

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.: 30.34.0000.046.01.000.21/20

DATE: 10.02.2021

DATE/TIME CLOSING: 07.03.2021 AT 1200 HRS (LT)  
DATE/TIME OPENING: 07.03.2021 AT 1430 HRS (LT)  
Refundable)

PRICE OF SCHEDULE: TK.2,000.00 PER SET  
(Tk. Two Thousand) only (Non-

M/S.-----  
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C.R. No-----Date-----  
Sign----- P/G No.-----

**TECHNICAL OFFER**

**Sub: SCHEDULE FOR APPOINTMENT OF C&F AGENT (AIR) ON 2(TWO) YEARS BASIS FROM 20.05.2021-19.05-2023.**

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:**

1. 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. 2,000/- (Taka Two Thousand) only (Non-refundable) for each schedule on all working days up to 04.03.2021. An application on company's letter head pad mentioning Tender Number with date will be required for purchasing of Tender Schedule.
2. Tender containing Technical and Price Offer in one sealed envelope addressed to Manager Commercial Store 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 07.03.2021.
3. 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.
4. OFFER ENVELOPE SHOULD CONTAIN THE FOLLOWING (Where Applicable):
  - i) Original Tender schedule including Biman CR 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. If any rate is submitted through extra sheet beyond tender schedule will be not acceptable.
  - iii) Attested Photocopy of valid Custom Agents/C&F License from the respective customs authority.
  - iv) Attested Photocopy of valid trade license of the current year 2020-21.
  - v) Attested Photocopy of 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 issuing in favour of Biman Bangladesh Airlines Ltd. issued from any 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) core successfully handled by the bidder(s) during last 03 (three) calendar years (2018 to 2020) 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 (2018 to 2020).
  - 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.

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5. 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. Offer will not be acceptable without signature & seal of tenderer. Besides, conditional offer will not be acceptable.
6. 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 it is asked for by Tender Committee, at the time of Tender Opening.
7. 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.
8. ANY FAX OR MAIL OFFER SHALL NOT BE ACCEPTED.

**OTHER TERMS & CONDITIONS:**

9. Earnest money of non-responsive/unsuccessful bidder(s) will be returned without any interest upon written request on the company letter head 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 on the basis of lowest rate. The past activities will be evaluated of previous Biman' s appointed C&F agents in case of new appointment if they participate this tender.
11. Successful C&F agent(s) will be enlisted & given the work after issuing formal offer letter and signing the contract/agreement. After completion of agreement with C&F agent, the arrival consignment will be distributed to C&F agent through Import & Export section of Biman. On receipt of the relevant customs clearance documents, the C&F Agent will complete customs clearance immediately and will deliver the consignments in the same condition as they taken delivery from the carrier's agent. If any C&F refuses or shows reluctant to do the work, then it will be treated as misconduct and in this case Biman reserves the right to take any legal action.
12. 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 from any schedule Bank in Bangladesh in favor of Biman Bangladesh Airlines Ltd. for group A & B to indemnify any loss on account of embezzlement of other cause while the consignments are in the C&F Agents custody till those are delivered to Procurement & Logistics Support Directorate, Biman, Dhaka and also against damage caused by careless/improper handling of the consignments during handling for custom examination. The security money will be refunded to the C&F Agent without any interest on satisfactory completion of the contract period after realization/ deduction of dues if any.
13. Bidder(s) must have an office within well-communicated area of Dhaka along with a serviceable NWD land telephone, Mobile phone numbers & e-mail which must be mentioned in cover letter.
14. 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. Failing which penalty deduction at the discretion of Biman Management shall be imposed on C&F Agent respective bill.
15. Agency commission at fixed rate consignment/Bill of Entry wise will be preferred.
16. Successful bidder(s) shall detail 2/3 custom sarker per working day who possess valid ID card issued by Customs Authority for custom clearance of consignment. In every working day, custom sarker will attend/remain present from 0900 hours to 1700 hours (LT) in Biman office to get allotment of consignments for customs clearance on the basis of priority fixed by Biman personnel.
17. HANDLING OF CLAIMS WITH CUSTOM AUTHORITY: The C&F Agent undertake to complete all works with competent authority relating to damage, short landed/arrived consignment and survey with lodging of claims to the appropriate authority (ies) on behalf of Biman. This will also include claims for refund of customs duty, VAT, AIT and any other charges which Biman considers as having been paid in excess of the correct amount and shall be deducted from the C&F Agents security deposit/ bills if they fail to lodge claim in time due to which claims have been time barred. In case such amount does not cover the entire loss, the C&F Agent on demand shall pay the balance through pay order/Bank draft immediately in favor of Biman, apart from other mode of realization at the option of Biman.


