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

No. TCP/DPOD/CHARTERING/24-3/2024-25 December 20th, 2024

EXPRESSION OF INTEREST FOR ENLISTMENT ON TCP'S PANEL OF CHARTERING/BROKERAGE AGENTS FOR EXPORT / IMPORT CONSIGNMENTS WORLDWIDE

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 with minimum ten (10) years experience and having **valid Shipping Company Registration/Ship Brokerage Registration/License** as Vessel Chartering / Brokerage Agent(s) of cargo carrier vessels **for Enlistment as Vessel Chartering/Brokerage Agent on TCP's panel.**

2. Trading Corporation of Pakistan intends to enlist Vessel Chartering / Brokerage Agent(s) for Invitation of Bid(s). The objective of the intended enlistment is the on-demand provision of services of Vessel Chartering from reputable sole proprietorships/firms/companies having relevant experience as Vessel Chartering / Brokerage Agent(s) of cargo carrier vessels. These entities must also hold a valid legal Ship Brokerage license to operate as Vessel Chartering/Brokerage Agent(s).

3. Enlistment process is open for all Pakistani applicants' subject to fulfilling the eligibility requirements mentioned in the respective enlistment document. Interested applicants may obtain further information from Trading Corporation of Pakistan at the address mentioned below during office hours from **0830** to **1630** hours (Except Saturdays and Sundays).

4. Interested firm(s)/Companies may submit their application/proposals along with required bid money on the basis of single stage one envelope procedure on PPRA, e-Procurement EPADS system only upto **1200 hours** on **January 06th, 2025**. The applications / proposals will be opened on the same day at **1230 hours** in the TCP's Board Room, in presence of the interested firms/companies or their authorized representatives, who may wish to be present. Applications / Proposals received through email, courier or any other means except as prescribed above shall not be considered.

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

Trading Corporation of Pakistan (Pvt) Limited
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EMERGING PAKISTAN

TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED

EXPRESSION OF INTEREST FOR ENLISTMENT ON TCP'S PANEL OF CHARTERING/BROKERAGE AGENTS FOR EXPORT / IMPORT CONSIGNMENTS WORLDWIDE

ENLISTMENT DOCUMENT (TERMS & CONDITIONS)

1. INVITATION OF PROPOSALS:

i) Trading Corporation of Pakistan (Pvt.) Ltd. (TCP), Government of Pakistan, Karachi (herein after referred to as **CHARTERER**) invites applications/proposals from the Pakistan based Vessel Chartering/Brokerage Agents **(registered with provincial / federal tax authorities)** having valid **Shipping Company Registration/Ship Brokerage Registration/License** as **Vessel Chartering / Brokerage Agent(s)** for chartering of cargo carriers vessels for import / export consignments worldwide.

ii) Interested firm(s)/Companies may submit their application/proposals along with required bid money on the basis of single stage one envelope procedure on PPRA, e-Procurement EPADS system only upto **1200 hours** on **January 06th, 2025**. The applications / proposals will be opened on the same day at **1230 hours** in the TCP's Board Room, in presence of the interested firms/companies or their authorized representatives, who may wish to be present. Applications / Proposals received through email, courier or any other means except as prescribed above shall not be considered.

2. ELIGIBILITY CRITERIA / INFORMATION REQUIRED FOR ENLISTMENT:

Vessel Chartering/Brokerage Agents registered with Tax authorities, having valid **Ship Brokerage License** and bidding company`s direct work experience of at least ten (10) years, are eligible to apply for the Enlistment process.

i) Company's profile and Name of all Directors/Partners/Proprietor, CNIC & NTN.

ii) Valid **Ship Brokerage License/ Shipping Company Registration** attested by concerned authorities.

iii) The applicant should be active tax payer of FBR. Copy of relevant list containing the name of applicant should be enclosed with the documents and proof of registration with tax authorities along with last three years Income Tax Returns.

iv) Certificate of registration with SECP being companies and / or Deed in case of AOPs / Partnership firms.

v) Minimum **10 years** of Experience along with documentary.

vi) Vessel handling/Chartering/Brokerage Experience of Minimum **03 Vessel** during last **12 Months** (one Year).

vii) Preference/ additional weightage shall be given to Companies that have owned/leased warehouses near Port Qasim and Karachi Port owned by company/ owner/ director with documentary evidence.

viii) Preference will be given to Companies that have qualified staff with sailing experience on company payroll.

ix) Warehouses mentioned in Clause 2(vii) above must have insurance cover equivalent to the value of cargo proposed to be stored, as per capacity of the warehouse.

x) An **Affidavit on stamp paper of PKR 100/-** to the effect that the firm/company had never been blacklisted by TCP or any Government/Semi Governments/attached department **(ANNEXURE-I)**.

xi) An **Affidavit on stamp paper of PKR 100/-** to the effect that the firm/company has fulfilled their previous contractual obligations with TCP before Tender opening date if any. The firm/company shall also disclose information relating to court cases of the firm /company against TCP or Government/Autonomous bodies if any **(ANNEXURE-II)**.

xii) Financial status report about financial standing and business integrity of the firm/company by it bank on official letter head.

xiii) Last three Year Audit Reports in case of Companies.

xiv) Wherever applicable, copy of the agreement signed between the vessel owners and the Local Chartering/Brokerage Agent.

xv) Interested firm / companies who have not fulfilled their contractual obligation with TCP shall not be eligible to participate in the Bids, unless they clear their dues along with penalties or fulfill their contractual obligations in services and commodities with TCP, as the case may be, before tender opening date. Furthermore, the firms / companies against whom blacklisting process has been initiated or they have been blacklisted by TCP/PPRA are not eligible to participate.

xvi) Interested firms / companies would be required to sign “Integrity Pact” immediately on enlistment on TCP’s panel as per the format at **ANNEXURE-III**.

xvii) Interested firms / companies would be required to submit Beneficial Ownership Information immediately after issuance of consent letter from TCP.

xviii) The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person or persons who sign(s) the pre-qualification document, any kind of doubt will attract the rejection of application.

xix) The completed document shall 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.

