



TRADING CORPORATION OF PAKISTAN (PVT) LIMITED  
MINISTRY OF COMMERCE

No. TCP/Travel Agency/2018-22

Dated 07-10-2022

**PRE-QUALIFICATION / ENLISTMENT OF TRAVELING AGENCIES**  
**INVITATION FOR BIDS**

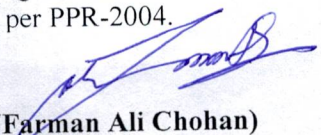
Trading Corporation of Pakistan (Pvt.) Ltd. (TCP), a state-owned commercial organization working under the administrative control of the Ministry of Commerce, Government of Pakistan, invites tenders from reputed firms/companies/sole proprietors to Pre-Qualify Traveling Agencies for providing services to meet its domestic as well as international air traveling needs, subject to the terms and conditions specified in 'Tender Document'

2. Interested firm(s) accredited/certified by International Air Transport Association (IATA) having trained and experienced manpower with sufficient experience (minimum 3 year) registered with Income Tax and Sales Tax authorities, may submit their bids/offers alongwith required earnest money on the basis of **single stage procedure** to be dropped in the tender box placed at the reception counter of TCP at 4th Floor, Block-B, Finance & Trade Center, Shahra-e-Faisal, Karachi, upto 1100 hours on Thursday, the 27<sup>th</sup> October 2022. The bids shall be opened in the TCP's Board Room on the same day at 11:30 hours, in the presence of bidders or their authorized representatives who may wish to be present.

3. Documents containing detailed Tender Terms and Conditions and application can be purchased on payment of Rs.1,000/- (non refundable) on all working days (Monday to Friday) from 8:00 a.m. to 4:00 pm from the 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)) till 10:30 hrs on 27-10-2022 for which a separate pay order of Rs.1,000/- must be submitted in favor of "Trading Corporation of Pakistan (Pvt) Ltd," alongwith the bid documents, otherwise the bid(s) will be declared as non-responsive.

- i) Deputy Manager (Cash), Trading Corporation of Pakistan (Pvt) Ltd., Block-B, 4th Floor, Finance & Trade Centre, Shahra-e-Faisal, Karachi (Phone No.021-99202947-49 Ext-235)
- ii) General Manager, Regional Office, Trading Corporation of Pakistan (Pvt) Ltd., 2<sup>nd</sup> Floor, LDA Plaza, Egerton Road, Lahore. (Phone No.042-99206065-9)
- iii) General Manager, Regional Office, Trading Corporation of Pakistan (Pvt) Ltd. House No. 47, Street 2 PHAF, Residencia Kurri Road, Islamabad (Phone 051-9450441-42)

4. The Traveling Agencies already rendering services as official Traveling Agents of TCP, are also required to apply afresh for pre-qualification. 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 the opening of the bids. Detailed requirements are indicated in the Tender Document containing tender terms & conditions. TCP reserves the right to accept or reject any or all offers wholly or partially as per PPR-2004.

  
(Farman Ali Chohan)  
General Manager (Admin & Coord)  
021-99202737

**TENDER DOCUMENT FOR PRE-QUALIFICATION / ENLISTMENT OF TRAVELING AGENCIES**

**1. INVITATION FOR BIDS: -**

- i. Trading Corporation of Pakistan Private Limited ('TCP') invites single stage proposal under PPRA Rules for pre-qualification from well reputed firms having minimum 3 years' experience for Air Ticketing & related services to facilitate its employees (hereinafter refereed as "Services"), on as and when required basis in rendering similar services.
- ii. Interested firms registered with Income Tax and Sales Tax authorities may submit their bids/offers alongwith required Earnest Money Rs. 100,000/- to be dropped in the tender box placed at the reception counter of TCP at 4th Floor, Block-B, Finance & Trade Center, Shakra-e-Faisal, Karachi, up to 1100 hours on Thursday, the 27<sup>th</sup> October, 2022. The bids shall be opened in the TCP's Board Room on the same day at 11:30 hours, in the presence of bidders or their authorized representatives who may wish to be present.
- iii. TCP will prequalify and enlist prospective Bidders from among those who will have submitted their proposals in accordance with the requirements of TCP to provide the Services described herein. The Prequalified Bidders shall be offered to submit their financials proposals/quotations, on as and when required basis and the award letter/work order shall be issued, accordingly to lowest quoted qualified Bidders.

