

BANGLADESH CABLE SHILPA LIMITED

SHIROMONI INDUSTRIAL AREA,

KHULNA - 9206,

FAX NO. 880-41-785375

E-MAIL: dmpurbcs1702@gmail.com

WEBSITE: www.bcs1.gov.bd



TENDER DOCUMENT (NATIONAL) FOR THE PROCUREMENT OF NON-CONSULTING SERVICES

Tender documents for appointment of Carrying & Forwarding and Inland Carrying Agent for Chittagong & Mongla Sea Port, Dhaka Air Port and Benapole Land Port for 02(two) years.

**Cost of Tender Documents per set: Tk. 2,000.00 (Two thousand) only
(Non-refundable)**

Invitation for Tender No: 14.37.0000.702.07.281.18.2346 dated 24-07-2018

Tender Package No: 14.37.0000.702.07.281.18.2358

Issued on: 26-07-2018

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N.B: From the following link, STD of PSN can be downloaded:

http://www.cptu.gov.bd/upload/standarddocument/2017-08-02-18-44-07-PSN_130.docx

Section 2: Tender Data Sheet

ITT Clause	Amendments of, and Supplements to, Clauses in the Instructions to Tenderers
A. General	
ITT 1.1	<p>The Employer is Managing Director, Bangladesh Cable Shilpa Limited, Khulna-9206.</p> <p>The Name of Tender is: Appointment of Carrying & Forwarding and Inland Carrying Agent for Chittagong and Mongla Sea Port, Dhaka Air Port and Benapole Land Port for 02(two) Years.</p>
ITT 1.2	The Intended Completion Date of the Contract is: 2 (two) years from the date of appointment. If necessary and agreed both parties, it may be extended for further 1 (one) year
ITT 3.1	The source of fund is : BCSL's Own Fund
B. Tender Document	
ITT 8.1	<p>For clarification of Tender Document purposes only, the Procuring Entity's address is:</p> <p>Attention: Mr. Alauddin Al Azad, General Manager (Purchase & Marketing)</p> <p>Address: Shiromoni Industrial Area, Khulna-9206.</p> <p>Phone/Mobile : 0088-041-785150,01711402002</p> <p>Fax No. : 0088-041-785375</p> <p>E-mail : dmpurbcs1702@gmail.com</p> <p>Website : www.bcs1.gov.bd</p>
C. Qualification Criteria	
ITT 11.1(a)	The minimum number of years of general experience of the Tenderer as C&F agent in Government/semi-government/ Autonomous body shall be 5(five) years .
ITT 11.1(b)	The tenderer should have at least 3(three) years working experience at Chittagong sea port and Mongla Seaport, Bangladesh.
ITT 12.1(a)	The tenderer should have experiences of goods clearances in every year for C&F value minimum for Tk. 100 crore at Chittagong Sea Port and Tk. 50 crore at Mongla Sea Port. In this regard certificate from licensing authority of customs (not below the rank of Asst. Commissioner) for every year separately or year-wise break-up in one certificate should be submitted along with the tender.
ITT 12.1(b)	The minimum amount of liquid assets i.e. working capital or credit line(s) of the Tenderer shall be Taka 5,00,000.00 (Five Lac) .
ITT 13.1	N/A.
ITT 14.1	N/A.

