



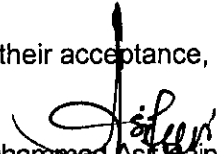
**TRADING CORPORATION OF PAKISTAN (PVT) LIMITED**  
**MINISTRY OF COMMERCE**  
**GOVERNMENT OF PAKISTAN**

No. TCP/REOD/PQ/Lab.Cont/S/B/P/2023

2<sup>nd</sup> January, 2024

**PRE-QUALIFICATION OF LABOUR CONTRACTOR FOR UNLOADING AND LOADING, HANDLING  
AND ALLIED SERVICES OF COTTON BALES AT DESIGNATED GODOWNS SITUATED ALL OVER  
THE PROVINCES OF SINDH, BALOCHISTAN AND PUNJAB.**

1. Trading Corporation of Pakistan Private Limited ('TCP'), Karachi invites applications in sealed envelopes (separately for each province i.e. Sindh, Balochistan and Punjab) from experienced, reputable firms / sole proprietors/ companies (duly registered with Income Tax and Sales Tax Authorities, active in FBR's Taxpayer List) for Pre-Qualification on TCP's panel of labour contractor for unloading and loading, handling and allied services of Cotton Bales at TCP's Godowns situated at Korangi, Landhi and Pipri at Karachi (Sindh), Multan Godown (Punjab) and designated godowns at Balochistan.
2. Prequalification Document containing detailed Terms & Conditions, procedure for submission of application, evaluation criteria, clarification/rejection of application, performance guarantee etc. are available for the interested applicants on payment of PKR 500/- (Rupees Five Hundred only), to be dropped in the Box placed at the reception counter of TCP at 4th Floor, Block-B, Finance & Trade Center, Shakra-e Faisal, Karachi, upto 1100 hours on **23.01.2024**. Sealed documents through Courier/Registered mail are also accepted, provided that they reach the office of DGM Incharge (REAL ESTATE OPERATION DIVISION) before the bid closing date and time.
3. Pre-qualification Applications can also be received from those firms who are registered with PPRA for e-Procurement on EPADS system for Tendering / Pre-qualification in TCP through their E-mail addresses which were provided by them to PPRA at the time of their registration.
4. The Application shall be opened in the TCP's Boardroom on the same day at 1130 hours, in the presence of applicants or their authorized representatives who may wish to be present.
5. Pre-qualification Document alongwith detailed terms & conditions can be purchased upon written request against payment of Rs.500/- (Rupees Five Hundred only) during 0830 to 1630 hours from the date of publication of this notice till close of tender time (1100 hrs), from the following offices:-
  - a. Cash Section, Trading Corporation of Pakistan (Pvt.) Ltd, 4th Floor, Block-B, Finance & Trade Centre, Shakra-e-Faisal, Karachi, Pakistan (Phone: 021-99202947-49 Ext.: 235);
  - b. Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., 2nd Floor, LDA Plaza, Egerton Road, Lahore. Phones: (042)99206065-6;
  - c. Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., House 47, Street 02, PHA-F, Residencia, Kurri Road, Islamabad. Phones: (051) 9222441-42.
  - d. The Pre-qualification Document can also be downloaded from the Official websites of TCP and PPRA i.e. tcp.gov.pk and ppra.org.pk. Intended bidders, while submitting their bids, shall however, have to attach the pay order of Rs. 500/- in favour of TCP as the purchase fee for the bidding documents.
6. TCP has the right to accept/reject any or all bid(s) at any time prior to their acceptance, under provisions provided in PPRA Rules 2004.

  
Muhammad Asif Rajpar  
Deputy General Manager Incharge  
(Real Estate Operation Division)

**REQUIREMENTS AND GUIDELINES FOR THE APPLICANTS FOR PRE-QUALIFICATION OF LABOUR CONTRACTOR****1) GENERAL:**

- a) Trading Corporation of Pakistan Private Limited ('TCP'), Karachi invites applications in sealed envelopes (separately for each province i.e. Sindh, Balochistan and Punjab) from experienced, reputable firms / sole proprietors/ companies (duly registered with Income Tax and Sales Tax Authorities, active in FBR's Taxpayer List) for Pre-Qualification on TCP's panel of labour contractor for unloading and loading, handling and allied services of Cotton Bales at TCP's Godowns situated at Korangi, Landhi and Pipri at Karachi (Sindh), Multan Godown (Punjab) and designated godowns at Balochistan.
- b) Pre-qualification Applications can also be received from those firms who are registered with PPRA for e-Procurement on EPADS system for Tendering / Pre-qualification in TCP through their E-mail addresses which were provided by them to PPRA at the time of their registration.
- c) TCP reserves the right to reject all applications at any time as per PPRA Rules 2004.

