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

No. TCP (HR)/I-81/2023 **Dated: 20-01-2023**

INVITATION TO BID

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 experienced Professional Services Firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and qualified in all respects, for shortlisting of the candidates from the applications received for the post of Company Secretary as per the below given details: -

S. No.	Name of Post	No. of Post	Age Limit	Minimum Qualification/ Experience	Domicile	Contract Period/ Tenure
1.	Company Secretary	01	Upto 55 years	(a) Member of a recognized body of professional accountants; or (b) Member of a recognized body of corporate or chartered secretaries; or (c) Person holding a master degree in business administration or commerce or being a law graduate from a university recognized by the Higher Education Commission with at least five years relevant experience.	Merit	Contract of five (5) years (extendable with mutual consent).

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at following offices on all working days Monday to Friday) from 08:00 am to 4:00 pm @ price of Rs.2000/-. The bidding documents can also be downloaded from www.tcp.gov.pk as well as PPRA's website (www.ppra.org.pk) free of cost. The interested firms who opt to download the bidding document from the website should register themselves with the office of General Manager (HR), TCP, Karachi for communication of any changes etc and deposit pay order with Rs.2000/- alongwith their bids as price of bidding documents:-

i) *Deputy Manager (Cash), Trading Corporation of Pakistan (Pvt.) Limited, Block-B, 4th Floor, Finance & Trade Centre, Shahra-e-Faisal, Karachi (Phone No. 021-20247-4 Ext-25)*
ii) Regional Office, Trading Corporation of Pakistan (Pvt.) Limited, 2nd Floor, LDA Plaza, Egerton, Road, Lahore (Phone No. 042-2005-7).
iii) Regional Office, Trading Corporation of Pakistan (Pvt.) Limited, House No. 47, Street 2 PHAF Residencia Kurri Road. (Phone No. 051-9450441- 42)

3. Single Stage Two Envelope Procedure would be used for Open Competitive Bidding. Financial proposal should accompany a bid security of amounting **Rs.25,000/-** in form of Bank Draft/Pay order in favor of Trading Corporation of Pakistan. The Bid Security of the successful bidder shall be converted into Performance Guarantee to be returned on successful completion of the assignment.

4. Sealed bids, prepared in accordance with the instructions in the bidding documents, must be dropped in the tender box at Trading Corporation of Pakistan (TCP), 4th Floor Block-B, FTC Building, Shahrah-e-Faisal, Karachi on or before 11:00 A.M. on **7th February, 2023**. Bids will be opened the same day at 11:30 A.M. This advertisement is also available on PPRA website at www.ppra.org.pk.

Cont'd... P/2

5. 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. Trading Corporation of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time in accordance with Public Procurement Rules.

(Rashid Hussain)
General Manager (HR)

TRADING CORPORATION OF PAKISTAN,
GOVERNMENT OF PAKISTAN

BIDDING DOCUMENT

HIRING THE SERVICES OF PROFESSIONAL SERVICES FIRM FOR SHORTLISTING OF APPLICATIONS FOR HIRING OF COMPANY SECRETARY

Trading Corporation of Pakistan Karachi

SERVICES OF PROFESSIONAL SERVICES FIRM REQUIRED

1. INTRODUCTION:

Trading Corporation of Pakistan (TCP), invites sealed bids from experienced Professional Services Firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and qualified in all respects, for shortlisting of the candidates from the applications received for the post of Company Secretary as per the below given details:

S. No.	Name of Post	No. of Post	Age Limit	Minimum Qualification/ Experience	Domicile	Contract Period/ Tenure
1.	Company Secretary	01	Upto 55 years	(a) Member of a recognized body of professional accountants; or (b) Member of a recognized body of corporate or chartered secretaries; or (c) *Person holding a master degree in* business administration or commerce or being a law graduate from a university recognized by the Higher Education Commission with at least five years relevant experience.	Merit	Contract of five (5) years (extendable with mutual consent).

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at the Office of the Deputy Manager (Cash), Trading Corporation of Pakistan (TCP), 4th Floor Block-B, FTC Building, Shahrah-e-Faisal, Karachi @ price of Rs.2000/-. The bidding documents can also be downloaded from www.tcp.gov.pk as well as PPRA's website (www.ppra.org.pk) free of cost. The interested firms who opt to download the bidding document from the website should register themselves with the office of General Manager (HR), TCP, Karachi for communication of any changes etc and deposit pay order with Rs.2000/- alongwith their bids as price of bidding documents.

