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

Tender Notice No.TCP/Admin/Courier/04/2025 Dated: 25-08-2025

TENDER NOTICE

TENDER FOR HIRING SERVICES OF A COURIER COMPANY

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

2. Interested firm(s)/companies/sole proprietors registered with Income Tax, Sales Tax authorities/Sindh Revenue Board (SRB), PPRA, and on active taxpayer list, may submit their bids on E-PADS. Bidding will be conducted under Rule 36(a) of the Public Procurement Rules, 2004. i.e., Single Stage One Envelope procedure. Therefore, interested Firms should register themselves on the EPADS at https://eprocure.gov.pk/#/supplier/registration before the closing date of the tender and submit their bids accordingly. For registration/guidance/training on EPADS, firms/individuals may contact EPADS on the UAN: 051-111-137-237 or through the website www.ppra.org.pk.

3. The Bidders will submit a scanned copy of the bid Security online on or before the date **15th September 2025,** Time **11:00 A.M** on the E-PADS system & submit the physical original bid security before the opening of tender otherwise the bid(s)/proposals shall be declared as non-responsive.

4. The proposal/offers/bid(s) shall be opened on the same day at **11:30 A.M** in the TCP's Board Room in the presence of members of the TCP Procurement Committee and authorized representatives of the firm(s)/companies who may wish to be present.

5. Documents containing detailed Tender Documents & the Terms and Conditions can be downloaded from TCP's website (www.tcp.gov.pk) as well as PPRA's website (www.ppra.org.pk) as well as E-PADS website (https:// eprocure.gov.pk).

6. The reputable firm(s)/companies which have defaulted in its contract(s) awarded by TCP, or any other Government/Semi-Government Organization are not eligible to participate in the tender. The bidder(s) who 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 the bids. Detailed requirements are indicated in the Tender Document containing tender terms & conditions.

7. TCP reserves the right to accept or reject any or all offer(s)/bid(s) wholly or partially as per PPR-2004.

(Ali Raza Altaf)
DGM Incharge (A&C)
021-99207542

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

www : tcp.gov.pk
Tel : (92-21) 99202947-9 UAN: 111-827-000
Fax : (92-21) 99202722, 99202595 & 9920731
Email : tcp@tcp.gov.pk

EMERGING PAKISTAN

ٹریڈنگ کارپوریشن آف پاکستان (پرائیویٹ) لمیٹڈ

Trading Corporation of Pakistan (Pvt) Limited

Tender Notice No.TCP/Admin/Courier/04/2025 **Dated: 25-08-2025**

TENDER FOR HIRING SERVICES OF A COURIER COMPANY

TENDER DOCUMENT

ISSUED BY

Trading Corporation of Pakistan (Pvt.) Limited, Karachi

DEFINITION

a) "EMPLOYER" means the Trading Corporation Pakistan (TCP).

b) "EMPLOYER'S REPRESENTATIVE" means a person designated by the Trading Corporation of Pakistan to act on behalf of the EMPLOYER in all matters arising out of the contract.

c) "OWNER" means the Trading Corporation Pakistan (Pvt) Limited (TCP).

d) "CONTRACTOR" wherever used shall mean the successful bidder whose offer has been accepted by the EMPLOYER and who has been awarded the work of as mentioned in Scope of Work.

e) "CONTRACT/AGREEMENT" wherever used shall mean mutual, legally enforceable obligations between TCP & the successful bidder whose offer has been accepted.

TERMS & CONDITIONS

Trading Corporation of Pakistan (Pvt.) Limited, (TCP) Karachi, a state-owned organization working under the administrative control of the Ministry of Commerce, Government of Pakistan, invites bids from reputable courier companies for the delivery of TCP's mail/parcels within Pakistan and abroad.

2. Interested firm(s)/companies/sole proprietors registered with Income Tax, Sales Tax authorities/Sindh Revenue Board (SRB), PPRA, and on the active taxpayer list may submit their bids on E-PADS. Bidding will be conducted under Rule 36(a) of the Public Procurement Rules, 2004. i.e., Single Stage One Envelope procedure. Therefore, interested Firms should register themselves on the EPADS at https://eprocure.gov.pk/#/supplier/registration before the closing date of the tender and submit their bids accordingly. For registration/guidance/training on EPADS, firms/individuals may contact EPADS on the UAN: 051-111-137-237 or through the website www.ppra.org.pk.

3. The Bidders will submit a scanned copy of the bid Security online on or before the date **15th September 2025,** Time **11:00 A.M** on the E-PADS system & submit the physical original bid security before the opening of tender otherwise the bid(s)/proposals shall be declared as non-responsive.

4. The proposal/offers/bid(s) shall be opened on the same day at **11:30 A.M** in the TCP's Board Room in the presence of members of the TCP Procurement Committee and authorized representatives of the firm(s)/companies who may wish to be present.

5. The general terms & conditions are given below:

1. GENERAL TERMS AND CONDITIONS:

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

b) The bidder must read the terms & conditions of this tender document, tender notice, and relevant laws carefully prior to submission of bids/offers.

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

d) The tender is established for a duration of three (03) years.

e) The duration of the CONTRACT/AGREEMENT shall initially span one (01) year, commencing from the date of initiation of Services. The TCP reserves the right to extend or renew the contract for an additional period of one (01) year. Furthermore, the contract may be extended or renewed for a maximum total duration of three (03) years on an annual basis, contingent upon satisfactory performance and mutually agreed upon terms and conditions.