**2) ELIGIBILITY REQUIREMENTS**

- a) The APPLICANT shall be required to submit the following for eligibility:
  - i) Details of at least three (03) years' experience in handling of Lint Cotton Bales.
  - ii) Detail of contracts completed in the last three (03) years;
  - iii) Copy of valid NTN Certificate (Mandatory);
  - iv) Copy of Sales Tax Registration Certificate (Mandatory);
  - v) Active Tax payer status at the time of submission of application.
  - vi) Original receipt / Pay Order in respect of prequalification Document charges;
  - vii) Undertaking on Stamp Paper (valuing Rs. 100) that applicant is not blacklisted/defaulted with any Government/Semi Government Organizations including TCP (Annex-II);
  - viii) The applicant will sign and stamp each page of the pre-qualification documents as acceptance.
  - ix) Company Profile with names, registered address of the Firm with telephone, mobile, fax number, email address alongwith the names, CNIC, Mobile number of relevant employees.
  - x) TCP reserve rights to obtain clarification from the Applicant at any time, even while considering the pre-qualification.
  - xi) Applicant may like to submit any other information/documents in support of their pre-qualification

**3) INELIGIBILITY**

- a) Applications not complying with the pre-qualification instructions or conditional or without required documents etc. shall not be considered.

**4) INSTRUCTIONS TO THE APPLICANTS.**

- a) The Applicants should read the prequalification document and relevant rules carefully. Incomplete application shall be rejected. Where necessary, the required details may be provided to TCP on the letterhead of applicant.
- b) 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 authorized person or persons who sign(s) the prequalification document.
- c) The application alongwith the supporting documents shall be stamped & signed by the authorized representative of the firm.



- d) Applicant shall meet all costs associated with preparation and submission of their applications.
- e) TCP will disqualify the Applicant where it is determined that the Applicant has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question.
- f) Applications received after the date given in advertisement shall not be considered.
- g) In order to simplify this process, applicant needs to provide certified copies of all supporting documents for prequalification.
- h) Please note that by responding to prequalification document the applicant accepts that all information provided by him for prequalification is legally binding and if needed, can be used as evidence in any court of law, which has the jurisdiction. Further TCP reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- i) The Applicants should have registered offices and TCP reserves the right to visit physically the premises from which the applicant conducts business, as deemed appropriate, to confirm existence and capability to deliver the said services.
- j) The Application prepared in accordance with the instructions in the pre-qualification documents shall be addressed to Deputy General Manager (REAL ESTATE OPERATION DIVISION), Trading Corporation of Pakistan (Pvt) Limited and must be dropped in the tender box placed at Reception Counter of TCP, 4th Floor, Block-B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi, on or before **23.01.2024** latest by 1100 hours PST.
- 5) **QUANTITY: -**
- a) TCP intends to procure cotton bales as per directives of the Government, which will be stored at various locations (all over Pakistan), therefore, pre-qualified labour contractors may be awarded different quantity at different locations as per requirements. The quantity shall be awarded upon sole discretion of TCP.
- 6) **EVALUATION OF APPLICATIONS AND ANNOUNCEMENT OF RESULTS: -**
- a) TCP will examine the documents to determine completeness, general orderliness and sufficiency of response.
- b) The sealed envelopes will be opened by the Committee for this purpose and shall be evaluated in accordance with the requirement as detailed in the prequalification document as well as in accordance with the relevant rules.
- c) Pre-qualification result will be uploaded on the TCP's website in the form of Final Evaluation Report.
- d) TCP reserve the right to accept or reject the request(s) or annul the complete process at any stage.
- 7) **SCOPE OF WORK / JOB DESCRIPTION: -**
- a) The successful applicant is required to offer the following services at designated warehouses:
- i) unloading of Cotton Bales;
  - ii) handling / shifting of cotton bales within the godowns;
  - iii) stacking of Cotton Bales with minimum seven bales high;
  - iv) the stacking may be upto seven bales high, as per instructions of Incharge Godown, for the purpose the contractor shall arrange fork lifter;
  - v) provision of fork lifters for stacking;
  - vi) marking of cotton bales as per TCP's instructions;
  - vii) binding of damaged cotton bales with all standards;
  - viii) loading of cotton bales for ultimate disposal/sale;