D. Tender Preparation

ITT 20.1(k)	<p>The Tenderer shall submit with its Tender the following additional documents:</p> <ol style="list-style-type: none"> 1. Photocopy of update licence from Custom Authority permitting the tenderer to work as C&F Agent at Mongla Custom House and Chittagong Custom House duly attested by the Chamber of Commerce/Notary Public/Gazetted Officer. 2. Photocopy of membership certificate of Mongla and Chittagong C&F Agent duly attested by authorities mentioned at serial 1. 3. Photo copy of a certificate from the Mongla and Chittagong Port Authority regarding eligibility to work as C&F Agents duly attested by authorities mentioned at serial 1. 4 Photo copy of update Trade Licence for working as C&F Agent duly attested by Authorities mentioned at serial 1. 5. Photocopy of the experience certificates supported with contract agreement with the respective organization(s) duly attested by the Chamber of Commerce/Notary Public/Gazetted Office. Mentionable that if a tenderer submits certificates of experience from different organizations for the same period, then experience of only one organization will be considered. 6. Photocopy of TIN Certificate upto-date duly attested by authorities mentioned at serial 1. 7 Photocopy of VAT registration certificate duly attested as above by authorities mentioned at serial 1. 8. Bank solvency certificate in original (issued within six months) from a renowned schedule Bank 9. Official address, Telephone Nos., Fax No., E-mail, Name and Designation of Officers and staff/employees (For Khulna and Chittagong) showing the period of their employment in the form of a certificate. 10. Photocopy of house rent agreement (For Khulna and Chittagong) dully attested by the authorities mentioned at serial 1. 11. Attested photocopies of documents in support of status of organization (Partnership deed for partnership firms, Certificate of incorporation/Memorandum & Article of Association for Limited Companies and supporting document in case of sole proprietorship). 12. Official Money receipt in original evidencing purchase of tender documents. 13. Each and every page of this tender document must be duly signed and sealed by the bidders as a token of confirmation of going through all instructions in tender documents and acceptance of the tender terms & conditions. The bidders will give an index of the documents along with the tender and they will give page number of the submitted documents. 14. Photocopy of National ID Card of owner/Managing Director/Chairman of bidding organization (duly attested by Gazetted officer).
ITT 22.7	Not Applicable

ITT 24.1(j)	The required reports on the financial standing, such as profit and loss statements and audited balance sheet shall be for the past one year.
ITT 25.1	The Tender Validity period shall be 60 (Sixty) days.
ITT 26.1	The amount of the Tender Security shall be Taka 2,00,000.00 (Two Lac) only in the form of Bank Draft/Pay order from any scheduled Bank in Bangladesh in favour of Bangladesh Cable Shilpa Limited, Khulna.
E. Tender Submission	
ITT 30.1	In addition to the Original of the Tender, 01(One) Copy shall be submitted.
ITT 32.1	<p>For <u>Tender submission purposes</u> only, the Procuring Entity's address is: Attention: Mr. Alauddin Al Azad, General Manager (Purchase & Marketing) Address: Shiromoni Industrial Area, Khulna-9206. Phone/Mobile : 0088-041-785150,01711402002 Fax No. : 0088-041-785375 E-mail : dmpurbcs1702@gmail.com Website : www.bcs1.gov.bd</p> <p>The deadline for the submission of Tenders is: Time & Date: Up to 11-00 Hours on 13-08-2018.</p>
F. Tender Opening and Evaluation	
ITT 37.1	<p>The Tender opening shall take place at: Address: Shiromoni Industrial Area, Khulna-9206. Phone/Mobile : 0088-041-785150,01711402002 Fax No. : 0088-041-785375 E-mail : dmpurbcs1702@gmail.com Website : www.bcs1.gov.bd</p> <p>Time & Date: At 11-15 Hours on 13-08-2018</p>
ITT 40.7	<i>Not applicable</i>
ITT 40.8	<i>Not applicable</i>
G. Contract Award	
ITT 51.1	The amount of Performance Security shall be Bangladesh Taka 4,00,000.00 (Four Lac) only in the form of Bank Draft/Pay order from any scheduled Bank in Bangladesh in favour of Bangladesh Cable Shilpa Limited, Khulna.

