TRADING CORPORATION OF PAKISTAN (PVT) LIMITED
MINISTRY OF COMMERCE
GOVERNMENT OF PAKISTAN

No TCP/D&POD//PQ/SA/24-1/2024-25

Dated: 08th October, 2024.

EXPRESSION OF INTEREST (EOI) ENLISTMENT AS SHIPPING AGENTS 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 registered with income Tax and Sales Tax Departments having ten (10) years experience in the field of Vessel Handling as Shipping Agent of bulk, break bulk and containerized cargo with valid shipping agent license **for Enlistment as Shipping Agent on TCP's panel.**

2. Trading Corporation of Pakistan intends to enlist Shipping Agents for Invitation to Bid(s), and sign the framework agreement(s) with Shipping Agents. The objective of the intended framework agreement(s) is the on-demand provision of services of Shipping Agency from reputable sole proprietorships/firms/companies having relevant experience in the field of Vessel handling as Shipping Agent of bulk, break bulk and containerized cargoes at Karachi Port and/or Port Bin Qasim, as well as legal & valid license for operations as Shipping Agent.

3. Enlistment process is open for all national applicants subject to fulfilling the eligibility requirements mentioned in the respective enlistment documents. Interested applicants may obtain further information from Trading Corporation of Pakistan at the address mentioned below during office hours from **0830** to **1630** hours.

4. Interested firm(s) may submit their application/bids/offers alongwith required bid money on the basis of single stage one envelope procedure on PPRA, e-Procurement EPADS system upto **1100 hours** on **28th October, 2024**. The bids will be opened on the same day at **1130 hours** in the TCP's Board Room, in presence of the applicant or their authorized representatives, who may wish to be present. Bids received through fax, email, courier or any other means except as prescribed above shall not be considered.

5. **All the Shipping Agents, already enlisted with TCP are also required to submit their applications afresh.**

(Sheeraz Ali Shahzad)
General Manager (D&POD)

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EMERGING PAKISTAN

ENLISTMENT DOCUMENT
SHIPPING AGENT FOR IMPORTED COMMODITIES
AT KARACHI PORT AND PORT BIN QASIM

1. GENERAL CONDITION:-

a. 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 licensed Shipping Agencies registered with income tax and sales tax with ten (10) years of experience of handling Bulk, Break bulk and Containerized cargo for enlistment as Shipping Agent on TCP's panel.

b. All the Shipping Agents, already enlisted with TCP, are also required to submit the applications afresh.

c. TCP reserves the right to reject all the applications at any time prior to the acceptance

2. ELIGIBILITY:-

Shipping Agents registered with Tax authorities, having valid Shipping agency license and work experience of at least ten (10) years of handling bulk, break bulk and containerized cargo at Karachi Port and Port Bin Qasim, are eligible to apply for the Enlistment process.

3. INELIGIBILITY: -

a. The individuals/sole proprietorships/ firms/companies who have defaulted with the TCP or any other Government organization are not eligible to participate in Enlistment process unless they clear their dues along with penalties or fulfill their contractual obligations as the case may be, before the opening of offers for enlistment process

b. The individuals sole proprietorships firm(s)/ companies/applicant(s), who are involved directly or indirectly (Local agent) in the supply of IMPORTED COMMODITIES to TCP will not be eligible for participation in this Enlistment process

c. Applications not complying with the Enlistment instructions or conditional or without required documents etc. shall not be considered.

