

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

No.TCP/D&POD/WHEAT/PQ/CL&FWD/26-2/2026-27

August 12th, 2026

INVITATION OF BIDS

NOTICE FOR EXPRESSION OF INTEREST FOR PRE QUALIFICATION AS CLEARING & FORWARDING AGENTS ON TCP'S PANEL

1. Trading Corporation of Pakistan (Pvt.) Ltd. (TCP) Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan, invited bids for pre-qualification on TCP's panel, from Certified firms/companies registered with Income Tax and Sales Tax Departments and other relevant authorities, active tax payers, having minimum five years' experience in the field of Clearing & Forwarding of bulk, break bulk and containerized cargo of various commodities like sugar, urea, wheat, soybeans, etc., **for Pre-Qualification as Clearing & Forwarding Agent on TCP's panel.**
2. Trading Corporation of Pakistan intends to prequalify Clearing & Forwarding Agent for invitation to Bid(s) and sign the framework agreement(s) with the selected bidder(s) subsequent to bidding process in case of Open Framework Agreement(s). The objective of the intended Closed Open framework agreement(s) is the on-demand provision of services of Clearing & Forwarding Agency from reputable sole proprietorships/firms/companies having relevant experience in the field of Clearing & Forwarding of bulk, break bulk and containerized cargoes of various commodities like sugar, urea, wheat, soybeans, etc, at **Karachi Port and Port Bin Qasim** as well as having legal and valid license for operation as Clearing & Forwarding Agents through subsequent Call-off Contract(s) with successful bidders, and the purpose of this Prequalification Notice is to provide the very basic information to enable the potential applicants to decide whether or not to respond to this Prequalification Notice.
3. Only the prequalified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Prequalified Applicants during **September 2026 till September 2028** and Open Framework Agreement(s) will be signed between the TCP and the successful bidder(s) as Framework Agreement Suppliers for the period of two years.
4. Prequalification process is open for all national Applicants subject to fulfilling the eligibility requirements mentioned in the respective Prequalification Documents. Interested Applicants may obtain further information from Trading Corporation of Pakistan at the address mentioned below during office hours from **0830 to 1630 hours**.
5. Pre-qualification tender documents containing detailed terms & conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bids, bid evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available for the interested bidders on payment of PKR 2,000/- (Pak Rupees Two Thousand only), which can be purchased during **0830 hours to 1630 hours** from following offices (**Except Saturday & Sunday**), till **1100 hours on August 31st, 2026, from:**



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

- (i) Deputy Manager (Cash), Trading Corporation of Pakistan (Pvt.) Ltd, 4th Floor, Block-B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan (Phone: 021-99202947-49 Ext.: 235);
- (ii) General Manager, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., 2nd Floor, LDA Plaza, Edgerton Road, Lahore (Phone No.042-99206065-78); and
- (iii) General Manager, Regional Office, Trading Corporation of Pakistan (Pvt.) Ltd., House No. 114, Street 11, PHAF Residencia, Kurri Road, Islamabad (Tel: 051-9450441- 42).

6. The pre-qualification tender documents 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 the cash section of TCP against the payment of PKR 2,000/- (Pak Rupees Two Thousand only) or in shape of banker's cheque incase the tender document is downloaded from the website, which shall be enclosed with the bid prior to dropping the bid envelope in the tender box within the specified time as mentioned at Para-4.

7. The interested parties may submit their bid/offer, prepared in accordance with the instructions in the tender documents, 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 **August 31st, 2026 latest by 1430 hours**. Bids will be opened on the same day at **1500 hours** in the TCP's Board Room, in-presence of the bidders or their authorized representatives who may wish to be present.

8. The Clearing & Forwarding & inspection companies / firms 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.

9. All the Clearing & Forwarding Agents, already pre-qualified with TCP are also required to submit their applications afresh. However, till the finalization of process, the present pre-qualification shall continue.

10. Application for pre-qualification should be submitted in clearly marked envelope and delivered to the address mentioned below latest by **1430 hrs on August 31st, 2026**. Late application will be rejected.