3. Single Stage Two Envelope Procedure would be used for Open Competitive Bidding. Financial proposal should accompany a bid security of amounting **Rs.25,000/-** in form of Bank Draft/Pay order in favor of Trading Corporation of Pakistan. The Bid Security of the successful bidder shall be converted into Performance Guarantee to be returned on successful completion of the assignment.

4. Sealed bids, prepared in accordance with the instructions in the bidding documents, must reach at the office of the General Manager (HR), Trading Corporation of Pakistan (TCP), 4th Floor Block-B, FTC Building, Shahrah-e-Faisal, Karachi on or before 11:00 A.M. on 7th **February, 2023**. Bids will be opened the same day at 11:30 A.M. This advertisement is also available on PPRA website at www.ppra.org.pk.

5. Trading Corporation of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time in accordance with Public Procurement Rules.

General Manager (Human Resource)
Trading Corporation of Pakistan (Pvt.) Limited
Ministry of Commerce, Government of Pakistan,
4th Floor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-99202967 Fax: 021-99202968 Email: tcp@tcp.gov.pk

6. TECHNICAL PROPOSAL:-

The technical proposal shall consist of all the documents required under the evaluation criteria given below for technical evaluation of the expertise of the firm. Any additional information which the bidder deem necessary as a proof of their qualification/ experience and legal status may also be included. The firms are required to obtain minimum total **75% score for technical qualification** for further participation in the financial bidding.

7. FINANCIAL PROPOSAL:

The bidder shall prepare his financial proposal in line with the scope of services.

8. SCOPEOFSERVICES:

The selected firm shall be responsible for shortlisting of the candidates from the applications received for the post of the Company Secretary. Details of the required post, the requirements from the professional services firm and support to be provided by the client are as under:

S. No.	Name of Post	No. of Post	Age Limit	Minimum Qualification/ Experience	Domicile	Contract Period/ Tenure	Remarks
1.	Company Secretary	01	Upto 55 years	a) Member of a recognized body of professional accountants; or b) Member of a recognized body of corporate or chartered secretaries; or c) Person holding a master degree in business administration or commerce or being a law graduate from a university recognized by the Higher Education Commission with at least five years relevant experience.	Merit	Contract of five (5) years (extendable with mutual consent).	**Job Description of Company Secretary is given at Annex-I.**

REQUIREMENTS FROM THE PROFESSIONAL SERVICES FIRM:

S. No	Activity
i.	Prepare job advertisement in coordination with the Management of the Company.
ii.	Advertise the opportunity on their platform and receive all applications via email / mailbox and update CV database.
iii.	Perform preliminary screening (scoring) of applications received against JDs provided and assign scores based on experience and qualification.
iv.	Prepare list of shortlisted candidates and CONDUCT FIRST INTERVIEW on a descending order of merit.
v.	Provide list of top (five) 05 shortlisted candidates along with scorecard for final evaluation and selection to Company.
vii.	Act as a liaison between candidate and the company.
viii.	The selected firm shall be responsible to keep record of all candidates for at least one year after completion of project. Furthermore, the executing agency shall provide any record to TCP as and when required.
ix.	The selected executing agency shall be responsible to collaborate with TCP, to develop the "Guidelines for Candidates" and coordinate with the candidates till finalization of the process.
x.	The firm shall be required to verify the relevant qualification and

	experience of the candidates before sharing the list of shortlisted candidates for the 1st interview.
xi.	The firm shall also assist TCP to prepare a detailed assessment for the interviews.
xii.	Head / Representative of the selected firm shall be part of the interviews conducted by the TCP's BoD.

TCP WILL PROVIDE THE FOLLOWING SUPPORT:

- Provide job descriptions (JDs), details for remuneration and benefits for Company Secretary.
- Make necessary arrangements for advertisement of the opportunity in newspapers OR PPRA/TCP websites as per TCP's requirements/applicable rules. All applications / CVs to be received by the professional services firm.
- Conduct final interviews with the candidates and finalize position. Head / Representative of the selected firm shall be part of the interviews conducted by the TCP's BoD.

