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: 07-06-2021

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 dispactch 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 Thursday 24-06-2021 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. Bids must be accompanied with the bid security not less than 2% of the quoted value in the form of Bank pay order/Demand draft in favour of Trading Corporation of Pakistan (Pvt.) Limited, (TCP). Bid without bid security will not be considered. Taxes will be applicable as per law.

4. 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 10:00 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

5. 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 documents 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.

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

Trading Corporation of Pakistan

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

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Tender Notice No.TCP/Admin/Courier/30(1)/2013 **Dated: 07-06-2021**

TENDER FOR HIRING OF COURIER SERVICES

TENDER DOCUMENTS

Issue Date: 07-06-2021

Receiving Date: 24-06-2021 at 1100 Hours.

Opening Time at 1130 Hours on Thursday 24-06-2021

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: 07-06-2021**

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 professional 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 in 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.

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

h) The "Agreement can be terminated on 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 Thursday 24-06-2021, 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 in 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, with in Pakistan and International mails should be quoted separately, along-with 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 domestic and international mails/parcels as per format at Annex-I

f. TCP does not bind it self 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.

3. ELIGIBILITY CRITERIA:-

a. Courier companies which are black listed by TCP or any other Government/semi Government entity, are not 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 or without Bid Security/earnest money will be liable to rejection.

e. Conditional bids or partial bids or incomplete bids by the bidders will be subject to rejection.

f. Not having valid CNIC or NTN.

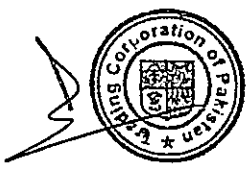
4. BID SECURITY:-

a. An **earnest money of 2%** of bid amount/quoted bid price in shape of Pay Order or Demand Draft through scheduled Bank, in favor of Trading Corporation of Pakistan (Pvt.) Ltd., Karachi must be enclosed with the bid otherwise bid without earnest money or containing less earnest money will not be accepted/entertained. The conditional bids or any quotation/bid received after expiry of time given in the tender notice will not be accepted/entertained. The rates should be quoted in Pak Rupees. Incomplete bid will not be entertained.

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

5. PERFORMANCE SECURITY:-

The successful bidder, after acceptance of bid by TCP shall be required to furnish performance Security equivalent to 5% of the tendered value in the form of Pay order/Demand Draft issued by a scheduled Bank 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 condition of this tender. The performance security of the successful bidder will be retained after satisfactory performance during the agreement period as per tender terms & conditions.

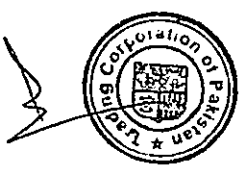


6. VALIDITY OF BID

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, shall 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 award of arbitrators to be nominated one each by the TCP and the Courier company within fifteen (15) days of notice from either side, or in case of the said Arbitrators not agreeing to each other to the award, 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 Pakistan law of Arbitration Act No.X of 1940.



ANNEXURE-I

FOR DOMESTIC MAILS/PARCELS

(PKR inclusive of all taxes)

S.No.	Weight range	Within City	Same Zone	Different Zone
1.	00-0.5 kg			
	Delivery Time			
2.	0.6-01 kg			
	Delivery Time			
3.	+ 1 kg			
	Delivery Time			
4.	Additional kg			
	Delivery Time			

FOR INTERNATIONAL MAILS/PARCELS

(PKR inclusive of all taxes)

S.No.	Country Name		0.5 kg	1 kg	1.5 kg
1.	Middle East				
2	U.K.				
3.	Western Europe				
4.	Eastern Europe				
5.	South Asia				
6.	Asia				
7	USA	North America			
		South America			

ANNEXURE-II

COURIER SERVICES AGREEMENT

THIS COURIER SERVICES AGREEMENT (hereinafter referred to as **the "AGREEMENT"**) is made at Karachi on this ____ day of _____, 2021

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 he 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. Muzaffar Hussain S/o. Ghulam Muhammad**_____ holding **CNIC No. 36602-0981465-1** (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) Domestic mails including parcels delivery in 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.

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 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.

3. **ARBITRATION:**

In the event of a dispute, difference or claim between the parties hereto, arising out of this Agreement or in any way relating hereto, or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall endeavor to settle such difference, dispute, claim or question amicably by mutual discussion, failing which the same shall be referred to arbitration in accordance with the Arbitration Act, 1940 or any statutory modification or re-enactment thereof for the time being in force and such arbitration proceedings shall be held in English in the city of Karachi.

4. **GOVERNING LAW & JURISDICTION:**

This Agreement shall be governed by and construed in accordance with the laws of Pakistan and both parties hereby submit to the exclusive jurisdiction of the courts of Karachi.

5. **TERMINATION:**

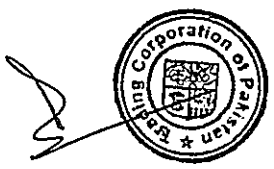
This agreement may be terminated by either party by giving one month notice in writing to the other party.

6. **FORCE MAJEURE**

If a Party is affected by an event of 'force majeure' (which means any circumstances beyond the reasonable control of that Party including, without limitation, any Act of God, riot, strike, mob violence, lock-out or other industrial action) it shall promptly notify the other Party of the nature and extent of the circumstances leading to such 'force majeure' event. Notwithstanding any other provision of this Agreement, a Party shall not be deemed to be in breach of this Agreement, or otherwise be liable to the other Party, for any delay in performance or the non-performance of any of its obligations under this Agreement, to the extent that the delay or non-performance is due to such event of 'force majeure' of which it has notified the other Party.

7. **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 hereunto 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. _____