**2. SCOPE OF WORK:-**

- i. TCP is seeking travel service provider(s) to create a partnership with, which will explore the most beneficial financial opportunities through an innovative, flexible approach to travel management.
- ii. The service provider(s) must have a 24-hour service to facilitate TCP regarding travel arrangements and related services.
- iii. Key outputs of service provider(s) will be to implement, co-ordinate the entire travel management based on the diversity of the individuals travel needs of TCP's personnel (s).
- iv. The service provider(s) must commit to give individual solutions within the TCP's internal policies with the necessary flexibility to fulfill TCP's requirements as and when required.
- v. Provide detailed itineraries, including airports information to TCP authorized personals.
- vi. The service provider(s) will also be required to provide cost effective and innovative solutions to TCP.

- vii. The service provider(s) must have the capability of amending confirmed reservation as the need arise. List of cancellation charges of (if any) should also be provided by the travel agency.
- viii. The service provider(s) must provide a credit limit of Rs. 1.5 Million per month.
- ix. Extend assistance in obtaining visas/passports and other travel documents whenever required.
- x. Prepare inbound and outbound air packages including all required air and ground arrangements.
- xi. Extend proper facilitation in case of any mis-hap during travel.

3. **TYPE OF BIDDING (OPEN FRAMEWORK):**

Single Stage-Bidding Procedure shall be followed as per detailed given below:

- i. For this Pre-Qualification PPRA's Rule 15 and 16 will be adopted
- ii. The bid shall be a single package envelope technical proposals;
- iii. During the technical evaluation no amendments in the technical proposal shall be permitted;
- iv. After the evaluation and approval of the technical proposals, the procuring agency shall call the competitive financial proposals from the technically accepted bidders from time to time, under open frame work arrangements.
- v. The pre-qualified (technically) evaluated bidder shall be eligible to participate in the financial proposal (when called)

4. **TENDER ELIGIBILITY/QUALIFICATION CRITERIA:-**

- i. Must be IATA accredited/ certified. Must be registered with Tax Authorities, and having valid registration of Sales Tax and NTN, and also having sound financial strengths can participate (copy must be attached);
- ii. Has submitted bid security and tender fee (non-refundable). Non-compliance of the same shall cause rejection of the bid;
- iii. Must be involved in relevant field for last 3 years (copy must be attached);
- iv. At least 03 previous reputations/work completion certificates and current working proof/ reputation certificate. (Previous reputation shall highly be matter);
- v. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan (submission of undertaking on legal stamp paper is mandatory), failing which will cause rejection of the bid;
- vi. Have the required relevant qualified personnel and enough staff strength to fulfill the requirement of assignment;

5. **BASIS OF OFFERS / PRICE**

- i. The price shall be quoted in Pak Rupees only.
- ii. The quoted price shall be inclusive of all taxes, expenditure, including transportation, and other charges, if any, whatsoever.



- iii. The bidders will have no rights to change their stance, in respect of price, specification and requirement, once the bid is opened.

6. **VALIDITY:**

Offers should be valid up to 30 days, w.e.f. opening of bids.

7. **EARNEST MONEY:**

- i. The Bidders shall furnish the Earnest Money of Rs.100,000/- in shape of Demand Draft or Pay order in favour of Trading Corporation of Pakistan (Pvt) Limited, which shall be forfeited if bidders fails to submit acceptance letter within seven (7) days of issuance of award letter.
- ii. Earnest Money of the unsuccessful Bidder(s), including those Bid(s) which are not accepted for any reason, will be returned after award of tender to the successful Bidder.

8. **FORFEITURE OF EARNEST MONEY:**

The TCP shall forfeit the Earnest Money if the successful bidders: -

- i. Fails to provide the satisfactory services within the specified period.
- ii. Commits any breach of contract or fails to fulfill any terms or conditions of the contract.
- iii. The Earnest Money will be released to the firms on successful and satisfactory execution of the contract. No claim shall lie against the Buyer in respect of interest on Earnest Money regardless of the time of its release.