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

g) The bills will be paid on a 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 CONTRACT/AGREEMENT if the performance is not found satisfactory.

i) The firm/bidder must provide NTN, GST registration number & certificate issued by the Federal Board of Revenue/Sindh Revenue Board. Income Tax, GST/SST as applicable must be mentioned separately. The bidder must be on the Active Taxpayer list/verifiable from the FBR website.

j) If the bidder wishes to seek clarification or meaning of any part of the Tender Documents, he may address his inquiry in writing to The Deputy General Manager In-charge (A & C), Trading Corporation of Pakistan, 4th, 5th Floor Block B, & 8th Floor, Block A, FTC Building, Shahra-e-Faisal, Karachi. Such questions shall be received not later than 7 days before the date of opening of the Tenders.

k) No alteration, unless authorized in writing by the TCP may be made in the Agreement or the accompanying Tender Documents. Any technical or other comments that are desired to be made shall not be placed on the Tender Documents but shall take the form of a separate statement, as brief as possible and referring to items, clauses, and pages of the Tender Documents.

l) Tenders will be opened by the Procurement Committee in the presence of the company/firm or their authorized representatives, who may like to be present.

m) TCP reserves the right to reject any or all bid(s) without giving any reason. TCP reserves the right to scrap the Tender without giving any reason to the bidder(s). TCP shall upon request, communicate to any bidder(s) who submitted a bid(s) or proposal(s) the grounds for rejection of the bid(s) or proposal(s), but TCP is not required to justify those grounds.

n) TCP shall disqualify the firm if it finds at any time that the information submitted by the firm concerning its qualification was false and materially inaccurate.

o) In case the first lowest bidder fails to provide the required services, or TCP is not satisfied with the provided services, TCP reserves the right to obtain the services from the Second lowest bidder. In case the second lowest bidder fails to provide the required services, or TCP is not satisfied with the provided services, TCP reserves the right to obtain the services from the third lowest bidder.

p) TCP requires that participants of the tender under their contracts observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy following terms are defined hereunder:

   i. "Corrupt Practice" includes offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
   ii. "Fraudulent practice" includes any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.

iii. "Coercive practice" includes impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

2. INSTRUCTIONS TO BIDDERS:

a. The Tender Documents duly signed on each page (each of the corrections also duly signed and stamped without any overwriting).

b. Bid should be accompanied by the following documents (all documents should be in the name of the bidder): -

i. Attested copy of valid CNIC and attested copy of NTN/GST Registration Certificate.

ii. Name, Designation, Office phone number, and Mobile number.

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

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

v. Courier charges for Local, within Pakistan, and international mail should be quoted separately (inclusive of all taxes) along with the committed time of delivery.

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

e. The bids should be valid for 60 days, and the rate may be quoted for local, domestic, and international mail/parcels as per the format at **Annex-I (A & B).**

f. The successful Courier Company will be required to draw up a formal agreement on the terms which are attached herewith at **Annex-II.**

3. ELIGIBILITY CRITERIA:

a. Courier companies which are blacklisted by TCP, or any other Government/semi-Government entity shall not be eligible to participate in the tender. Furthermore, the companies that have previously failed to fulfill any contract with TCP or defaulted on any contract shall not be eligible to participate in the tender.

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

c. Courier companies that are not registered with sales tax and Income Tax authorities and not on the Active Taxpayer 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 bidder(s) will be rejected.

4. BID SECURITY:

a. Bid(s) shall be accompanied in original by a Bid Security worth **Rs. 35,000/-** in the shape of a Pay Order/Bank Draft in favor of **"Trading Corporation of Pakistan (Pvt) Limited"**. The original bid security shall be submitted physically before the opening of the bid & the photocopy/scanned copy of the Pay Order/Bank Draft in favor of **"Trading Corporation of Pakistan (Pvt) Limited"** shall be uploaded on E-PADS, in case of non-submission of bid security the bid shall be considered non-responsive.

b. The Bid Security of the unsuccessful Bidder(s), including those Bids(s) which are not accepted for any reason, will be returned after the award of work to the successful Bidder(s).

c. The Bid Security of the successful bidder(s) will be released only after the signing of the contract. In the event of a refusal to provide the desired services or signing of the contract, Bid Security will be forfeited.

5. ARBITRATION:

5.1 Any difference/dispute or liability of whatsoever in nature arising out of the contract or in any way relating to the contract or its construction or fulfillment should be settled, as far as possible, amicably between 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.

ANNEXURE-I

FOR DOMESTIC MAILS/PARCELS

Annex - "A"

Amount in (PKR Inclusive of all applicable 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 Inclusive all applicable taxes)

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						

COURIER SERVICES CONTRACT/AGREEMENT

THIS COURIER SERVICES AGREEMENT (hereinafter referred to as **the "AGREEMENT"**) is made at Karachi on this ____ day of _____, 2024

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 & 8th 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 the 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 mail/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 FOLLOWS:

1. SCOPE OF SERVICES:

The M/s. _____shall provide TCP following courier services:

(i) Local and domestic mail including parcel delivery within Pakistan.

(ii) International mail including parcel delivery to foreign countries.

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

2. SERVICE FEE AND BILLING:

(i) That the charges for courier services on account of domestic mail/parcels within Pakistan AND for International mail/parcels are specified with the 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 a monthly basis (inclusive of 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 the Agreement if the performance is not found satisfactory.

5. **PERIOD OF AGREEMENT**

This Agreement shall be effective for one (01) year commencing from _____ to _____ which may be extended for such further period of an additional one (01) year on the terms and conditions as may be mutually agreed in writing by both the parties. The maximum extension shall be for three (03) years, one (01) year at a time from the date of commencement of the first Agreement.

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	For & on behalf of M/s. _____, through Authorized representative
(_____)	(_____)
.....	.....
Witnesses:	**Witnesses:**
1. _____	1. _____
2. _____	2. _____