TRADING CORPORATION OF PAKISTAN (PVT) LIMITED
MINISTRY OF COMMERCE

No.TCP/IT/E-Commerce/2019 Date:18-03-2022

PROCUREMENT OF WEB BASED STOCK MANAGEMENT & TRACKING SYSTEM SOFTWARE FOR TCP

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 Procurement/Implementation of Stock Management & Tracking System. The application would be a web based application and a mobile application 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 payers list, may submit their bids/offers alongwith required bid money on the basis of **single stage two envelop procedure** (under rule 36b of Public Procurement 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 04-04-2022. The Technical Proposals 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. Financial Proposal of technically responsive firms shall be opened later. The date and time for opening of financial proposal shall be communicated accordingly.

3. Documents containing detailed Tender Terms and Conditions and application can be purchased on payment of Rs.1,000/- (non refundable) w.e.f. 18-03-2022 on all working days (Monday to Friday) from 9:00 a.m. to 5:00 pm 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 04-04-2022 for which a separate pay order of Rs.1,000/- should be submitted alongwith the bid documents, otherwise the bid(s) will be declared 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) Manager Incharge Regional Office, Trading Corporation of Pakistan (Pvt) Ltd. House No.47, Street 2, PHAF Residencia Kurri Road, Islamabad.(Phone 051-9222441-2).

4. The firm(s) who have defaulted in its contract(s) awarded by TCP or any other Government entity is/are not eligible to participate in the tender. The firm(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 alongwith 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 & Coord)
021-99207542

Trading Corporation of Pakistan

Request for Proposal (RFP)

For

Stock Management& Tracking Solution for Trading Corporation of Pakistan

Comprising the following Services/Products:

Development &Implementation of Software Application(s)

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Description of Work

Trading Corporation of Pakistan, Karachi invites proposals from companies having a legal presence in Pakistan(Karachi) for "Development and, Implementation of Stock Management and Tracking System for Trading Corporation of Pakistan". The software should be web-based and mobile enabled application. The proposed project will include development, implementation, training and support for the application.

This project aims to enhance the current processes at Trading Corporation of Pakistan, so as to improve internal communications, and speedy delivery of services and to maintain proper record of stock position and stock movement with transparency and accuracy.

1.1 Background

The Trading Corporation of Pakistan is authorized by Economic Coordination Committee (ECC- Government of Pakistan) to locally procure, stock and release (issue) essential commodities like Sugar. The stocks are to be managed at external premises and managed by Trading Corporation of Pakistan assigned staff.

The proposed project is aimed at establishing a comprehensive Stock Management & Tracking system to ease work procedures and to improve operational efficiency of Trading Corporation of Pakistan covering the stock management activities.

1.2 Scope of Work

The proposed project is to develop and implement Stock Management & Tracking System that is to be deployed and used in the Offices/Designated Godowns of Trading Corporation of Pakistan (TCP) and other location using internet.

The system will be web application and android/IOS based mobile application hosted at centralized location for managing the stock maintenance and tracking operations. The system will also include management dashboard to help making effective decision making.

The system will include the following scope/features:

Scope	
System Administrator	• User Creation • User Role Assignment • User Location / jurisdiction assignment • Form based Add / Edit / View-only features
Stock Management	• Stock Item Creation • Stock Category • Stock Organization / Location Creation • Stock Locator Control • Lot wise Stock Quality Approval / Rejection • Lot / Batch wise Tracking using QR Code • Stock Expiry Date • Stock Receipt • FIFO based Stock Issuance (LIFO and Weighted Average options to be available) • Delivery Order • Option for Document Attachment in transactions • Stock Cost for information purpose only • Dual Unit of Measure (KG, MT, Quantity) • Stock Adjustment • Lot wise Stock Quality (Lab Test) Details
Reports & Dashboard	• Daily Stock Receipt • Daily Stock Issuance • Stock Position • Stock Value • Stock by Location • Stock Movement • Lot wise Quality • Godown Vigilance Team Observations

Application Hosting Service	• The Vendor will provide Application Hosting Services for 12 Months

To qualify for the tender, firms must address the entire scope outlined above and detailed in other sections of this document as well as any further communication issued in association with this RFP.

2. ACCEPTANCE

The acceptance criterion for successful bids is defined in the following sections with details being provided for the bidding procedure to be followed for this tender by the Trading Corporation of Pakistan, Karachi.

2.1 Instructions for Bidders.

2.1.1 Bidding is open to all Bidders that meet the given minimum qualification criteria relating to previous experience, delivery capability, firms standing, etc., as stated in the RFP.