- ix) handling / shifting of bales for sampling as and when required, which may require for more than one time;
  - x) able to handle 2,500 bales per day, failing which the truck detention charges shall be deducted from bills of the contractor;
  - xi) contractor will bound to perform work round the clock including Saturdays / Sundays / holidays, if required by TCP;
  - xii) Other allied services, as and when required for standard handling of cotton operation.
- b) The contractor shall arrange and keep available following equipment at respective godowns: -
  - c) at least one Fork Lifter of minimum 03 Metric Ton capacity;
  - d) at least one Cotton Pressing multi foldable boom half jack Lifter of minimum 03 Metric Ton capacity;
  - e) at least two manual Weighing Scales of capacity not less than one metric ton with dead weight of minimum 500 Kg i.e. (Kg x 5, 5Kg x 5, 10Kg x 5, 20Kg x 5, 50Kg x 5 and others);
  - f) at least two digital Weighing Scales of capacity not less than one metric ton;
  - g) All the weighing scales/dead weight should be new and with required certification.
- 8) **GENERAL CONDITIONS:**
- a) All The Godowns / Open spaces and allied areas are strictly No Smoking / No Spitting zone. The contractor shall ensure deployment of labour accordingly. In this situation TCP has zero tolerance policy and in case of violation TCP reserve to impose penalty as per clause 9 (g) above.
  - b) Any claims of injuries, loss of limb of life to labor and other workers engaged / employed by the Contractor for operations under this Tender / Agreement or work connected directly or indirectly with this Tender / Agreement shall be settled and paid by the Contractor directly. TCP shall in no way be responsible for any compensation in this connection. If required, the contractor shall arrange insurance of labour/human resources/other resources at own.
  - c) The Contractor shall cover all financial rates, whatsoever, including labor charges and all type of the operational cost.
  - d) Any increase or decrease in any levies or rates imposed by the Government/CBA, labor wages, and/or fluctuation in market rates of equipment, materials, labour etc. during the currency of this contract, the same shall be on the Contractor's account and no claims for such increase shall be entertained by the TCP.
  - e) Any taxes/duties already in place or levied by the Government during the currency of the Tender / Agreement will be on account of Contractor and no claim shall be entertained by the TCP.
- 9) **ALLOCATION OF WORK TO LABOUR CONTRACTOR: -**
- a) As and when required, TCP will request to the prequalified Labor Contractors to submit their bids and the work for Labour Contractor will be awarded to the lowest Applicant in light of the applicable PPRA Rules 2004.
  - b) All the pre-qualified Labour Contractor shall be required to actively participate in the bidding. If any of the pre-qualified Labour Contractor does not participate in the financial bidding for the subject assignment for 03 times consecutively, their pre-qualification shall stand cancelled and they shall be delisted from the TCP's panel of pre-qualified Labour Contractor.
- 10) **Security Deposit / Performance Guarantee: -**
- a) Successful applicant shall be required to furnish a Pay Order/Demand Draft (refundable) of Rs. 50,000/- in favour of Trading Corporation of Pakistan (Pvt) Limited for due and satisfactory performance against prequalification.



- b) The Performance Guarantee as prescribed above shall have to be furnished by the successful Applicants within 05 working days from the date of prequalification confirmation letter from TCP.
- c) The Performance Guarantee shall be released to the labour contractor on successful and satisfactory performance. No claim shall be entertained against the TCP in respect of interest on Performance Guarantee regardless of the time of its release.
- d) In case of delay in settlement of the TCP's claim against the consignment/cargo, the Performance Guarantee of the Labour Contractor can be withheld or adjusted by TCP till settlement of the Claim.