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10/02/21

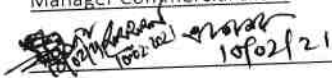
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18. COPIES OF BILL OF ENTRIES & PAYMENT OF BILL: Clearing and forwarding agent shall deposit the photo copies of paid VAT/DF VAT and other custom dues and original copies of Bill of Entries to in-Charge Import & Export Section, Biman, HSIA, Dhaka within three days from the clearance of goods and within three days of the completion of Bond formalities for the Bonded goods. C&F Agent will be submitted their bill within two months in **triplicate** with the **original** paid copies of all government and other dues with valid receipts in a set of Bill (s) through covering letter. Each bill should not exceed 100 (one hundred) consignments. If there is any expenditure to be incurred beyond this agreement to clear any consignment, the agent shall inform the matter to Biman and take prior permission in writing from Biman for such expenditure, otherwise Biman may not reimburse of such expenditure payment. Biman will not provide or bear any photocopy cost regarding customs clearance of allotted consignments and billing purposes.
19. TERMINATION OF CONTRACTS: The appointment of C&F Agents may be terminated by either party before expiry of the contract period serving 03 (three) months prior notice. In case of such termination of appointment, the C&F Agent shall be bound to complete customs formalities of all documents and papers pending with them before expiry of the notice period and Biman will square up the accounts within a reasonable period without any interest.
20. In the event of any dispute or whatever in nature (including the interpretation of this or any other relevant documents) arising between the parties to this contract, such dispute shall be referred for arbitration to the Managing Director & CEO, Biman whose decision shall be final and binding upon the parties to this contract.
21. 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.
22. Tender may be rejected if any of the above terms and conditions is not fulfilled.
23. 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.
24. 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 Store



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. -----

BIMAN BANGLADESH AIRLINES LTD  
PROCUREMENT & LOGISTIC SUPPORT DIRECTORATE  
IMPORT & EXPORT SECTION  
HAZRAT SHAHJALAL INTERNATIONAL AIRPORT  
DHAKA. PHONE-8901500-19/4230  
Website: [www.biman-airlines.com](http://www.biman-airlines.com)

Annex- A

TENDER NO.: 30.34.0000.046.01.000.21/20

DATE: 10.02.2021

Sub: SCHEDULE FOR APPOINTMENT OF C&F AGENT (AIR) ON 2(TWO) YEARS BASIS FROM 20.05.2021-19.05-2023.

PRICE OFFER

RATE TO BE QUOTED FOR FOLLOWING GROUPS:

Group A. Import by Air at Hazrat Shahjalal International Airport. Dhaka.

01. Agency Commission for Clearance of each Consignment amount only.  
(Only fixed commission rate to be quoted).

TK.-----

NB: a) Assessable value up to Tk. 10 Lac; all government dues & other acceptable dues will be paid by Biman and imposed all ITC will be deducted from C&F agent bill.

b) In case of assessable value above Tk. 10 Lac, 10% will be deducted as ITC on the quoted fixed agency commission and all government dues (including ITC) will be reimbursed by Biman.

02. Agency Commission for Clearance of Narrow Body Aircraft amount only.  
(Only fixed commission Rate to be quoted)

TK.-----

03. Agency Commission for Clearance of Wide Body Aircraft amount only.  
(Only fixed commission rate to be quoted)

TK.-----

04. Transport Charge from Hazrat Shahjalal International Airport  
to Biman poultry Complex, Ganakbari, Savar, Dhaka.

TK.-----Per kg.

TK.-----Per

CFT.

Group B. Export by Air Hazrat Shahjalal International Airport. Dhaka.

1. Agency Commission for Clearance of each Consignment amount only.  
(Only fixed commission rate to be quoted).

TK.-----

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10/02/21

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10/02/21

*[Signature]*  
10.2.21

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**EXPENDITURE CLAUSES: THE ABOVE RATE SHALL BE INCLUDED ALL EXPENSES OTHER THAN THE FOLLOWING:**

- i) All Government dues and other dues such as non-judicial stamp, adhesive stamp, court fee, documents amendment fees, demurrage charge 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 Asstt. Manager/Deputy 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.
- ii) Custom duty, VAT, AIT, L/C or License Permit Fee and fines, if any, imposed by the Customs Authorities beyond enlisted items of Bond License will be paid by Biman to the Customs Authorities through C&F agent.



**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

 10-2-21

Manager Commercial Store

 10/02/21  
 10/02/21

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

(Full Name of Signatory) .....

(Registered Name of the Company)

Official Telephone No. ....

Seal with Full Address .....