2.1.2 The attention of prospective Bidders is drawn to the fact that (i) they will be required to certify in their bids that all software is either covered by a valid license or was produced by the Bidder and (ii) that violations are considered fraud, which is, among other remedies, punishable by potential blacklisting from participation in future procurements as well as recovery from the bidder.

2.1.3 The bidder should be a company/firm having legal presence in Pakistan.

2.1.4 A bidder can submit only one bid with one composite solution as multiple bids and offers of multiple alternative solutions shall not be considered.

2.1.5 By submission of documentary evidence in its bid, the Bidder must establish to the Purchaser's satisfaction:

- That it is a firm/company incorporated in Pakistan.
- That it should have valid National Tax Numbers and Sales Tax Registration Numbers (**Photo copies of Income Statement or Annual Report** should be included in the detailed Technical proposal along with copies of **National Tax Numbers and Sales Tax Registration certificates)**

2.1.6 By submission of documentary evidence in its bid, the Bidder must establish to the Purchaser's satisfaction:

- That it has at least ten full time relevant technical resources for last one year.
- That it has a local office in the location where the project will be developed/delivered
- That it has successfully completed at least three(3)similar software development projects. (NOTE: In order to substantiate the information required above, the Bidder **must** provide details of the projects and the names of the contact persons to the Purchaser. **Only those Projects should be considered where firm can provide completion certificate from the Client Organization (Photocopies of documents should be provided).**

2.1.7 Subcontracting any part of the Bid shall not be allowed and Bids which include an element of subcontracting shall be rejected as non-responsive.

2.1.8 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case be responsible or liable for those costs.

2.1.9 Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the RFP. Failure to furnish all information required by the RFP or to submit a bid not substantially responsive in every respect will be at the Bidder's risk and may result in the rejection of its bid.

2.1.10. The firm should mention maintenance, software integration & training and end-to-end timelines.

2.1.11 The firm should quote a composite price inclusive of all taxes & duties for the complete project instead of individual components of services.

2.1.12 The firm should mention clear timelines as to when the system would be in place.

2.2 Procedure for Submission of Bid.

2.2.1 For this tender 'Single stage- Two envelope procedure' for open competitive bidding shall be adopted under Rule 36b of Public Procurement Rules-2004.

2.2.2. Bid envelope submitted will comprise of a single envelope containing two separate closed /sealed envelopes containing Technical and Financial proposal.

2.2.3. Technical proposal envelope should be marked as 'Technical proposal for Procurement of Software and should include following documents:

- Technical proposal of the offered Solution
- Company profile with Income Statement or Annual report showing Financial Health of the company.
- List of customers(corporate sector) along with their contact details on required format
- Income Tax/GST certificate of the bidder.

2.2.4 In first stage only the 'Technical proposals' will be opened in the presence of bidder's representatives that choose to attend.

2.2.5. Vendors who will not submit all required documents / information as per Qualification Criteria and do not meet the qualification requirement will be declared as Non-Qualified Vendors.

2.2.6 The bidders are required to give Demo of the proposed system/ software product in TCP's Board room to TCP management.

2.2.7 On the basis of Qualification Criteria, the financial proposal of only technically qualified bidders will be opened in the presence of their representatives that choose to attend.

2.2.8 Financial proposals of bids found technically non-responsive will be returned un-opened.

2.3 Relevant Experience

Firm must demonstrate relevant experience in projects with similar nature, industry sector, size and geography and industry. Responding organization should provide the details of experience in similar projects according to the following format. An ideal reference will include projects of similar nature in the government / private sector with same size and geography (i.e., South Asia). The number of references is restricted to five.

Sr. No.	Nature of Project	Total Value PKR (m)	Geography	Size of Project	Name of the Project, Customer, Contact person & Contact Details

Note:

Only those Projects should be considered where RO can provide the successful completion certificate from the Client Organization (Photocopies of documents should be provided)

2.4 Project Implementation/Management Plan

The firm shall provide a detailed implementation plan and project management plan. Firm should provide the **timeline**. Firm should cover **tasks assigned to the employees and resource allocation** of responding organization during the course of the project. This should not be in generic terms but should be specific to the project. Project plans in tabular form, mentioning names of tasks, sub tasks, start date, finish date, resources and milestones will also be appreciated. In the training category, firm to provide detailed training schedule (on train the trainer basis).

2.5 Deliverables

The firm should clearly mention and list all the deliverables to be completed under the proposed project. All architectural deliverables must comply with industry standards. Generic project deliverables are defined in the TCP Method, of which an overview is given below:

Solution Architecture	Solution Design Document
Additional Deliverables	User Manual
	Training
	Project Plan

2.6 Software Support

Firm(s) must provide support / maintenance for the solution for Two Months after application deployment.

