to dispatch TCP's mails/parcels within Pakistan and also abroad.

2. Interested parties may submit their bids in the tender box placed at the Reception Counter of TCP's Principal Office, 4th Floor, Block –B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi up to 1100 hours on Monday 06-03-2023 which will be opened on the same day at 1130 hours in the TCP's Board Room in presence of Bidders or their authorized representatives who may wish to be present.

3. Tender documents containing detailed Terms and Conditions, can be purchased from the under mentioned office on payment of Rs.500/- (Rupees five hundred only) on all working days (Monday to Friday from 08:30 am to 4:00 pm till the date of opening of the tender.

TCP Cash Office, Karachi, Trading Corporation of Pakistan (Pvt.) Limited, 4th Floor, Block–B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi, (Ph:02199202947-49 Ext-235); OR

4. The tender notice and documents (Terms and Conditions) can also be downloaded from Official website of TCP www.tcp.gov.pk and PPRA www.ppra.org.pk. However, the receipt of purchase of tender document can be obtained from Cash Section of TCP against the payment of PKR.500/- (Rupees Five Hundred only) prior to dropping the bid envelop in the tender box within the specified time.

5. TCP reserves the right to reject any or all bid(s) at any time prior to acceptance.

(Farman Ali Chohan)
General Manager
(Admin & Coordination)

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Tender Notice No.TCP/Admin/Courier/30(1)/2013 **Dated: 15-02-2023**

TENDER FOR HIRING OF COURIER SERVICES

TENDER DOCUMENT

Issue Date: 15-02-2023

Receiving Date: 06-03-2023 at 1100 Hours.

Opening Time at 1130 Hours on Monday 06-03-2023

ISSUED BY

General Manager (Admin & Coordination)
Trading Corporation of Pakistan (Pvt.) Limited, Karachi

Tender fee: Rs. 500/-

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Tender Notice No.TCP/Admin/Courier/30(1)/2013 **Dated: 15-02-2023**

TERMS & CONDITIONS

Trading Corporation of Pakistan (Pvt.) Limited, Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan, invites sealed bids from the reputable courier companies for one year services to dispatch TCP's Mails/Parcels within Pakistan and also abroad. The rates quoted must be valid for 45 days from the date of opening of bids for courier services as per following terms & conditions:-

1. GENERAL

a) Only reputable companies are eligible to submit tender in TCP for their services.

b) Tender shall be prepared and submitted to the TCP strictly in accordance with the instructions set forth herein.

c) All entries in the tender are to be in ENGLISH LANGUAGE. Corrections, etc, shall be signed by the authorized persons.

d) The bidder must be registered with Sale Tax and Income Tax Authorities and must be on Active Tax Payers list.

e) The agreement will be for the period of one year, extendable for further period as mutually agreed by both the parties.

f) The mails, parcels will be picked-up from TCP's Principal Office, Godowns in Karachi and its Regional Offices at Lahore, Islamabad, Gwadar and Sub Regional Office Multan and delivered to the addressees without delay.

g) The bills will be paid on monthly basis after deduction of applicable taxes as per Law.

h) The Agreement can be terminated on prior one month notice during the period of Agreement if the performance is not found satisfactory.

i) Bidder must read terms & conditions of this tender document, tender notice and relevant laws carefully prior to submission of bids/offer.



2. INSTRUCTIONS TO BIDDERS

a. The Tender Documents duly signed on each page (each of the corrections also duly signed and stamped without any over writing) alongwith the prescribed Bid Security shall be sealed and clearly marked in an envelope and delivered in person by dropping in the Tender Box placed at the Reception Counter of TCP's Principal Office, 4th Floor, Block-B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi up-to 1100 hours on Monday 06-03-2023, which will be opened on the same day at 1130 hours in TCP's Board room in presence of bidders or their authorized representative who may wish to be present.

b. Bid should be sealed and accompanied with the following documents (all documents should be on the name of bidder):-

   i. Original receipt of payment for purchase of tender documents.

