

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

TCP/LCP&QAD/Pre-Q-CPF/2023

07-12-2023

**PUBLIC NOTICE FOR PRE-QUALIFICATION OF COTTON PROCUREMENT FIRMS (CPF)**

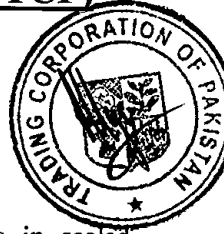
Trading Corporation of Pakistan Private Limited ('TCP'), Karachi invites applications in sealed envelopes from qualified, experienced, reputable, internationally recognized Cotton Procurement Firms for Pre-Qualification at TCP's panel for a period of three (03) years. CPF must have minimum Five (05) years of experience in the relevant field, and registered with Income Tax and Sales Tax Authorities and should be active in FBR's Taxpayer List at the time of Prequalification for procurement of Cotton (Lint) Bales (as per the specification given by TCP) from the identified/pre-selected cotton ginning factories of Pakistan and deliver the same to TCP's designated warehouses / godowns.

2. Detailed Eligibility Criteria is mentioned in the Pre-qualification Document.
3. Prequalification Document containing detailed Terms & Conditions., can be purchased on payment of **Rs. 500/-** (Rupees Five Hundred only) (non-refundable) on all working days (**Monday to Friday from 8:30 am to 4:30 pm**), from following offices or can be downloaded from TCP's website ([www.tcp.gov.pk](http://www.tcp.gov.pk)) as well as PPRA's website ([www.ppra.org.pk](http://www.ppra.org.pk)) for which a separate Pay Order of **Rs. 500/-** in favor of TCP should be submitted along with the Prequalification Document otherwise the application will not be accepted:
  - a. **Deputy Manager (Cash), Trading Corporation of Pakistan (Pvt.) Ltd, 4th & 5th Floor, Block-B, Finance & Trade Centre, Shahr-e-Faisal, Karachi, Pakistan (Phone: 021-99202947-49 Ext.: 235).**
  - b. **General Manager, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., 2nd Floor, LDA Plaza, Edgerton Road, Lahore (Phone No.042-99206065-69); and**
  - c. **Incharge, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., House No. 47, Street 2, PHAF Residencia, Kurri Road, Islamabad (Tel: 051-9450441- 42)**
4. The applications prepared in accordance with the instructions in the Pre-qualification Documents, must be dropped in the Pre-qualification Box placed at TCP reception counter at 4<sup>th</sup> Floor, Block-B, Finance & Trade Centre, Shahr-e-Faisal, Karachi, on or before **26<sup>th</sup> December 2023** latest by **11:00 a.m.** The Applications received will be opened on the same day at **11:30 a.m** in the Board Room of TCP in the presence of the applicants or their authorized representatives who may wish to be present.
5. The Firms/Companies which are blacklisted, declared defaulter, suspended or terminated due to poor performance from any Public Sector Organization/Government Body/ Government Department (locally or internationally) are not eligible for prequalification.
6. TCP reserves the right to reject any or all the applications before their acceptance, as per PPRA Rules 2004.

  
(Rashid Hussain)

General Manager (LCP&QAD)

# **TRADING CORPORATION OF PAKISTAN (PVT) LIMITED (TCP)**



## **PRE-QUALIFICATION DOCUMENT FOR ENLISTMENT OF COTTON PROCUREMENT FIRMS (CPF)**

### **1. GENERAL: -**

- a. Trading Corporation of Pakistan Private Limited ('TCP'), Karachi invites applications in sealed envelopes from qualified, experienced, reputable, internationally recognized Cotton Procurement Firms for Pre-Qualification at TCP's panel for a period of three (03) years. CPF must have minimum Five (05) years of experience in the relevant field with at-least three (03) years experience of inspecting raw cotton consignments, and registered with Income Tax and Sales Tax Authorities and should be active in FBR's Taxpayer List at the time of Prequalification for procurement of Cotton (Lint) Bales (as per the specification given by TCP) from the identified/pre-selected cotton ginning factories of Pakistan and deliver the same to TCP's designated warehouses / godowns.
- b. TCP reserves the right to reject all applications at any time as per PPRA Rules 2004.