Section 4. Particular Conditions of Contract

GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	IFT Identification No: 14.37.0000.702.07.281.18.2346 dated 24-07-2018
1.1 (j)	The Employer is: Managing Director, Bangladesh Cable Shilpa Limited, Khulna-9206.
GCC 2.1	The addresses for Communications and Notices are: Employer : Attention: Mr. Alauddin Al Azad, General Manager (Purchase & Marketing) Address: Shiromoni Industrial Area, Khulna-9206. Phone/Mobile : 0088-041-785150,01711402002 Fax No. : 0088-041-785375 E-mail : dmpurbcs1702@gmail.com Website : www.bcs1.gov.bd Service Provider Attention : Facsimile : E-mail :
GCC 11.1	The date on which this Contract shall come into force is on the date the Contract is signed by both parties.
GCC 12.1	The Starting Date for commencement of Services shall be from the date of appointment letter.
GCC 13.1	The Intended Completion Date of the Contract is: 2 (two) years from the date of appointment. If necessary and agreed both parties, it may be extended for further 1 (one) year.
GCC 25.2	The Service Provider is notified of such actions, claims, losses or damages not later than 03(three) months after conclusion or termination of the Services.
GCC 26.1(a)	N/A
GCC 28.1(c)	None
GCC 31.2	N/A
GCC 33.1	N/A
GCC 35.1(d)	Assistance and exemptions for carrying out the Services to be provided by the Employer are : <i>None</i>
GCC 39.1	C&F bill will be paid to the C&F and Inland Carrying Agent through Account Payee Cheque within 15 (fifteen) days from the date of submission to us in triplicate in proper manner and on production of requisite documents with the bill without any discrepancy.

GCC 41.1	The Contract ceiling amount is: N/A.
GCC 43.1	N/A
GCC 44.1	N/A
GCC 45.1	N/A
GCC 52.1	N/A
GCC 59.1	The Adjudicator will be jointly appointed by the parties. In case of disagreement between the parties at the subsequent stage, the Appointing Authority for the Adjudicator is the President of the Institution of Engineers, Bangladesh.
GCC 59.4	The Adjudicator will be paid as per their approved (by both parties) rate chart.
GCC 59.5	In case of disagreement between the parties, the appointing Authority for the Adjudicator is the president of the institute of Engineers, Bangladesh (IEB)
GCC 60.1	The place of Arbitration is: Khulna, Bangladesh

Section 5: Tender and Contract Forms

Form	Title
Tender Forms	
PSN – 1	Tender Submission Letter
PSN – 2	Tenderer Information

Forms **PSN -1** to **PSN -2** comprises part of the Tender Format and should be completed as stated in ITT Clauses 20.

Form	Title
Contract Forms	
PSN – 6	Letter of Acceptance
PSN – 7	Contract Agreement (<i>includes Appendices</i>)

Forms **PSN -6** to **PSN -7** comprise part of the Contract Format as stated in GCC Clause 5.

Tender Submission Letter (Form PSN-1)

[This letter should be completed and signed by the Authorised Signatory preferably on the Letter-Head Pad of the Tenderer]

Invitation for Tender No.

Date:

Tender Package No:

Date:

To:

Managing Director

Bangladesh Cable Shilpa Limited,

Address: Shiromoni Industrial Area,

Khulna-9206.

We, the undersigned, offer to execute in conformity with the Conditions of Contract and associated Contract documents for non-Consultant Services.

In signing this letter, and in submitting our Tender, we also confirm that:

- (a) our Tender shall be valid for the period stated in the Tender Data Sheet (ITT Sub Clause 25.1) and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (b) a Tender Security is attached in the form of a *[pay order/bank draft/bank guarantee]* in the amount stated in the Tender Data Sheet (ITT SubClause 26.1) and valid for a period of twenty eight (28) days beyond the Tender validity date;
- (c) if our Tender is accepted, we commit to furnish a Performance Security within the time stated under ITT Sub Clause 52.2 in the amount stated in the Tender Data Sheet (ITT SubClauses 51.1 and 51.2) and in the form specified (ITT SubClause 52.1) valid for a period of twenty eight (28) days beyond the date of issue of the Completion Certificate of the non-Consultant Service;
- (d) we have examined and have no reservations to the Tender Document, issued by you on *[insert date]; including Addendum to Tender Document No [insert numbers]*, issued in accordance with the Instructions to Tenderers (ITT Clause 9). *[insert the number and issuing date of each addendum; or delete the underlined sentence if no Addendum has been issued];*
- (e) we declare that we are not associated, nor have been associated in the past, directly or indirectly, with a consultant or any other entity that has prepared the design, specifications and other documents in accordance with ITT Sub Clause .5;
- (f) we have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with ITT Sub Clause 5.7;
- (g) furthermore, we are aware of ITT Clause 4 concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract;
- (h) we confirm that we do not have a record of poor performance, such as abandoning the works, not properly completing contracts, inordinate delays, or financial failure, and that we do not have, or have had, any litigation against us, other than that stated in the Tenderer Information (**Form PSN-2**);
- (i) we are not participating as Tenderers in more than one Tender in this Tendering process. We understand that your written Letter of Acceptance constitute the acceptance of our Tender and shall become a binding Contract between us, until a formal Contract is prepared and executed;
- (j) we confirm that we do not have a record of insolvency, receivership, bankrupt or being wound up, our business activities were not been suspended, and it was not the subject of legal proceedings;