11. TCP reserves the right to accept or reject any or all offers, wholly or partially as per PPR, 2004.

(Sheeraz Ali Shehzad)

General Manager

Dispatch & Port Operation Division

PRE-QUALIFICATION DOCUMENT**CLEARING AND FORWARDING OF IMPORTED COMMODITIES AT
KARACHI PORT OR PORT BIN QASIM****1. GENERAL CONDITION:-**

- a. Trading Corporation of Pakistan (Pvt.) Ltd. (TCP) Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan, invited bids for pre-qualification on TCP's panel, from Certified firms/companies registered with Income Tax and Sales Tax Departments and other relevant authorities, active tax payers, having minimum five years' experience in the field of Clearing & Forwarding of bulk, break bulk and containerized cargo of various commodities like sugar, urea, wheat, soybeans, etc., **for Pre-Qualification as Clearing & Forwarding Agent on TCP's panel** for the period of two years.
- b. All the Clearing and Forwarding Agents, already pre-qualified with TCP, are also required to submit the applications afresh.
- c. TCP reserves the right to reject all the applications at any time prior to the acceptance.

2. METHOD OF PROCUREMENT:

Single Stage – One Envelope.

3. VALIDITY OF BID(S):

The bid(s) should be valid for 45 days from the time of submission of bids.

4. CLARIFICATION / REJECTION OF BIDS:

The bids/offer shall be submitted in accordance with the instructions of pre-qualification documents

5. ELIGIBILITY: -

- a. Sole proprietorships/firms/companies, having valid clearing agency license (in their own name) and work experience of at-least five years for clearing and forwarding of bulk, break bulk and containerized commodities like sugar, urea, wheat, soybeans, etc at Karachi Port or Port Bin Qasim, are eligible to apply for the pre-qualification process.

6. INELIGIBILITY: -

- a. The individuals / sole proprietorships/ firms/ companies who have defaulted with the TCP or any other Government Agencies are not eligible to participate in Pre-qualification process. Further those who have not fulfilled their contractual obligations with TCP shall also not be eligible to participate in the process, unless they clear their dues along-with penalties or fulfill their contractual obligations with TCP, as the case may be, before the Pre-qualification process opening date.
- b. The individuals / sole proprietorships/ firms/ companies whose license is black listed/ suspended/ blocked or against whom criminal proceedings are pending are also not eligible.
- c. The individuals / sole proprietorships firm(s)/ companies/applicant(s), who are involved directly or indirectly in the supply of IMPORTED COMMODITIES to TCP, as pre-qualified suppliers of IMPORTED COMMODITIES or as local agents, will be ineligible for participation in this Pre-qualification process.
- d. Applications not complying with the pre-qualification instructions or conditional or without



required documents etc. shall not be considered.

7. INSTRUCTIONS FOR THE APPLICANTS:

- a. Applicants shall read the Pre-Qualification document along with Expression of Interest ('EoI') and relevant rules carefully. Incomplete application shall not be considered / accepted. No change / attachment of any document with the application shall be allowed once the Application / EOI are opened.
- b. Where necessary, please provide the required details on the letterhead of applicant.
- c. The 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 person or persons who sign(s) the Pre-Qualification document, any kind of doubt will attract the rejection of application.
- d. The completed document shall be signed and stamped on each page by the authorized Proprietor / Partner / Director of the organization including the supporting documents. The Original authorization should be enclosed with the application.
- e. Applicant will meet all costs associated with preparation and submission of their applications.
- f. TCP will disqualify a Clearing Agent where it is determined that the Clearing Agent has engaged in corrupt or fraudulent activities in competing for the application in question, which may includes the following practices: -
 - i. **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the TCP/Government in the application process; and
 - ii. **"Fraudulent practice"** means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Clearing Agent (prior to or after submission of pre-qualification request) designed to establish competition at artificial, non-competitive levels and to deprive the TCP/Government of the benefits of free and open competition.
- g. Any attempts by the applicant to influence TCP in the evaluation shall result in disqualification of their application.
- h. Applicant shall not contact TCP in any form, either in written or oral on the matter relating to the pre-qualification process till the time of submission to the official communication of the results.
- i. Application must be delivered in sealed envelope, addressed to The General Manager (D&POD), Trading Corporation of Pakistan (Pvt.) Ltd., 4th & 5th Floor, Block-B, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, through courier or can be delivered at the R&I Section of TCP, located at 5th Floor, Block-B, Finance and Trade Centre, Shahrah-e-Faisal, Karachi.
- j. All documents should be in English Language, otherwise, translated into English and verified by the appropriate agency/authority.
- k. Applicant must provide the documents, information and data, are required in this pre-qualification document. Applicant may also be asked to clarify their answers or provide more details. All the questions, in pre-qualification document shall specifically by answered. Write "N/A" if the question does not apply.
- l. Please note that by responding to Pre-Qualification document, applicant accept that all answers provided in this Pre-Qualification document are legally binding and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further,