4. JOB DESCRIPTION

The Shipping agent is expected to perform following jobs on behalf of TCP and cost of vessel owner.

a. Ensure early berthing for the incoming ship.
b. Arrange Pilot and the Tugs etc.
c. Clearance from Customs, filling of IGM/EGM, immigration, Port Health & ISPS upon vessel berthing.
d. Informing about vessel ETA / ETB to consignee, Owner/Charter, and all concerned authorities
e. Arranging Survey & Tally Services (if required).
f. Drawing up the Documents for the Customs and Port Authorities
g. Conveying instructions to and from the Ship Owner.
h. Organizing the necessary contacts with the Stevedores.
i. In case of damage to cargo the ship agent shall safeguard the interest of TCP.
j. Shipping agent shall be responsible for settlement of claims immediately, if lodge by TCP
k. Protect TCP's interest in event of short landing of cargo.
l. The Shipping agent also makes the necessary arrangements (at the request of the ship's master or owner) with the insurance company, and for inspections and the services of experts or Shipping Agents etc.

m. Depute watchmen for 24/7 on the vessel.
n. All cost on Vessel Owner account. TCP will not pay any payment for tally, survey and all other Vessel related Job.
o. Shipping agent is responsible to take vessel sailing permission from TCP.
p. Any other job assigned by the vessel & or by TCP on the assigned task.

5. PAYMENTS:-

The shipping agency fees shall be paid by the vessel owners. However, the shipping agent shall disclose and share copy of their agreement/FDA with TCP. Any unusual and unreasonable demand of fees may render the shipping agency permanently delisted with TCP

6. INSTRUCTIONS FOR THE APPLICANTS:-

a. Applicants shall read the Enlistment 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 is opened

b. Where necessary, please provide the required details on the letterhead of applicant.

c. The completed document must 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. The complete set of signed and stamped documents should then be scanned and uploaded to EPADs.

d. During the process & course of enlistment and operation, the applicant will be required to maintain integrity and transparency. TCP will disqualify and may black list a Shipping Agent where it is determined that the Shipping Agent 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 Enlistment process to the detriment of the Purchaser/Employer. And includes collusive practices among Shipping Agent (prior to or after submission of Enlistment request) designed to establish competition at artificial, non-competitive levels and to deprive the TCP/Government of the benefits of free and open competition.
III. "Disclosure of Information" means Shipping agent needs to disclose all fees all agreement with Owner and any agreement on behalf of the Owner to TCP failing which TCP reserves the right to disqualify the Shipping agent from its Panel.

e. Any attempts by the applicant to influence TCP in the evaluation shall result in disqualification of their application.

f. Application must be submitted through EPADS system upto **1100 hours** on **28th October, 2024**. The bids will be opened on the same day at **1130 hours** in the TCP's Board Room, in presence of the applicant or their authorized representatives who may wish to be present. Bids received through fax, email, courier or any other means except as prescribed above shall not be considered.

g. Applicant must provide the documents, information and data, as required in this Enlistment document. Applicant may also be asked to clarify their answers or provide more details. All the questions in Enlistment document shall specifically be answered. Write 'N/A' if the question does not apply.

h. Please note that by responding to Enlistment document, applicant accept that all answers provided in this Enlistment 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.

i. The information provided in the Enlistment document is strictly confidential and solely for use by TCP as per applicable law and rules.

j. TCP's decision shall be final for Enlistment of Shipping Agent, TCP reserve rights to accept/reject the request, if deemed appropriate.

7. EVALUATION CRITERIA FOR TECHNICAL/FINANCIAL QUALIFICATION:-

Mandatory Requirements:

i. Income Tax + Sale Tax Registration, SRB registrations are mandatory to qualify for Pakistani firms.

ii. The firm shall obtain minimum qualifying marks of 60 marks out of 100 to qualify.

iii. Valid shipping license holder issued by Pakistan custom.

iv. Vessel Handling Experience Minimum 03 vessel during Last 12 Month (one Year).

Experience	I.	10 – 15 years (List of Number of Vessels Handled) 16 – 20 years (List of Number of Vessels Handled) 21 years and above (List of Number of Vessels Handled)	15 marks 25 marks 40 marks
Bulk Cargo handling experience of Wheat, Urea & Sugar.			05 Marks
Financial position /Credit worthiness /Annual Turn over		Rupees 05 million Rupees 10 million or more	05 Marks 15 Marks
Company Presentation (to be presented on Power Point) and plans.			40 Marks
		Minimum qualifying marks	**60 Marks**
		Total	**100 Marks**

v. The evaluation results will be announced within the validity period and same shall be displayed on the E-PADS, TCP's and PPRA websites.