- (k) we confirm that we have fulfilled our obligations to pay taxes and social security contributions applicable under the relevant national laws and regulations of Bangladesh in accordance with ITT Sub Clause 5.5;
- (l) we accept the appointment of [*insert the name proposed in the PCC*] as the Adjudicator with hourly fees and reimbursable as stated in GCC Sub Clause 59.1;
- (m) We understand that you reserve the right to reject all the Tenders or annul the Tender proceedings, without incurring any liability to Tenderers, in accordance with ITT Clause 47.

Signature:

Name:

In the capacity of:

Duly authorised to sign the Tender for and on behalf of the Tenderer

Attachment 1:

Written confirmation authorising the above signatory to commit the Tenderer, in accordance with ITT SubClause30.2

Tenderer Information (Form PSN-2)

[This Form should be completed only by the Tenderer, preferably on its Letter-Head Pad]

Invitation for Tender No:

[indicate IFT No]

Tender Package No:

[indicate Package No]

1. Eligibility Information of the Tenderer [ITT –Clauses 5 & 24]				
1.1	Nationality of individual			
1.2	Tenderer's Legal Name			
1.3	Tenderer's registered address			
1.4	Tenderer's legal status <i>[complete the relevant box]</i>			
	Proprietorship			
	Partnership			
	Limited Liability Concern			
	Government-owned Enterprise			
	Others <i>[please describe, if applicable]</i>			
1.5	Tenderer's year of registration			
1.6	Tenderer's authorised representative details			
	Name			
	National ID number, if any			
	Address			
	Telephone / Fax numbers			
	e-mail address			
1.7	Tenderer to attach photocopies of the original documents mentioned aside		<i>[All documents required under ITT Clauses 5 and 25]</i>	
1.8	Tenderer's Value Added Tax Registration (VAT) Number			
1.9	Tenderer's Tax Identification Number(TIN)			
2. Qualification Information of the Tenderer [ITT Clause 24]				
2.1	General Experience in non-Consultant Services of Tenderer			
	Start Month Year	End Month Year	Years	Contract No and Name of Contract Name and Address of Procuring Entity Brief description of Services
				Role of Tenderer <i>[Prime/Sub/Management]</i>
2.2	Specific Experience in non-Consultant Services of Tenderer Completed Contracts of similar nature, complexity and methods/technology			
	Contract No Name of Contract		[insert reference no] of [insert year] [insert name]	
	Role in Contract <i>[tick relevant box].</i>		Prime Contractor	Subcontractor
			Management Contractor	
	Award date		[insert date]	
	Completion date		[insert date]	
	Total Contract Value		[insert amount]	

	Procuring Entity's Name Address Tel / Fax e-mail Brief justifications of the similarity	[state justification in support of its similarity compared to the proposed Services]	
2.4	Annual Turn Over of the Tenderer [ITT Sub Clause 12.1(a)] <i>[total certified payments received for contracts in progress or completed for each year]</i>		
	Year	Amount in BDT	
2.5	Financial Resources available to meet the cash flow for performance of Services [ITT Sub Clause 12.1(b)]		
	No	Source of Financing	BDT Amount Available
In order to confirm the above statements the Tenderer shall submit , as applicable, the documents mentioned in ITT Sub Clause 24.1(a), (b), (c), & (d).			
	Contact Details [ITT Sub Clause 24.1 (j)]		
	Name, address, and other contact details of Tenderer Bankers and other Procuring Entity(s) that may provide references, if contacted by this Procuring Entity		