- TCP reserves the right without further recourse, to verify at its own cost the accuracy of any answers provided herein.
- m. The information provided in the Pre-Qualification document is strictly confidential and solely for use by TCP, as per applicable law and rules.
 - n. The Evaluation results will be announced within the validity period and same shall be displayed on the TCP's and PPRA website.
 - o. Any complaint/grievance against the Evaluation result can be communicated to the Executive Director, TCP within required time as mentioned in the Evaluation Report for redressal. The complaint/grievance should be in proper manner and with proper references/proof/ supporting document. The complaint shall be ready to appear before the TCP's management/Committee to explain the same at any time, if required. The grievance shall be redressed as per PPRA rules
 - p. TCP's decision shall be final for pre-qualification of Clearing Agent, TCP reserve rights to accept/reject the request, if deemed appropriate.

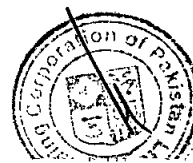
8. EVALUATION CRITERIA:

- a. Permanent Clearing Agent License **(All Pakistan)** issued by Pakistan Customs in the name of applicant.
- b. This is a scoring based criterion for pre-qualification, wherein minimum requirement to qualify for pre-qualification is 60 marks out of 100. Pre-qualification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular work experience, personnel and financial position etc., as indicated through the responses in the prequalification document. The details are as under :-

Experience	Number of vessels of bulk cargo handled in the last three years	10 marks
	10 – 15 years (Number of vessels handled)	15 marks
	16 – 20 years (Number of vessels handled)	25 marks
	21 years and above (Number of vessels handled)	30 marks
Financial position /Credit worthiness/ turnover	Rupees 05 million	05 Marks
	Rupees 10 million or more	20 Marks
Company Presentation and plans		40 Marks
Minimum qualifying marks		60 Marks
Total		100 Marks

9. SUBMISSION OF DOCUMENTS FOR PRE-QUALIFICATION: -

- a. All documents mentioned at Para-8 above.
- b. Attested copies of the following documents be provided along with the applications:-
 - i. Status of Ownership (Sole Proprietorship, partnership Firm and Article of Association and Memorandum of Association of Limited Company), along with profile with details of the constitution of his firm including names of Directors/Partners etc. Full details of the Directors along with their NIC, Residential Address, Telephone Numbers, recent photograph.
 - ii. Detailed documents of handling of Bulk Cargoes in Pakistan showing experience of at least ten years.
 - iii. Sales Tax and Income Tax Registration Certificate.
 - iv. Annual Income Tax Returns and receipt for the last financial year.



v. Original receipt of the purchase of pre-qualified document in the name of the applicant.

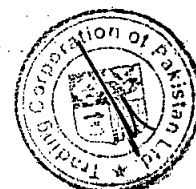
- b. A certificate from the Bank (original), showing the Applicant's credit worthiness for an amount of not less than rupees five million. The certificate should be dated, not earlier than 10 days prior to the opening of Pre-qualification process.
- c. Financial status report of the applicant about its financial standing and business integrity by the applicant's bank along with bank statement showing trade transactions of last six months.
- d. Name, Designation, CNIC number with CNIC copy, residential phone number, present residential address and passport sized photograph of authorized representative(s), with Cellular No. who will be available at port during operation round the clock.
- e. Resumes of Technical/Field Staff, along with their banking details, date of appointment, copy of CNIC, copy of service card, copy of Port Gate passes and copy of Customs permit along with an undertaking by employer that the employees not involved in any criminal activity. Besides, an undertaking may also be provided by employer confirming that "they are fulfilling labour/human rights rules for their employees".
- f. Organogram.
- g. An undertaking to the effect that the applicant or their owner/ partner/ director/ employee/ worker have no link with the pre-qualified suppliers of IMPORTED COMMODITIES or their local agent.

