

**BIMAN BANGLADESH AIRLINES LTD**  
PROCUREMENT & LOGISTIC SUPPORT DIRECTORATE  
IMPORT & EXPORT SECTION  
HAZRAT SHAHJALAL INTERNATIONAL AIRPORT, DHAKA.  
PHONE: 8901500-19/4230 & 4231; FAX: 8901523  
WEBSITE: [WWW.BIMAN-AIRLINES.COM](http://WWW.BIMAN-AIRLINES.COM)

TENDER NO.: DACPI/C&F/AIR/01/2018-19

DATE: 30.01.2019

DATE/TIME CLOSING: 25.02.2019 AT 1200 HRS (LT)

PRICE OF SCHEDULE: TK.1,000.00 PER SET

DATE/TIME OPENING: 25.02.2019 AT 1430 HRS (LT)

(Tk.One Thousand) Only (Non-Refundable)

M/S.-----

C.R. No-----Date-----

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Sign----- P-No.-----

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**TECHNICAL OFFER**

**Sub: SCHEDULE FOR APPOINTMENT OF C&F AGENT (AIR) ON 2(TWO) YEARS BASIS  
From 20.05.2019 to 19.05.2021.**

Sealed Tenders are hereby invited from the interested C & F Agents for the Customs clearance of Air Shipment of various Imported & Exported items at HAZRAT SHAHJALAL INTERNATIONAL AIRPORT, details given in Price Schedule Annex-A.

**GENERAL TERMS AND CONDITIONS:**

01. Tender Schedule may be purchased from Manager Accounts, Cash & Banking, Biman Bangladesh Airlines Ltd., Ground Floor, Balaka Bhaban, Hazrat Shahjalal Int'l Airport, Dhaka on Cash payment of Tk. 1,000/- (Taka One Thousand) only (Non-refundable) for each schedule on all working days up to 24.02.2019. An application on companies letter head pad mentioning Tender No. with date will be required for purchasing of Tender Schedule.
02. Tender containing Technical Offer and Price Offer in one sealed envelope addressed to Manager Commercial Stores must be submitted/dropped into the Tender Box placed in the Import & Export Section, Biman Admin Building (1<sup>st</sup> floor), Room No. 214, Hazrat Shahjalal International Airport, Kurmitola, Dhaka latest by 1200 Hrs. (LT) on 25.02.2019.
03. Tender will be opened by Tender Opening Committee (TOC) on the same day in the Mini Conference of Biman Procurement & Logistic Support Directorate, Admin Building (1<sup>st</sup> Floor), Hazrat Shahjalal International Airport, Dhaka in presence of the bidder(s), if any. After opening of the tender, it will be forwarded to TEC (Tender Evaluation Committee) for evaluation.
04. **OFFER ENVELOPE SHOULD CONTAIN THE FOLLOWING (Where Applicable):**
  - i) Original Tender schedule including Biman CR (Yellow) duly signed with seal along with forwarding letter in original letter head pad.
  - ii) Rate/Price must be quoted in figure and word in the original tender schedule form Annex-A. No extra rate sheet shall be accepted.
  - iii) Attested Photocopy of valid Custom Agents/C&F License from the respective customs authority (ies).
  - iv) Attested Photocopy of valid trade license of the current year 2018-19.
  - v) Attested Photocopy of TIN/e-TIN Certificate from the competent authority stating that current income tax return has been submitted.
  - vi) Attested Photocopy of valid VAT registration certificate.
  - vii) Earnest money for Tk. 10,000.00 (Tk. Ten Thousand only) in the form of Pay Order/Demand Draft in favour of Biman Bangladesh Airlines Ltd. issued from a Scheduled Bank of Bangladesh.
  - viii) PO/DD number with date and amount in figure and word must be mentioned.
  - ix) Experience certificate in original from the Customs Authority mentioning the total value of C&F work not less than TK. 05 (Five) crore successfully handled by the bidder(s) during last 03 (three) calendar years (2016 to 2018) at Hazrat Shahjalal Int'l Airport, Dhaka.
  - x) Performance certificate in original from the organization(s) with whom the C&F work had been carried out during last 03 (three) calendar years (2016 to 2018).
  - xi) Bank solvency certificate to be submitted from any scheduled Bank of Bangladesh with at least 06 months transaction which should be issued within 30 days of tender opening date.
  - xii) Name & designation of the officers and staff employed for C&F work mentioning the period of their employment in the letter head pad of the bidder(s).
  - xiii) Attested Photocopy of valid membership certificate of C&F Agents Association.
  - xiv) Offer should remain valid for 120 days from the date of opening of the tender which is to be mentioned in the offer.
  - xv) Overwriting/Erasing may render the Tender to be rejected unless properly countersigned by the Authorized person of the bidder.
05. The original tender schedule including all submitted papers must be signed with seal in each & every pages to the effect that the bidder(s) have gone through the tender schedule and accepted all the terms and conditions as stipulated therein. No offer shall be accepted if it is found without seal & signature. No conditional offer shall be accepted.