8. SUBMISSION OF DOCUMENTS FOR ENLISTMENT: -

a. All documents/certificates mentioned at para 7 above.

b. Self attested copies of the following documents be provided along with the applications: -

i. Status of Ownership- (Sole Proprietorship, partnership Firm and Article of Association and Memorandum of Association of Limited Company).

ii. Valid Customs Shipping Agent License.

iii. Company 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.

iv. Detailed documents of handling of Bulk Cargoes in Pakistan showing experience of at least Ten (10) years with details of (cargo/Commodity, Vessel Name, Arrival & departure dates, Bulk/Break Bulk & IGM)

v. Sales Tax and Income Tax Registration Certificate.

vi. Annual Income Tax Returns and receipt.

vi. Affidavit on non-Judicial stamp paper of Rs 100/- showing that party has not been blacklisted by any Government Office/agency/body in Pakistan.

vii: Membership certificate of Chamber of Commerce & Industry.

Ix. Membership certificate of Pakistan Shipping Agent Association.

c. A certificate from the Bank (original), showing the Applicant's credit worthiness for and amount of not less than five million), the certificate should be dated, not earlier than 15 days prior to the opening of enlistment process. Only bank statement will not suffice.

d. 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. Resume of Port/field and Office Staff

f. An undertaking to the effect that the applicant or their owner/ partner/ director/ employee/ worker have no link with the suppliers of IMPORTED COMMODITIES or their local agent

9. ALLOCATION OF WORK TO SHIPPING AGENT:-

TCP shall assign the work to the enlisted Shipping Agent on vessel to vessel basis.

10. SECURITY DEPOSIT/PERFORMANCE GUARANTEE AND BID MONEY (REFUNDABLE):-

a. The applicants short listed for Enlistment will be required to furnish Security Deposit of **Rs 1,000,000/-** (Rupees one million 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 Deposited shall be furnished within 07 working days from the date of issuance of TCP's consent letter.

C. Bid Money of **Rs.100,000 /-** in the shape of a Demand Draft or Pay Order in Pak Rupees must be submitted to TCP before the opening of tender. The Bidders will submit a soft copy of Bid Security online on **EPADS system**.

11. RECOVERY OF LOSSES: -

a) The shipping agent shall be responsible for settlement of claims immediately, if lodge by the TCP.
b) The shipping agent shall be responsible to receive / acknowledge the claim on behalf of ship owner carrier.
c) In case of fault/negligence/conflict of interest found on the part of Shipping Agent, TCP can recover losses from Shipping Agent by en-cashing/forfeiture of Security Deposit in addition to lodging claims to recover the losses.
d) b. Besides recovery, TCP reserve the right to suspend/delist/blacklist the Shipping Agent

12. SIGNING OF AGREEMENT:-

a. All Enlisted Shipping Agents will be required to sign the agreement with TCP and also submit the Integrity Pact within three Working days of issuance of Consent letter, where applicable. The format of Integrity Pact is attached as Annexure-I.

b. The Shipping Agent shall be responsible to complete all documents, as notified from time to time.

13. VALIDITY PERIOD:-

This Enlistment shall be valid for a period of two years, from the date of issuance of Letter of Consent which can be extended for further period based on satisfactory performance.

14. 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/ Directors/Partners/CEO, 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)

15. 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: ---------- 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 / audited Financial statements balance sheet of last year

16. 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 Shipping Agent.

17. 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 ten 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					

18. 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	

ANNEXURE

INTEGRITY PACT

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

[The Shipping Agent] 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 Shipping Agent] 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 Shipping Agent] 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 Shipping Agent] 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 Shipping Agent] 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 time the sum of any commission, gratification, bribe, finder's fee or kickback given by [The Shipping Agent] 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.