### **2. ELIGIBILITY REQUIREMENTS**

- a. The CPF shall be required to submit the following for eligibility:
  - i. Registered with SECP and PSQCA having valid registration certificate (Mandatory).
  - ii. ISO/IEC: 17020 Accredited.
  - iii. The firm must be registered with Chamber (s) of Commerce & Industry, Karachi Cotton Association (KCA) (Mandatory) and International Cotton Association (ICA).
  - iv. Details of at least Five (05) years' experience in procurement of Raw Cotton and Lint Cotton Bales, Inspection in Quality Assurance alongwith certificate(s)/proof(s)
  - v. Detail of contracts awarded and completed in the last Five (05) years;
  - vi. Copy of valid NTN Certificate (Mandatory);
  - vii. Copy of Sales Tax Registration Certificate (Mandatory);
  - viii. Copy of last Three (03) years Tax Returns;
  - ix. Curriculum Vitae (CV) of experienced employees including classers appointed by the applicant; The firm should have at-least 10 employees.
  - x. Original receipt in respect of prequalification Document charges;
  - xi. Undertaking on Stamp Paper that applicant is not blacklisted/defaulted with any Government/Semi Government Organizations including TCP (Mandatory);
  - xii. The applicant will sign and stamp each page of the prequalification documents as acceptance.
  - xiii. Company Profile along with name and address of the Firm with telephone, mobile, fax number and email address, along with the names, CNIC and Mobile numbers of relevant employees.
  - xiv. Documentation showing minimum Rs. 100 million annual turnover in each of the last 3 years alongwith Financial Audit Reports duly certified by a Chartered Accountant Firm.
  - xv. TCP reserve rights to obtain clarification from the entity at any time, even while considering the pre-qualification.
  - xvi. Applicant may like to submit any other information/documents in support of their pre-qualification.

### **3. INELIGIBILITY**

- a. Applicant not on the Active Taxpayers List of FBR would be not eligible for enlistment.
- b. Applications without mandatory documents mentioned in Clause '2' will not be accepted. Any request or additional documents after submission of applications shall not be entertained.

### **4. INSTRUCTIONS TO THE APPLICANTS.**

- a. The Applicants should read the prequalification document and relevant rules carefully. Incomplete application shall be rejected.
- b. Where necessary, the required details may be provided to TCP on the letterhead of applicant.

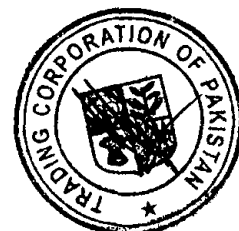
- c. Original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the authorized person or persons who sign(s) the prequalification document.
- d. The application alongwith the supporting documents shall be stamped & signed by the authorized representative of the firm.
- e. Applicant shall meet all costs associated with preparation and submission of their applications.
- f. 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.
- g. All documents should be in English Language, otherwise, translated in English Language and verified by the appropriate agency/authority.
- h. Applications received after the date given in advertisement shall not be considered.
- i. In order to simplify this process, applicant needs to provide certified copies of all supporting documents for prequalification.
- j. 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.
- k. 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.
- l. The Application prepared in accordance with the instructions in the pre-qualification documents shall be addressed to General Manager (LCP & QAD), 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 26<sup>th</sup> December, 2023 latest by 1100 am. Applications will be opened on the same day at 1100 hours in the TCP's Board Room, in presence of the application or their authorized representatives who may wish to be present.
- m. Any clarification on the prequalification document can be clarified through email [raza@tcp.gov.pk](mailto:raza@tcp.gov.pk)

**5. 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 constituted by the TCP's Management** 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. All applicants may be required for a comprehensive presentation on their working and allied services.
- d. Pre-qualification result will be uploaded on the TCP's website in the form of **Final Evaluation Report**.
- e. TCP's decision shall be final for prequalification of Cotton Procurement Firm, TCP reserve the right to accept or reject the request(s) or annul the complete process at any stage.
- f. The successful applicants will be prequalified at TCP panel for Three (03) years. However, the Firms may be disqualified or removed from panel at any stage if any document is not found to be as per the requirement.

**6. FINANCIAL BID:**

- a. As and when required, TCP will request to the prequalified CPF(s) to submit their Financial Proposals and the work for procurement of Cotton (lint) Bales will be awarded to the lowest CPF in light of the applicable PPRA Rules 2004. The detailed bidding document containing the scope of work, required bid security, performance guarantee, bid form, contract form, terms and conditions of the assignment and other relevant details shall be provided as per relevant PPRA Rules 2004 to the pre-qualified firms at the time of requirement / procurement of services.
- b. All the pre-qualified firms shall be required to actively participate in the bidding against the financial proposals. If any of the firms 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 firms.