9. EVALUATION CRITERIA:

The Technical Proposal shall be evaluated as per following information:

S #	Parameters against which technical evaluation shall be done	Scoring brackets	Total points *allocated*
1	Profile		20
1.1	Years of Experience in Management Consulting:		10
	> 2 <4 year	03	
	> 5 < 8 years	05	
	> 9 < 12 years	08	
	> 12 years	10	
1.2	No. of Employees		10
	Employees below 300	04	
	Employees 300 to 500	06	
	Employees above 500	10	
2	Qualification and Relevant Experience		30
2.1	Qualification of the Proposed Team		15
	Professional Qualifications awarded by renowned professional bodies or Master's degree		
	>20 Employees	5	
	>30 Employees	10	
	>50 Employees	15	
2.2	Relevant experience of team/ employees proposed for the assignment		15
	Projects executed by the firm or sister concerns/ joint bidders (excluding sub – contractors/ special contract firms)		
	> 2 <4 years of experience in relevant projects	03	
	> 4 < 8 years of experience in relevant projects	07	
	> 8 < 12 years of experience in relevant projects	10	
	> 12 years of experience in relevant projects	15	
3	Financial Strength of the Firm		20

S #	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
	Certified accounts /statements/ confirmation from firm on letter head showing cash balances greater than 10 Million and less than Rs. 20 million in the current year.	10	
	Certified accounts /statements/ confirmation from firm on letter head showing cash balances of more than Rs. 20 million in the current year	20	
4	Registration with any international legal Body / Forum / Society		25
	≥ 10	10	
	≥ 20	15	
5	Registration with Government Authorities		5
	Registration with FBR	15	
		Total :	100

Note: Minimum qualifying marks are 75% with minimum 50% in each section.

10. CLARIFICATION AND AMENDMENT IN RFP DOCUMENTS:

i. Consultant may request for a clarification of contents mentioned in RFP in writing, TCP shall respond to such queries in writing within three working days, provided they are received at least five working days prior to the date of opening of proposal. TCP shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry.

ii. At any time before the submission of Proposals, TCP may amend and issue an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultant shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals TCP may, if the amendment is substantial, extend the deadline for the submission of Proposals.

10. FINANCIAL POLICY/ MATTERS:

The firm shall quote their minimum lump sum as per the scope of services detailed at clause # 08 (inclusive of applicable taxes/duties).

11. PROPRIETARY RIGHTS:

The proprietary will rest with TCP. Both parties will keep the record / data strictly confidential. If the services firm is found involved in malpractice regarding secrecy during the paper making, conducting test, misconduct and damages suffered by the hiring agency, in case of such incident the firm/agency will be liable to penalty with heavy cost and forfeiture of the performance guarantee and any other legal action prescribed under law.

12. TAXES:

All the applicable Federal Provincial taxes must be considered while preparing the Financial Proposals. All these taxes are required to be built in the quoted rates and not be mentioned separately. Taxes will be deducted as per applicable laws of taxation from payment by TCP.

13. TERM / DURATION OF THE ASSIGNMENT:

The selected services firm/ bidder should have to complete the assignment within thirty (30) days from the date of engagement/award of job.

Payment for rendered services:

The Payment shall be made after successful completion of the assigned job and on submission of invoice, within 10 days of submission of the invoice. Tax deduction will apply as per law.

14. ADDRESS/ LOCATION:

Office of the General Manager (HR), Trading Corporation of Pakistan (TCP), 4th Floor Block-B, FTC Building, Shahrawh-e-Faisal, Karachi, Pakistan Ph # 021-99202967.

Organization Information

Form A: Firm Profile		
S#	**Required Information**	**Response**
1	Legal Name of the Organization	
2	Year of Establishment	
3	National Tax Number	
4	Sale Tax Registration Number	
5	Core business areas of the Organization	
6	Name & Designation of Head of Organization	
7	Address of organization:	
8	Phone/s:	
9	Email:	
10	Fax:	
11	Website address:	
12	Name & Designation of "Contact Person":	
13	Phone/s:	
14	Email:	
15	Fax:	
16	Mobile/s:	

Trading Corporation of Pakistan Karachi

Affidavit

We, [Name & address of the contractor], do hereby declare on solemn affirmation that:

1. We have not been blacklisted from any Government Department/agency.
2. We have not been involved in litigation with any client during the last 3 years.
3. We acknowledge that we have read, understood and accepted the tender document.
4. We understand that the purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the tender, from any or all the contractor(s).

Financial Proposal Submission Form

Karachi the (Date) To:
General Manager (HR), Trading Corporation of Pakistan (TCP),
4th Floor Block-B, FTC Building, Shahrah-e-Faisal, Karachi
Tel: (92-21) 99202967

Sir/Madam,

We, the undersigned offer to conduct process for the "Hiring of Company Secretary" as per the requirement of Trading Corporation of Pakistan in accordance with your Bidding Documents dated [Advertisement Date] and our proposal [Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures] on per candidate basis. This amount is inclusive of all local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the proposal, i.e. [Date].