**11) PENALTY:**

- a) Contractor shall be responsible for all direct and indirect losses/consequences suffered by TCP in case of:
  - i) Delay in performance of assigned duties, responsibilities, job, functions, etc;
  - ii) Any loss sustained by TCP due to fault of contractor;
- b) Any demurrage / detention charges of truck incurred on TCP due to failure of contractor, will be borne by the contractor;
- c) TCP reserves the rights to recover the losses from bill(s) amount and performance guarantee. In case of losses suffered by TCP are more than amount of Bill(s) / performance guarantee, TCP reserve to recover its losses from the contractor.
- d) Besides penalty, any appropriate action can be initiated against contractor, which may include blacklisting and/or suspension of the contractor for future work or another action deemed appropriate by TCP.
- e) In case of violation of No Smoking policy, the TCP reserves rights to impose penalty on contractor upto Rs. 50,000/- on each incident, in addition to recover losses caused by the contractor.

**12) VALIDITY OF PREQUALIFICATION:**

This prequalification shall be valid for three years w.e.f. date of award letter.

**13) DISPUTE RESOLUTION:**

All disputes, controversies or differences which may arise between the parties out of or in relation hereof except to the exercise of power or decision by Corporation of any matter, the decision of which is specifically provided in the contract, the matter in dispute shall be referred to the Chairman of the Corporation or his nominee whose decision shall be final and binding upon both the parties.



Annex-I

**APPLICATION FOR PRE-QUALIFICATION**

The General Manager (REAL ESTATE OPERATION DIVISION)

Trading Corporation of Pakistan,

Karachi.

Subject : **PRE-QUALIFICATION OF LABOUR CONTRACTOR FOR UNLOADING AND LOADING, HANDLING AND ALLIED SERVICES OF COTTON BALES AT DESIGNATED GODOWNS SITUATED ALL OVER THE PROVINCES OF SINDH, BALOCHISTAN AND PUNJAB.**

Reference your advertisement which appeared in the daily \_\_\_\_\_ dated \_\_\_\_\_, I/ We \_\_\_\_\_ are working as a Labour Contractor for \_\_\_\_\_ years, in Pakistan. We have thoroughly read the Pre-Qualification Document and the following documents are enclosed for pre-qualification of our firm.

Sr. #	Document Head
i.	Details of at least three (03) years' experience in handling of Lint Cotton Bales.
ii.	Detail of contracts completed in the last three (03) years;
iii.	Copy of valid NTN Certificate (Mandatory);
iv.	Copy of Sales Tax Registration Certificate (Mandatory);
v.	Active Tax payer status at the time of submission of application.
vi.	Original receipt / Pay Order in respect of purchase of prequalification Documents
vii.	Undertaking on Stamp Paper of Rs.100/- that applicant is not blacklisted/defaulted with any Government/Semi Government Organizations including TCP (Mandatory);
viii.	Company Profile with names, address of the Firm with telephone, mobile, fax number, email address alongwith the names, CNIC, Mobile number of relevant employees.
ix.	Any other information/documents in support of their pre-qualification

Signature: \_\_\_\_\_  
 Name : : \_\_\_\_\_  
 CNIC No. : \_\_\_\_\_  
 Designation: : \_\_\_\_\_  
 Company : \_\_\_\_\_  
 NTN No. : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Stamp : \_\_\_\_\_



(To be printed on a stamp paper valuing Rs. 100)

Annex-II

**Undertaking**

I / We \_\_\_\_\_ having its office/address at \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly affirm as under:

1. That I /we am/are the deponent of this affidavit and fully conversant with the facts deposed herein.
2. That I am / our firm is not involved in any litigation /arbitration with any client.
3. That our firm is not Black listed or defaulter of any Government/Semi Government Department, agencies or Corporation /organization.
4. An Affidavit to the effect that all documents/particulars/information given with this qualification documents are true.

WHATEVER stated that above is true and correct to the best of my / our knowledge.