06. All photocopies of submitted documents must be clear & visible and to be attested by competent authority. Name and designation of the attesting officer of the documents must be inscribed in the seal. Original documents/papers must be submitted, if asked for by Tender Committee, at the time of Tender Opening.
07. All submitted documents must have numeric serial number in each sheet. Total number of sheets to be mentioned in the covering letter and each sheet must be signed with seal.
08. NO FAX OR MAIL OFFER SHALL BE ACCEPTED.
09. Earnest money of non-responsive/unsuccessful bidder(s) will be returned without any interest upon written request on the company letterhead pad. Earnest money of successful bidder(s) will also be returned without any interest after depositing security money in full.
10. One or more successful bidder(s) may be appointed as C&F agent(s) for a period of 02 (two) years.
11. Successful C&F agent(s) will be given the work after issuing formal offer letter and signing the contract/agreement. Appointment of C&F agent may be terminated by either party before expiry of the validity of contract period with 03 (three) months prior written notice. In case of such termination of appointment, the C&F agent shall be bound to complete custom formalities of all documents & papers pending with them before expiry of the notice period and Biman Bangladesh Airlines Ltd. will square up the accounts within a reasonable period.
12. Bidder(s) must have an office within well-communicated area of Dhaka along with a serviceable NWD land telephone with Mobile phone numbers of which are must be mentioned in covering letter.
13. Appointed C&F Agent(s) shall be bound to get custom clearance of any AOG consignments within a day or two days on priority basis as set by Biman and in case of normal requirements not more than 04 (four) working days upon receipt of shipping documents.
14. Agency commission at fixed rate consignment/Bill of Entry wise will be preferred.
15. Successful bidder(s) shall detail 2/3 custom sarkers per working day who possess valid ID card issued by Customs Authority, for custom clearance of consignment. In every working day, custom sarkers shall attend/remain present from 0900 hours to 1700 hours (LT) in Biman office (where limited seats will be available) to get allotment of consignments for customs clearance on the basis of priority fixed by Biman personnel.
16. The Manager Commercial Stores, Phone: 02-8901296, PABX: 02-8901500-19/ Ext.-4215, may be contacted for any clarification during office hours on all working days.
17. Successful Bidder(s) will be required to deposit security money of TK. 3,00,000 (Taka Three Lac only) within 07 (Seven) days after receipt of Letter of Intent only in the form of Bank Draft/Pay Order in favour of Biman Bangladesh Airlines Ltd. and the same may be refunded without any interest after satisfactory completion of the contract period subject to adjustment of losses/expenses, if any, sustained by Biman Bangladesh Airlines Ltd. due to the lapses/negligence of the C&F Agent.
18. Earnest Money shall be forfeited if a Bidder submits document containing false information/ materially inaccurate/materially incomplete for purposes of qualification. In addition, the said Bidder may be black listed either indefinitely or for a period of time as decided by the authority.
19. Tender may be rejected if any of the above terms and conditions is not fulfilled.
20. Biman Bangladesh Airlines Ltd. reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

**Md. Sarwar Hossain**  
**Manager Commercial Stores**

I / We ----- of M/S. -----

do hereby declare that I/We have accepted all terms and conditions of both technical and price schedules and submitted the quotation accordingly.

OFFICIAL SEAL OF TENDERER

SIGNATURE OF TENDERER(S) WITH DATE

Name of the Company -----

Full Address -----

Phone No. -----

E-mail No. -----

(Contd. to Page..03)

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Annex- A

TENDER NO.: DACPI/C&F/AIR/01/2018-19

DATED : 30.01.2019

Sub: SCHEDULE FOR APPOINTMENT OF C&F AGENT (AIR) ON 2(TWO) YEARS BASIS  
From 20.05.2019 to 19.05.2021.

PRICE OFFER

RATE TO BE QUOTED FOR FOLLOWING GROUPS:

AA. Import by Air at Hazrat Shahjalal International Airport. Dhaka.