10. Applicant should have the sufficient resources (including Human Resources, Equipment, Vehicles, Communication and logistics with documentary evidences) to carry out the job of Clearing Agent at discharge-port, which includes the following :-

- a. Resumes of Technical/Field Staff, along with their banking details, date of appointment, copy of CNIC, copy of service card and copy of Port Gate passes.
- b. TCP reserve rights to demand/call any other information for the sake of documents /information, and other matter relates to the service of employees.
- c. In case of expiry of any paper(s)/document(s)/information, the same shall be provided within one week after its expiry, failing which, the successful Clearing Agent can be suspended/disqualified, without any notice.
- d. The applicants should have registered offices. TCP may verify the capability to deliver the said services and physical existence of the applicant premises, from which the applicant conducts business. TCP will have the right to inspect the business premises of the applicant at any time, even after pre-qualification and to see the available resources, if deemed appropriate.
- e. Clearing Agent, who qualifies according to the selection criteria, will be invited to submit their offers/ rates/ quotations in Pak Rupee / PMT for providing the clearing & forwarding services as and when required.

11. ALLOCATION OF WORK TO CLEARING AGENT: -

- a. TCP shall assign the work to the pre-qualified Clearing Agent in accordance with Public Procurement Rules, 2004, by calling quotations / tenders on vessel wise basis.



12. BID SECURITY:

- i. Bids shall be accompanied with Bid money of Rs.200,000/- (Rupees Two Hundred Thousand) in the form of Banker's cheque from scheduled bank in Pakistan in favour of Trading Corporation of Pakistan (Pvt.) Ltd., Karachi.
- ii. On receipt of Performance Guarantee, the Bid Money shall be refunded to successful bidders.
- iii. In case successful bidder fails to furnish the performance guarantee within three working days as defined in **Clause-13** of the tender terms and conditions, TCP shall forfeit the bid money without prejudice to any other claim by TCP.
- iv. Bid money of unsuccessful bidders shall be returned within (15) fifteen days after finalization of tender.

13. SECURITY DEPOSIT / BID MONEY / PERFORMANCE GUARANTEE (REFUNDABLE):-

- a. The applicants short listed for Pre-qualification will be required to furnish Security Deposit of Rs. **1,000,000/- (Rupees one million only)**, in the form of Demand Draft or Pay Order in Pak Rupees in favor of Trading Corporation of Pakistan (Pvt.) Limited.
- b. The Security Deposited shall be furnished within 07 working days from the date of issuance of TCP's consent letter

14. RECOVERY OF LOSSES: -

- a. In case of fault / negligence / conflict of interest found on the part of Clearing Agent, TCP can recover losses from Clearing Agent by en-cashing/forfeiture of Security Deposit in addition to lodging claims to recover the losses.
- b. Besides recovery, TCP reserve the right to suspend/delist/blacklist the Clearing Agent.

15. SIGNING OF AGREEMENT:

- a. In case of award of Pre-Qualification, the Clearing Agent will be required to sign the agreement with TCP and also submit the Integrity Pact **within three days of issuance of award letter**, where applicable. The format of Integrity Pact is attached as **Annexure-I**.
- b. The Clearing Agent shall be responsible to complete all documents, as notified from time to time.
- c. Pre-qualification document, invitation for quotation and integrity pact shall be the integral part of the Agreement / contract.

16. VALIDITY PERIOD

- a. This pre-qualification shall be valid for a period of two years, from the date of issuance of Letter of Consent which can be extended for further period based on satisfactory performance.