The firm should indicate the support capabilities for Application.

2.7 Training Capabilities

The Responding organization should indicate its training capabilities to provide training on software application. Responding Organization should also provide a training schedule including End User Training on train the trainer basis.

3. General Terms & Conditions

3.1 Earnest Money

Bids shall be accompanied in original by an Earnest Money equivalent to two percent (2%) of the value of the offered price in the shape of a Demand Draft or Pay Order in Pak Rupees in favour of Trading Corporation of Pakistan (Pvt) limited. Cash Deposit Receipts (CDR) will not be acceptable.

3.2 Validity of the Proposal

All proposal and price shall remain valid for a period of 30 days from the opening date of the financial proposal. However, validity could be extended with mutual consent of the parties

3.3 Performance Guarantee

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 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 warranty period, upon satisfactory working of the software, including other services, as required from the firm, in accordance with Tender Terms & Conditions and settlement of any/all claims. Once the project is awarded the vendor can adjust the Earnest Money as performance guarantee. Cash Deposit Receipts (CDR) will not be acceptable.

3.4 Forfeiture of Earnest Money/Performance Guarantee:

Fails to accept award letter or complete the work within the specified period or commits any breach of contract or fails to fulfill any terms or conditions of the contract, the earnest money/performance guarantee will be forfeited.

3.5 Clarification and Amendment to RFP (Pre-bid Conference)

To clarify issues and answer queries on any matter that may be raised at this stage, a pre-bid conference will be held in the premises of Trading Corporation of Pakistan-Karachi at 11:00 am on 28-03-2022.

3.5.1 A firm requiring any clarification of the RFP may notify TCP in writing or facsimile at TCP's address. Similarly, if a bidder feels that any important provision in the document is unacceptable; such an issue should be raised as soon as possible. All queries/clarifications relating to RFP, in writing, should reach TCP2days before the bidders' conference.

3.5.2 The subject RFP may change after the above mentioned Bidder's conference. It is kindly requested to visit TCP's website for any updates after bidder's conference.

3.5.3. In order to give prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the TCP may, at its discretion, extend the deadline for the submission of bids. The revised RFP and deadline (if required) will be uploaded/updated on the website of TCP (www.tcp.gov.pk and PPRA's website (www.ppra.org.pk).

3.6 Bid evaluation

There will be a two-stage evaluation. Preliminary evaluation (Initial Screening) of technical bids will be done on the basis of parameters given.

Detailed technical evaluation will be done for firms who qualify the preliminary evaluation mentioned above. These firms will be asked to give presentations on their solution. The TCP's nominated Committee on the parameters given in the technical proposal will make the technical evaluation. Ratings for the technical evaluation will be as follows:

S. No.	Category	Marks	Description
1.	Functional	30%	Includes all functional aspects of the system,
2.	Technical	30%	The fulfilment of all technical requirements will be evaluated here: - Technology compatibility - Technical Scalability

			- Upgradeability - Portability -Relevance
3.	Appearance	40%	Demo of proposed system in TCP Board Room for TCP's nominated Committee (each firm will be given 30 Minutes)

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.

3.7 Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

3.8 Withholding Tax, Sales Tax and other Taxes

The interested firms are hereby informed that the TCP shall deduct applicable tax (es) at the rate prescribed under the tax laws of land, from all payments for services rendered by any firm who signs a contract with the TCP. The firm will be responsible for all taxes levied by government from time to time.

3.9 Documents Constituting Contract

The RFP (Request for Proposal)/Tender Documents containing the terms and conditions of Tender, Financial Proposal/offer submitted by the successful firm, letter of award of tender issued by TCP, acceptance of letter of award submitted by the successful firm in writing shall constitute the Contract between the TCP and the successful firm.

3.10 Submission of Proposal

The complete proposals, technical and financial, should be submitted by 11:00am on 04-04-2022 at the TCP's address given at 2.1.2 above. Technical Portion of the bids will be opened on the same date at11:30 am.Any bid received by the TCP after the bid submission deadline prescribed by the TCP will be rejected and returned unopened to the firm(s).

3.11 Disqualification

The firm(s) who had defaulted in their contracts to perform a contract awarded by TCP are not eligible to participate in the tender. The firm(s) who have not fulfilled their contractual obligation with TCP shall also not be eligible to participate in the Bid(s), unless they clear their dues alongwith penalties or fulfill their contractual obligations with TCP.