- |  |                                     |
|--|-------------------------------------|
| 01. Consignment wise Agency Commission on C&F value up to TK. 5,00,000.00 ( Only fixed rate to be quoted)  | TK.-----                            |
| 02. Consignment wise Agency Commission on C&F value above TK. 5,00,000.00 to TK. 10,00,000.00 (Only fixed rate to be quoted)   | TK.-----                            |
| 03. Consignment wise Agency Commission on C&F value above TK. 10,00,000.00 (Only fixed rate to be quoted)  | TK.-----                            |
| 04. Agency Commission for Clearance of Narrow Body Aircraft (Only fixed rate to be quoted)   | TK.-----                            |
| 05. Agency Commission for Clearance of Wide Body Aircraft (Only fixed rate to be quoted)   | TK.-----                            |
| 06. Agency Commission for Clearance of Wide Body Aircraft Engine (Only fixed rate to be quoted)  | TK.-----                            |
| 07. Agency Commission for Clearance of Narrow Body Aircraft Engine (Only fixed rate to be quoted)  | TK.-----                            |
| 08. Aircraft Thrust/Fan Reverser (Only fixed rate to be quoted)  | TK.-----                            |
| 09. Aircraft Landing Gear (Only fixed rate to be quoted)   | TK.-----                            |
| 10. Aircraft Auxiliary power Unit (APU)(Only fixed rate to be quoted)  | TK.-----                            |
| 11. Transport Charge from Hazrat Shahjalal International Airport to Biman poultry Complex,Ganakbari, Savar, Dhaka.   | TK.-----Per kg.<br>TK.-----Per cft. |
| 12. Truck hire charge from Hazrat Shahjalal International Airport to Biman poultry Complex, Ganakbari, Savar, Dhaka. (Minimum 03 ton cargo should be loaded, if not hazardous) | TK.-----Per Ton                     |

BB. Export by Air Hazrat Shahjalal International Airport. Dhaka.

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| 1. Consignment wise Agency Commission on C&F value amount only (Only fixed rate to be quoted). | TK.----- |
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**EXPENDITURE CLAUSES: THE ABOVE RATE SHALL BE INCLUDED ALL EXPENSES OTHER THAN THE FOLLOWING:**

- i) Custom duty, VAT, AIT, L/C or L/Fee and fines, if any, imposed by the Customs Authorities will be paid by Biman directly to the Customs Authorities through C&F agent.
- ii) All Government and other dues such as non-judicial stamp, adhesive stamp, court fee, documents amendment fees, demurrage charge and VAT on agency commission etc. will be paid by C&F agent and the same will be reimbursed at actual by Biman against C&F agent bill duly supported with receipt vouchers and certified by Procurement Officer/Asstt. Manager Procurement, I & E Section, Biman. Demurrage charge will not be reimbursed by Biman in case the same is incurred due to the negligence of C&F agents.

**AGREEMENT TO EXECUTE A CONTRACT:**

- (a) I/We, having made myself/ourselves fully acquainted with the requirements of Biman Bangladesh Airlines Ltd. as detailed in the attached specification to work as C&F agent for Air consignments mentioned by me/us in the Tender form hereto at the rates shown by me/us therein, and in accordance with the said specifications and the attached conditions of the contract, I/We agree that this offer is irrevocable and confirm for a period of 120 days.
- (b) I/We further agree, in the event of this tender being accepted wholly or partly, to pay the cost of the stamp on the relevant contract form and undertake duly to execute the same and make deposit of the amount mentioned in the contract as soon as called upon to do so.
- (c) In the event of my/our failure to execute the relative form of contract and or / our failure to deposit the requisite security money immediately after the receipt of work order/offer letter, Biman Bangladesh Airlines Ltd shall have the right to forfeit the earnest money deposited along with the tender and, I / We shall ... the all rights of refund of the said earnest money. Biman Bangladesh Airlines Ltd in that event shall have the right to place the contract with any one of the tenderers and I / We hereby undertake to compensate for any loss of damage / sustained to Biman Bangladesh Airlines Ltd due to my/our failure to discharge of aforesaid obligations.

For Biman Bangladesh Airlines Ltd

Manager Commercial Stores

**(SIGNATURE OF TENDERER(S) WITH DATE & SEAL)**

(Full Name of Signatory)-----  
 (Registered Name Of The Company)

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Official Telephone No.-----

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Seal With Full Address-----

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