9. **SUBMISSION OF BIDS:**

- i. Interested parties may submit their bids in sealed envelopes to be dropped in the Tender Box placed at Reception Counter of TCP at 4<sup>th</sup> Floor, Block “B”, Finance & Trade Centre, Shakra-e-Faisal, Karachi on Thursday, the 27<sup>th</sup> October, 2022, **latest by 1100 hours (11:00 am)**. Bids received through fax, email, courier or any other means except as prescribed above shall not be considered.
- ii. The bids received will be opened at 11.30 am on the same day (thirty minutes after deadline for submission of bid) in the TCP Board Room in presence of bidders or their authorized representatives who may wish to be present.
- iii. All bids must be submitted on the prescribed questionnaire proforma with detail of service charges given at Annexure-I (along with original receipt of purchase of tender documents in the name of Bidder).

10 **DOCUMENTS CONSTITUTING CONTRACT:**

The IFB (Invitation for Bids), the Terms & Conditions of Tender, proposal/bid/offer submitted by the bidder, award letter issued by the TCP and the Letter of acceptance submitted by the parties shall constitute the Contract between the TCP and the firms. However, prequalified Sole Proprietors/Firms/Companies will also require to signed service agreement given at Annexure-III.

11. **PREQUALIFICATION PERIOD**

The Prequalified Sole Proprietors/Firms/Companies will be issued a Letter of Enlistment initially for period of two (02) years however, the said term can be extended for a further period of one (01) year with mutual consent of parties. The Bidders shall abide by all terms and conditions stipulated therein.

12. **PAYMENT CLAUSE:**

The following documents must be submitted with the invoice.

i. General Sale tax and Income tax shall be deducted as per law.

ii. Copy of National tax number Certificate.

iii. Copy of General Sales Tax Certificate.

iv. Any other document, if required by TCP.

13. **CANCELLATION OF CONTRACT:**

If the firms fail to provide satisfactory services as per required terms & conditions and within the specified period, the TCP shall be entitled at his option to cancel the contract and forfeiture of Earnest Money. The TCP shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

14. **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 should be settled as far as possible, amicably between the Buyer and Seller. 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 Seller and the Buyer within fifteen days of notice from either side or in the case of the said Arbitrators not agreeing, then to the award of 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 Pakistani Law of Arbitration Act 1940.

**TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED****QUESTIONNAIRE PROFORMA**

| <b>SR. NO.</b> | <b>CONTENTS</b>  | <b>REMARKS</b> |
|----------------|--|----------------|
| 1              | Registered Name & Address of approved IATA Travel Agency ( <b>Please enclose a valid photocopy of Registration Certificate</b> ).  |                |
| 2              | Professional Tax Clearance Certificate for Current Financial Year. (Attach Copy).  |                |
| 3              | NTN (National Income Tax No) attach Certificate.   |                |
| 4              | Name of Government / Semi Govt. Department multinational Organization with whom you are registered / prequalified.   |                |
| 5              | Name (s) and addresses of Bankers (Please attach a Certificate from your Bankers stating Financial position of your Travel Agency) Along with bank statement for the account of your Travel Agency for the last one year.  |                |
| 6              | Income Tax Return (copy of last Financial year).   |                |
| 7              | The Travel Agency should have an experience of least 03 years of providing Air Tickets to various companies / departments. Name of such national and multinational companies be provided along with their postal addresses. Phone numbers and names of contact persons. Any other available services like Visa/Hotel accommodation/Rent a car/International Insurance etc. |                |
| 8              | Detail of any arbitration / litigation or similar proceeding against your Travel Agency by any Government / Semi Govt. department any third party showing extent and result.   |                |
| 9              | Undertaking on non-judicial stamp paper that the Travel Agency was never black listed by any organization. ( <b>Annexure-II</b> )  |                |
| 10             | Provide the following information about the Travel Agency.<br>a. Telephone number (s).<br>b. Cell/Whatasapp number (s).<br>c. E-mail address.  |                |
| 11             | Please tick (as applicable to your Travel Agency and attach a copy of relevant documents as mentioned against each.)<br>i. Sole Proprietorship_____<br>ii. Partnership_____<br>(copy of partnership deed)  |                |