   ii. Attested copy of valid CNIC and attested copy of NTN/GST registration Certificate.

   iii. Name, Designation, CNIC number with CNIC copy, Office phone number and cell number.

   iv. Original tender document, each page of the tender document shall be signed/stamped by the bidder, as acceptance of terms & conditions.

   v. If the tender document is downloaded from TCP or PPRA's websites, the Pay Order amounting to Rs.500/- must be enclosed in favour of "Trading Corporation of Pakistan (Pvt.) Limited";

   vi. Affidavit on judicial stamp paper of Rs.100/- to the effect that the bidder has never been black listed by TCP or any other Government/semi Govt. Department.

   vii. Courier charges for Local, within Pakistan and International mails should be quoted separately (inclusive of all taxes) alongwith committed time of delivery.

c. Bids received through fax, email or any other means, except as prescribed above, shall not be considered.

d. The courier company must be registered with all Tax Authorities, applicable to courier service. Copies of Tax Registration Certificates must be attached with the bid.

e. The bids should be valid for 45 days and rate may be quoted for local, domestic and international mails/parcels as per format at **Annex-I**

f. TCP does not bind itself to award the contract to the lowest but will take into consideration all aspects as are deemed relevant and applicable. Once the TCP has arrived at the decision, a written letter of Award to the Successful Courier Company will be issued. Thereafter, the successful Courier Company will be required to execute a formal agreement on the terms which are attached herewith at **Annex-II**.

Trading Corporation of Pakistan

3. ELIGIBILITY CRITERIA

a. Courier companies which are black listed by TCP or any other Government/semi Government entity shall not be eligible to participate in the tender

b. Courier companies which have not fulfilled their contractual obligation with TCP shall also not be eligible.

c. Courier companies which are not registered with Sale Tax and Income Tax authorities and not in Active Tax Payer list shall not be eligible to participate in the tender.

d. Bids not complying with the instructions in this tender or submitted conditionally or without requisite documents shall be liable to rejection.

e. Conditional or partial or incomplete bids by the bidders will be rejected.

4. BID SECURITY

a. The bidders are required to submit Bid Security declaration on the format prescribed under Section 25 of PPRA **(Annex-III)**

b. TCP reserves the rights to reject all or any bid / proposal as per provision given in PPRA rules.

5. PERFORMANCE GUARANTEE

The successful bidder, after acceptance of bid by TCP shall be required to deposit a fixed amount of Rs.50,000/- as performance Guarantee in the form of Pay order/Demand Draft issued by a scheduled Bank in Pakistan in favour of Trading Corporation of Pakistan (Pvt.) Ltd., Karachi within **seven (7) days of issuance of award letter by TCP** for satisfactory performance within given time period. TCP shall have the right to forfeit the performance security without any notice, in case of breach of any terms and conditions of this tender. The performance guarantee of the successful bidder will be returned after satisfactory performance during the agreement period as per tender terms & conditions.

6. VALIDITY OF BID

The bid shall remain valid for acceptance for 45 days with effect of the date of opening of tender.

7. 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 TCP and the Courier Company. Should 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. Courier Company & TCP.

FOR DOMESTIC MAILS/PARCELS

Annex-"A"

(PKR inclusive of all taxes)

S.No.	Weight range	Delivery Time	Amount
1.	**Within the City**		
	01 grams to 500 grams		
	501 grams to 1000 grams		
	Additional per kg		
2.	**Same Zone/Province**		
	01 grams to 500 grams		
	501 grams to 1000 grams		
	Additional per kg		
3.	**Different Zone/Provinces**		
	01 grams to 500 grams		
	501 grams to 1000 grams		
	Additional per kg		

FOR INTERNATIONAL MAILS/PARCELS

Annex-"B"

Amount in (USD)

S.No.	Country Name		0.5 kg	1 kg	1.5 kg	2. kg	Delivery Time
1.	Middle East						
2	U.K.						
3.	South Asia						
4.	Asia						
5.	USA	North America					
		South America					
6.	Sri Lanka						
7.	Maldives						
8.	Canada						
9.	China						
10.	Japan						
11.	Indonesia						
12.	Germany						
13.	Uzbekistan						
14.	Cuba						
15.	Other countries list						