Though included in the above-mentioned fee, Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the contract, are listed below: -

Name and Address	Amount in Pak Rs. (per candidate basis)

We understand you are not bound to accept any Proposal you receive. We remain,
Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

Summary of Costs /

PRICE SCHEDULE IN PAK RUPEES

NAME OF BIDDER: _____

Description	Total amount in PKR (Inclusive of all taxes, duties etc.)
Total amount for the requirements as per the Scope of Work as per the bidding document.	Rs.
Total Amount	Rs.
Amount in Words	

SIGNATURE & STAMP OF BIDDER

Note: In case of discrepancy between unit price and total, the unit price shall prevail.
All the applicable taxes to be borne by the bidder.

AGREEMENT ON STAMP PAPER RS. 200

The memorandum of understanding hereinafter is made this (Day, Month, Year)

BETWEEN

Services Firm, having its registered office at [Address] hereinafter called (Short Titled of Agency), which expression shall wherever the context so required or permits, mean and include its successors-in-interest and assigns.

AND

Trading Corporation of Pakistan, Karachi, hereinafter called Recruiting Agency, which expression shall wherever the context so requires of permits, mean and include its successors-in-interest and assigns.

WHEREAS:

Recruiting Agency wishes to hire professional services firm for hiring of Company Secretary for TCP.

Therefore, Professional Services Firm and the Client mutually agree on the following process/ services to be provided by the hired firm:

STANDARD CLAUSES (Services to be provided by the firm:

1. Names & Eligibility Criterion.
2. Preparation for interview / Work Plan.
3. Preparation of Assessment sheets.
4. Assistance in development of Advertisement.
5. Designing of Application Form.
6. Application receiving mechanism.
7. Undertaking by Applicants.
8. Academic Documents.
9. Processing of Applications and Data Entry
10. Scrutiny of Applications on the basis of quantification.
11. Notification of Successful Candidates and Rejected Candidates (online/ offline/ SMS / Web Based).
12. Event Notifications to the Candidates on Mobile phone.
13. Keeping Website Upto-date for information of applicant.
14. Compilation of Results.
15. Publishing Merit Lists.
16. Verifications of Candidates Particulars.
17. Coordination.
18. Force Majeure.
19. Record of Application Forms.
20. Privacy Statement about Applicants Data.
21. Maintenance of Secrecy / Confidentiality of Tests and Applicant's Data.
22. Timeframe & Deadlines for Completion of Tasks.
23. Any other standard clause as per requirement of the Recruiting Agency.

TCP **Professional Services Firm**

Annexure – I

JOB DESCRIPTION

Position Title	: Company Secretary
Job Description	- The Company Secretary shall arrange following meetings, as and when required by the Management/Directors, Shareholders or if required by the Law: • Board Meeting; • Annual General Meeting ('AGM'); • Extra Ordinary General Meeting (EOGM'); and - Executive Committee's Meeting ('ECM') - Shall set the agenda as per directives of the Chairman of the meeting; and organize, preparing agendas for and taking minutes of Board Meetings, Annual General Meetings, Extra Ordinary General Meetings and other relevant meetings; - Shall maintain all statutory books, including registers of members, directors, secretaries and minutes of meetings; - Shall monitor changes in relevant legislation and the regulatory environment and taking appropriate action; - Shall liaison with external regulators including SECP and advisers, such as lawyers and auditors; - Shall develop and overseeing the systems that ensures the company complies with all applicable codes, in addition to its legal and statutory requirements; - Shall be responsible for ensuring that the Board policies are followed, and that all applicable laws, rules and regulations and other relevant statements of best practice are complied with; - Shall attend all meetings of the Board, except law prohibit to attend it, however, he will not be entitled to cast a vote at meetings of the Board; - The Company Secretary shall collect record of the conflict of interest of any Directors, Chief Executives, if any type of conflict of interest and to place that record at appropriate forum, at appropriate time; - Compliance of the corporate laws; - Serving of meeting notice to all the directors/ shareholders/entitled officers, within the provision of Law, Memorandum of Association and Articles of Association; - And as defined in the Companies Act-2017 and / or applicable laws.
Core Skills required	- Excellent communication skills and ability to use sound judgment ability to manage time and workload efficiently, including but not restricted to planning, organizing and prioritizing with proper attention to details. - Experience of working with senior management including BOD - Ability to perform with ERP based system - Ability to manage I.T. based system - Good grasp of financial analysis