|    |   |  |
|----|---|--|
|    | iii. Limited company_____   |  |
|    | (Copy of memorandum)  |  |
|    | iv. (Public or Private)_____& Article of Association.   |  |
| 12 | Total No. of Employees working under your control along with its proof.                                 |  |
| 13 | Date of commencement of your business, with proof.  |  |
| 14 | Name(s) of your branches in Pakistan if any, giving their complete addresses and telephone numbers etc. |  |
| 15 | List of Recent Clients.   |  |
| 16 | EOBI Registration No. with evidence. Please attach payment vouchers for the last three months.          |  |
| 17 | Whether or not the Air Ticket Services are available round the clock.                                   |  |
| 18 | Rating of Travel Agent with IATA.   |  |
| 19 | Delivery of Air Tickets in office and residence after office hours and on holidays.                     |  |
| 20 | TCP requires a 1-month credit term of up to Rs. 1.5 million.  |  |

### **SERVICE CHARGES**

| <b>S.NO.</b> | <b>CONTENT</b>                        | <b>SERVICE CHARGES</b> |
|--------------|---------------------------------------|------------------------|
| 1            | Domestic Airline Ticket               |                        |
| 2            | International Airline Ticket          |                        |
| 3            | Flight Cancelled Charges              |                        |
| 4            | Airline Ticket Refund                 |                        |
| 5            | Airline ticket exchange               |                        |
| 6            | Flight Insurance                      |                        |
| 7            | 24*7 Service Charges                  |                        |
| 8            | After office hours issuance of ticket |                        |

1. Certified that the above particulars are correct. In case any information given above is found to be incorrect, we shall be fully responsible for the consequences, which may include cancellation of our request for prequalification.

Note:- (Details may be given on separate sheets to be duly signed & Stamped)

2. Amount of Earnest Money in digits Rs. \_\_\_\_\_

3. Amount of Earnest Money in words Rupees \_\_\_\_\_

4. We shall abide by all the terms and conditions of the tender.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC No. \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ (copy enclosed)

Date: \_\_\_\_\_

Stamp: \_\_\_\_\_



**AFFIDAVIT**

I \_\_\_\_\_, S/O \_\_\_\_\_ Muslim adult,  
Proprietor/Partner/Director of M/s. \_\_\_\_\_, situated at  
\_\_\_\_\_, do hereby declare and solemnly affirm as under:-

- 1- That M/s. \_\_\_\_\_, is not under litigation with or not blacklisted or their services have been suspended or terminated from any Public Sector Organization/Govt. Body/Govt. Department.
- 2- Whatever stated above is true and correct to the best of my knowledge and belief.

Deponent

Karachi

Dated:

**TRAVEL SERVICE AGREEMENT**

**STRICTLY CONFIDENTIAL**

This Travel Service agreement is made this the -----2022 between;

1. Name and Address of the Travel Agency.

**AND**

2. Trading Corporation of Pakistan (Pvt) Ltd, 4<sup>th</sup> & 5<sup>th</sup> Floor, Block-B, FTC Building,  
Shahra-e-Faisal, Karachi

This Travel Service Agreement is regarding the provision of travel services (hereinafter called **“the Service”**) by \_\_\_\_\_(Travel Agency). Agreed service terms are the following:-

|                       |  |
|-----------------------|--|
| Payment Terms:        | One Month from date of invoice.  |
| Credit Limit:         | Rs, 1,500,000 (any increase on the assigned credit limit shall require a written request from Company)                       |
| Airline Discount:     | Any discount offered by airlines, shall be passed on to TCP.   |
| Travel Authorization: | Tickets will not be issued without receiving a Travel Authorization duly by authorized person(s).                            |
| Terms & Conditions:   | _____ (Travel Agency and Trading Corporation of Pakistan (Pvt) Ltd agreed to comply with the above stated Terms & Conditions |