3.12 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 fulfilment should be settled as far as possible, amicably between the Buyer and Seller. Should the parties fail to come to an amicable settlement the same shall be referred to the award of Arbitrators to be nominated one each by the Seller and the Buyer within fifteen days of notice from either side or in the case of the said Arbitrators not agreeing, then to the award of an Umpire to be appointed by the Arbitrators in writing prior to proceeding with the arbitration. The decision of the Arbitrators or the Umpire, as the case may be, shall be final and binding on both the parties. The arbitration shall take place at Karachi, under Pakistani Law of Arbitration.

3.13. Milestones & Payment Schedule

3.13.1 This section contains the payment schedule associated with milestones defined for the project. The milestones defined here have been taken from the standard milestones defined for the lifecycle of a Solution in the TCP Method

	Milestone	Time Period	Payment
(i)	Mobilization Amount	1 week after signing of Contract.	10%
(ii)	Implementation of the software	6 Weeks from signing of Contract.	40%
(iii)	Submission of Documents/Manuals	2 weeks after implementation.	10%
(iv)	Training of offices and staff of TCP on the application	1 weeks from the date of submission of manuals.	20%
(v)	After end of 2 months post implementation Support	1 weeks after support end.	20%

3.13.2. The firm shall submit the following documents to process the payment: -

- Firm's Invoice.
- Copy of Sales Tax Certificate.
- Copy of Income Tax Certificate / NTN Certificate.

A. Appendix: Summary of Technical Proposal

Summary of Technical proposal should serve as the cover page for the detailed technical proposal. Failure to provide the 'Summary of Technical Proposal' on the format given below, and/or failure to provide the accompanying detailed technical proposal will render the proposal non-responsive and thus not fit for processing.

Cat	S. NO	INFORMATION REQUIRED	
A		General	
	1	No of Years in business in Pakistan	
	2	Office in Karachi	
B		Details of total staff employed	
	1	No of permanent staff employed:	
		Technical	
		Managerial	
	2	Cumulative Experience (in years)	
C		Experience of Implementation of proposed systems	
	1	No. of similar projects that have been completed successfully	
	2	No of government project completed	
	3	No of non-government project completed	
D		Support Capabilities	
	1	Years in Business in Support area	
	2	No. of Staff employed : (Capable of providing Support)	
	3	Cumulative Experience (in years)	
	4	Expertise/Skills (tools/application/packages)	
	5	List of Customers of "Support" along with contact details	

1. Total Staff assigned to the project for Support purposes
2. Total Staff assigned to the development/customisation/implementation of software applications
3. Total staff assigned to the project for Training purposes

Chapters to be provided with Technical Proposal:

1. Scope of Business of Participating Organization (s) and scope of involvement of participating organizations in consortium
2. Details of Financial Capability, including Sales Tax, NTN numbers, (Income Statements or Annual reports).
3. Details of Relevant Experience
4. Detailed Project Implementation & Management Plan
5. Support capabilities
6. Proposed architecture/design and solution for the software applications
7. Training capabilities

B. Appendix: Format for Resumes

1. General Details:

Name	
Date of Joining, in this Company	
Designation in the Company	
Role Assigned in this Project/Activity	
Email	
Mobile #	

2. Education

Sr. No.	Degree	Passing Year	Institution Name	Major/Minor	Division /GPA
1.					
2.					
3.					

3. Certifications

Sr. No.	Name of Certification	Year of obtaining	Date till Certification is Valid	Certification ID / Number
1.				
2.				
3.				

Please provide photocopies of certifications with prescribed resume format. Certifications will not be considered valid without the photocopies.

4. Experience

Total IT Experience (Yrs): _____

Total Experience in Propose Technology (Yrs): _____

5. Details of IT Experience:

Sr. No.	Company Name	Designation /Position	Job Description	Experience Years/Months
1.				
2.				
3.				

6. Projects Details:

Sr. No.	Name of the Project	Role in the Project	Nature & Description of the Project	Tool & Technologies usage in the project	Duration of the Project
1.					
2.					
3.					

C. Appendix: Format for Financial Proposal

TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED

BID FORM

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

   _____

   Telephone: _____

   Fax: _____

   Email: _____

   Sales Tax Registration No. _____

   National Tax No. _____

2. **Software Development & Implementation** _____

3. **Application hosting services** _____

   _____

   _____

4. **Quoted Price in digits** Rs._____*(inclusive of all applicable taxes, duties, etc.)*

5. **Quoted Price in words**
   Rupees_____

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

6. **Amount of 2% Earnest Money in digits** Rs._____

7. **Amount of 2% Earnest Money 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: _____