Trading Corporation of Pakistan

COURIER SERVICES AGREEMENT

THIS COURIER SERVICES AGREEMENT (hereinafter referred to as **the "AGREEMENT"**) is made at Karachi on this ____ day of _____, 2023

BETWEEN

M/s. _____, a company incorporated under the Law of Pakistan and having its registered office at _____, **Karachi** through its duly authorized representative **Mr.** _____ having **CNIC No.** _____ (hereinafter referred to as "_____" which expression unless repugnant to the context shall mean and include its successors-in-interest, representatives and assigns) of the First **Part;**

AND

Trading Corporation of Pakistan (Pvt.) Limited, having its Head Office at **4th & 5th Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi** through its duly authorized representative **Mr.** _____ **S/o.** _____ holding **CNIC No.** _____ (hereinafter referred to as the **"TCP"** which expression unless repugnant to the context shall mean and include successors-in-interest, representatives and assigns) of the **Second Part**; and

_____ and TCP are hereinafter collectively referred to as the "Parties" and individually as "Party".

Whereas the _____ is engaged in the business of providing courier & logistics services to corporate clients with requisite expertise, resources and skilled personnel for providing such services;

AND WHEREAS the TCP is desirous of utilizing the services of _____ for delivery of its International and Local mails/parcels, and _____ has agreed to render such courier services to the TCP in the manner described and, on the terms, and conditions of this Agreement.

NOW THEREFORE, THIS AGREEMENT WITNESSETH AS FOLLOW:

1. SCOPE OF SERVICES:

The_____ shall provide to the TCP following courier services:

(i) Local and domestic mails including parcels delivery within Pakistan.

(ii) International mails including parcels delivery to foreign countries.

(iii) The mails/parcels will be picked-up from TCP's Principal Office, Godowns in Karachi and its Regional Offices at Lahore, Islamabad, Gwadar and Sub Regional Office Multan on daily basis.

Trading Corporation of Pakistan

2. SERVICE FEE AND BILLING:

(i) That the charges for courier services on account of domestic mails/parcels within Pakistan AND for International mails/parcels are specified with delivery time as per **Annex-'A'** and **'B'** to this agreement respectively which shall form an integral part of this Agreement and shall be binding on both the parties.

(ii) The charges for services rendered shall be billed by M/s _____ on monthly basis (inclusive all taxes).

(iii) The taxes will be deducted from payment as per law.

3. 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 TCP and the Courier Company. Should 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. Courier Company & TCP.

4. TERMINATION:

The Agreement can be terminated on prior one month notice during the period of Agreement if the performance is not found satisfactory.

5. PERIOD OF AGREEMENT

This Agreement shall be effective for one year commencing from _____ to _____ which may be extended for such further period on the terms and conditions as may be mutually agreed in writing by both the parties.

IN WITNESSES WHEREOF the parties hereto have set and subscribed their respective hands at the day, month and the year first above mentioned:

For & on behalf of Trading Corporation Limited, through Authorized representative

(_____)

.....

Witnesses:

1. _____

2. _____

For & on behalf of M/s. _____, through Authorized representative

(_____)

.....

Witnesses:

1. _____

2. _____

Trading Corporation of Pakistan

FORM OF BID SECURING DECLARATION

Date: {insert date (as day, month and year)]

Bid No.: [.....]

Alternative No.; [insert identification No. if this is a Bid for an alternative]

To: [.....]

We, the undersigned, declare that: We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration. We accept that we will automatically be suspended from being eligible for bidding in any contract with the TCP for the period of time of 3 years starting on _____, 2023, if we are in breach of our obligation(s) under the bid conditions, because we;

(a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or (b) having been notified of the acceptance of our Bid by the TCP during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance NIB term & conditions.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: [insert signature of person whose name and capacity are shown]

In the capacity of [insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of: (insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Corporate Seal (where appropriate).