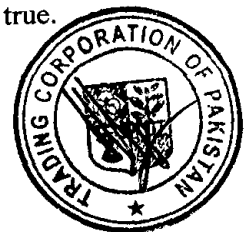
**7. EVALUATION CRITERIA:**

| Sr. No.   | DESCRIPTION  | TOTAL MARKS     |
|---|--|-----------------|
| <b>I.</b>   | <b>TECHNICAL SOUNDNESS STATUS</b>  | <b>50 Marks</b> |
| <b>A</b>  | <b>YEARS OF EXPERIENCE IN RELEVANT FILED</b>   | <b>15</b>       |
| A-1   | > 10 years   | 15              |
| A-2   | > 7 < 10 years   | 10              |
| A-3   | > 5 < 7 year   | 5               |
| <b>B</b>  | <b>PROOF OF COMPANY'S ISO/IEC 17020: 2012 ACCREDITATION</b>  | <b>5</b>        |
| B-1   | Valid for 2023 accreditation from National/International Body  | 5               |
| B-2   | Invalid/not available  | 0               |
| <b>C</b>  | <b>MEMBERSHIP</b>  | <b>5</b>        |
| C-1   | Membership with Chamber (s) of Commerce and Industry   | 3               |
| C-3   | Membership with International Cotton Association (ICA)   | 2               |
| <b>D</b>  | <b>EXPERIENCE IN HANDLING OF RAW COTTON CONSIGNMENTS/ACTIVITIES DURING THE LAST 03 YEARS</b>   | <b>10</b>       |
| D-1   | > 2 < 4 relevant projects  | 03              |
| D-2   | > 4 < 8 relevant projects  | 07              |
| D-3   | > 8 relevant projects  | 10              |
| <b>E</b>  | <b>PERSONNEL DETAILS (NUMBER OF TECHNICAL AND SUPPORT STAFF) (COPIES OF CV'S OF STAFF ARE MANDATORY)</b><br>The staff dedicated to this assignment is qualified and have sufficient experience in handling such type of Assignments. The Firm must submit evidence of having its presence in all provinces of Pakistan i.e. Punjab, Sindh and Balochistan. | <b>10</b>       |
| E-1   | >10 Employees  | 03              |
| E-2   | >20 Employees  | 07              |
| E-3   | >30 Employees  | 10              |
| <b>F</b>  | <b>COMPANY'S QUALITY MANAGEMENT ASPECT</b>   | <b>5</b>        |
| F-1   | Internal quality assurance policy, record of data, procedure followed by the company, Code of Conduct / Ethics etc.  | 5               |
| <b>II.</b>  | <b>FINANCIAL SOUNDNESS STATUS</b>  | <b>20 Marks</b> |
| A-1   | Certified / audited accounts /statements along with confirmation from firm on letter head showing annual turn-over minimum Rs. 100 million in last three (03) years on average   | 07              |
| A-2   | Certified / audited accounts /statements along with confirmation from firm on letter head showing annual turn-over more than 100 Million and less than Rs. 150 million in last three (03) years on average   | 15              |
| A-3   | Certified / audited accounts /statements along with confirmation from firm on letter head showing annual turn-over more than 150 Million in the last three (03) years on average   | 20              |
| <b>III.</b>   | <b>PRESENTATION</b>  | <b>30 Marks</b> |
| A-1   | Firms will be required to do a presentation to the Bid Evaluation Committee (BEC) and Management of TCP on Technical Bid.  | 30              |
| <b>TOTAL MARKS</b>                                  |  | <b>100</b>      |
| <b>MINIMUM REQUIRED MARKS FOR PRE-QUALIFICATION</b> |  | <b>75</b>       |

**Note:**

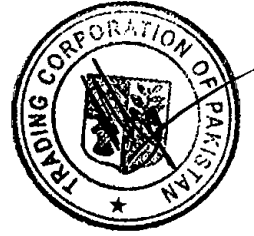
Any information/document can be verified by TCP at any stage and the bidder will be disqualified/blacklisted if the information/documents found fake and not to be true.

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**APPLICATION FOR PRE-QUALIFICATION**

**The General Manager (LCP&QAD)**  
 Trading Corporation of Pakistan (Pvt) Limited,  
**Karachi.**



**SUBJECT: PRE-QUALIFICATION OF COTTON PROCUREMENT FIRM**

Reference your advertisement which appeared in the daily ----- dated-----,  
 We ----- are working as a Cotton Procurement Firm (CPF) for ---  
 ----- years, in Pakistan.

We have thoroughly read the Pre-Qualification Document and the following documents are enclosed for pre-qualification:

| S.NO | NAME OF DOCUMENT | YES/NO |
|------|------------------|--------|
|      |                  |        |

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