17. IDLING PERIOD

- a. The pre-qualified Clearing Agents are required to participate in all the quotations, to be invited by TCP from time to time. Necessary intimation shall be sent to the pre-qualified clearing agents through E-mail/Post as well as through TCP's website.
- b. Non-participation by the pre-qualified clearing agents in five invitations shall render the Clearing Agent as a Dormant Agent, which shall automatically be disqualified.

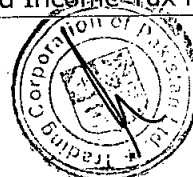
18. ARBITRATION: -

In the event of any dispute, the decision of the CEO, Trading Corporation of Pakistan, Karachi or his nominee shall be final and binding on both the parties i.e. Clearing & Forwarding Agent and TCP.



19. PERFORMA / CORPORATE INFORMATION (to be filled by the applicant)

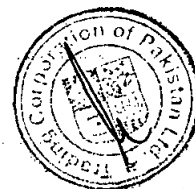
No.	PARTICULARS
1	Full name of organization:
2	Type of Organization: i) Sole proprietorship ii) Firm iii) Company iv) Any other -----
3	Name of shareholders /Directors / Partners, along with their CNIC No, and Number of shares. ----- ----- ----- ----- -----
4	Full address of Principal and / or Registered office, along with Official telephone Number: ----- ----- ----- ----- -----
5	Other Official Telephone numbers, if any,
6	Fax number:
7	E -mail address:
8	Website address (if any):
9	Registration in FBR. (Kindly provide a copy of the NTN Certificate)
10	GST Registration number: (Kindly provide a copy of the GST Certificate)
11	Associated Companies, if operated/hold by the Common Director(s) / owner(s) /Partners/ Management(s) / Operator(s). Please provide full details. ----- ----- ----- ----- ----- ----- ----- ----- ----- -----
12	Please provide a copy of the most recent annual Report and Income Tax return



No.	PARTICULARS
	together with a filing receipt.
13	Contact person within the organization to whom enquiries about this Tender document should be directed: i. Name:----- ii. CNIC No.:----- iii. POSITION/ DESIGNATION ----- iv. Official Telephone Number----- v. Cellular Telephone Number----- vi. Residential Telephone Number----- vii. Fax Number ----- viii. Whatsapp Number----- ix. E-Mail----- x. Residential Address----- (please enclosed the authorization letter)

20. FINANCIAL INFORMATION

No	PARTICULARS
1	What is the name and branch of applicant's banker (who could provide a reference)? Name: ----- Branch: ----- Telephone Number: ----- Postal Address: ----- Contact Person Name: ----- Contact Person's Position: ----- Contact Person's E-mail: -----
2	What is applicant's Credit Facility from Bank(s)?
3	Please provide the approved / attested balance sheet of last year



21. Business Activities / Capacities: -

Please provide the detailed list of Traders / Importers / Exporters / Organizations / Banks / Insurance Companies, to whom the applicant is working as 'Pre-qualified' or utilizing the services of applicant frequently as Clearing Agent.

22. Trade References: -

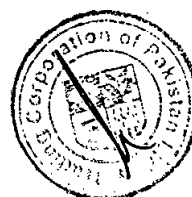
Please provide details in the tabulated form of at least three (03) projects (other than TCP's Projects), undertake by the applicant during last ten years.

No	Customer Organization (name)	Customer contact name and phone number	Contract reference and brief description:	Date contract awarded	Value of businesses transacted: (in Million Rupees)
1					
2					
3					
4					
5					
6					
7					
8					

23. DECLARATION:

I declare that, to the best of my knowledge, the answers submitted in this pre-qualification form and supporting documentation are correct. I understand that any misrepresentation will render me/my organization, ineligible to participate in any future business activities with TCP.

FORM COMPLETED BY	
Name	
Position (Job Title):	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal	



ANNEXURE -I

INTEGRITY PACT

Declaration of fees, commissions and brokerage etc. payable by the Clearing Agent

[The Clearing Agent] hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [The Clearing Agent] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[The Clearing Agent] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Clearing Agent] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [The Clearing Agent] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [The Clearing Agent] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