3. EVALUATION CRITERIA:

i) Registrations with Income Tax, Sale Tax Registration and Provincial Tax Authorities are mandatory to qualify.

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

iii) Valid **Shipping Company Registration/Ship Brokerage Registration/License** as **Vessel Chartering/Shipping Company/Brokerage Agent(s)**, issued by relevant authorities in Pakistan.

Experience (No. of Years)	I	10 – 15 years 16 – 20 years 21 years and above (Documentary Evidence in shape of signed Charter-parties along with Final Settlement)	05 marks 10 marks 20 marks
Experience (Vessel Handling Chartering/Brokerage)	II	01 – 03 Vessels 04 – 05 Vessels 06 – 08 Vessels *At least one or more staff must be on company pay-roll with experience in sailing vessel	05 marks 10 marks 20 marks
Warehouse (self-owned by company/director/owner with documentary evidence) *Subject to insurance cover commensurate with the value of the goods proposed		Preferential weightage of 10 points shall be given for warehousing facilities at inside port premises	10 marks
Financial position /Credit worthiness /Annual Turn over		Rupees 50 million Rupees 100 million or more (Audit Reports, Financial Status Report from relevant Bank on official letterhead and Bank Statements, for Last Three financial Years).	05 marks 15 marks
Company Presentation (to be presented on Power Point).			35 Marks
		Total Marks (at Max)	**100 Marks**
		Minimum qualifying marks	**60 Marks**

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

4. VALIDITY OF PROPOSALS:

Offers should be valid for minimum 30 days from submission Time & Date i.e. **January 06th, 2025** at 1200 hours.

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

a) The applicants short listed for Enlistment will be required to furnish Security Deposit of **Rs 2,500,000/-** (Rupees Twenty five lacs 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 Security of **Rs.1,000,000 /-** (One Million only) in the shape of a Demand Draft or Pay Order in Pak Rupees must be submitted to TCP before the opening of

tender. The interested firm / company will upload a soft copy of Bid Security online on **EPADS system**.

6. VALIDITY PERIOD OF ENLISTMENT:-

The 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.

7. 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)

8. 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

9. BUSINESS ACTIVITIES / CAPACITIES:

Please provide the details of Traders / Importers / Exporters / Organizations, to whom the applicant is working as 'Pre-qualified' or utilizing the services of applicant frequently if any, with details of valid documents.

10. 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 and in case of any information provided found false subsequently at any time, the TCP shall be entitle to forfeit the security deposit and cancel the contract.

FORM COMPLETED BY	
Name	
Position (Job Title):	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal	

ANNEXURE-I

ON STAMP PAPER OF PKR.100/-

A F F I D A V I T

I/We_____, resident of/having office at _____, Holding CNIC/National ID/Company Registration No. _____ and passport no. _____ (where applicable).

1. That we, M/s._____ had never been black listed by TCP or any Government/Semi Governments/attached department.

2. That whatever is stated above is true and correct to the best of my/our knowledge and belief.

DEPONENT(S)

Messrs._____
_____
_____
Official Stamp

Solemnly affirmed before me on this _____day, by the deponent(s) named above with whose identity I am satisfied on the basis of his/her/their CNIC/passport.

COMMISSIONER FOR TAKING AFFIDAVITS

ANNEXURE-II

ON STAMP PAPER OF PKR.100/-

A F F I D A V I T

I/We_____, resident of/having office at _____, Holding CNIC/National ID/Company Registration No. _____ and passport no. _____ (where applicable).

1. That We, M/s. _____ had fulfilled their previous contractual obligations with TCP before Tender opening date. The firm /company shall also disclose information relating to court cases of the firm /company against TCP or Government/Autonomous bodies.

   OR

   That We, M/s. _____ had never engaged with TCP in respect of any kind of services. Hence, no contractual obligation stands unfulfilled.

2. That whatever is stated above is true and correct to the best of my/our knowledge and belief.

DEPONENT(S)

Messrs._____
_____
_____
Official Stamp

Solemnly affirmed before me on this _____day, by the deponent(s) named above with whose identity I am satisfied on the basis of his/her/their CNIC/passport.

COMMISSIONER FOR TAKING AFFIDAVITS

ANNEXURE – III

INTEGRITY PACT

Declaration of fees, commission and breakage etc payable by the Vessel Chartering / Brokerage Agent.

[the Vessel Chartering / Brokerage Agent] hereby declares that it has not obtained or induced 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 (TCP, Ministry of commerce, Government of Pakistan) through any corrupt business practice.

Without limiting the generality of the foregoing, [Vessel Chartering / Brokerage 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, Representative, 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 TCP, Ministry of commerce, Government of Pakistan, except that which has been expressly declared pursuant hereto.

[the Vessel Chartering / Brokerage Agent] certifies that it has made and will make full disclosure of all agreements with all persons in respect of or related to the transaction with TCP, Ministry of commerce, Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[the Vessel Chartering / Brokerage 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 TCP, Ministry of commerce, Government of Pakistan under any law, contract or other instrument, be voidable at the option of TCP, Ministry of commerce, Government of Pakistan.

Not with standing any rights and remedies exercised by TCP, Ministry of commerce, Government of Pakistan in this regard,

[the Vessel Chartering / Brokerage Agent] agrees to indemnify TCP, Ministry of commerce, Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to TCP, Ministry of Commerce, Government of Pakistan in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Vessel Chartering / Brokerage 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 TCP, Ministry of commerce, Government of Pakistan.