[Now for advance information]

Letter of Acceptance (Form PSN-6)

Contract No:
To:
[Name of the Service Provider]

Date:

This is to notify you that your Tender dated *[insert date]* for the performance of Services for *[name of project/Contract]* for the Contract price of Tk *[insert amount in figures and in words]*, as corrected and modified in accordance with the Instructions to Tenderers, has been approved by *[insert name of the Procuring Entity]*.

You are thus requested to take following actions:

- i. accept in writing the Letter of Acceptance within seven (7) working days of its issuance pursuant to ITT Sub Clause 50.2.
- ii. furnish a Performance Security in the form as specified and in the amount of Tk *[insert amount in figures and words]*, within fourteen (14) days of acceptance of this Letter of Acceptance but not later than *(specify date)*, in accordance with ITT Clause 52.2
- iii. sign the Contract within twenty eight (28) days of issuance of this Letter of Acceptance but not later than *(specify date)*, in accordance with ITT Sub Clause 49.1.

You may proceed with the execution of the said Contract for the provision of Services in accordance with the Contract documents only upon completion of the above tasks. You may also please note that this Letter of Acceptance shall constitute the formation of this Contract which shall become binding upon you.

We attach the draft Contract and all other documents for your signature and return.

Signed

Duly authorised to sign for and on
behalf of *[insert name of Procuring Entity]*

Date:

Contract Agreement (Form PSN-7)

Lump-sum

THIS AGREEMENT made on this *[day]* day of *[month]**[year]* between *[name and address of Employer]* (hereinafter called "the Employer") of the one part and *[name and address of the Service Provider]* (hereinafter called "the Service Provider") of the other part:

WHEREAS the Procuring Entity invited Tenders for certain Services named *[brief description of Service]* and has accepted the Tender submitted by the Tenderer for providing those Services in the sum of Taka *[Contract price in figures and in words]* (hereinafter called "the Contract price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
 - (a) the signed Contract Agreement
 - (b) the Letter of Acceptance
 - (c) the Service Provider's completed Tender
 - (d) the Particular Conditions of Contract
 - (e) the General Conditions of Contract
 - (f) the Performance Specifications and Drawing
 - (g) the priced Activity Schedule
 - (h) any other document listed in the PCC forming part of the Contract
3. In consideration of the payments to be made by the Employer to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Employer to provide and complete the services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Service Provider in consideration of the performance and completion of the Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

For the Employer

For the Service Provider

Signature

Name

National ID No.

Title

In the presence of

Name

Address

Section 6. Activity Schedule (ITT Sub Clause 22.2)

SCHEDULE FOR C&F AND INLAND CARRYING WORKS THROUGH MONGLA SEAPORT & BENAPOLE LAND PORT.

Sl. No.	Particulars	Rate in Taka,
1. A. i)	C&F Commission on Assessable Value for clearing and forwarding works per hundred Taka for Mongla port.	Tk.
ii)	Minimum C&F Commission per consignment.	Tk.
B. i)	C&F Commission on Assessable Value for clearing and forwarding works per hundred taka for Benapole Land port.	Tk.
ii)	Minimum C&F Commission per Consignment.	Tk.
N.B.	VAT on C&F Commission will be paid by Importer at actual.	
2.	Inland Freight for Import/Export Cargo from:	
A. i)	Mongla port to Factory site or Factory to Mongla port per M/Ton by Truck (Gross weight only)	Tk.
ii)	Minimum Truck fare per consignment.	Tk.
B. i)	Benapole Land port to Factory site by Truck per M/Ton. (Gross weight only)	Tk.
ii)	Minimum Truck fare per Consignment	Tk.
N.B:	Vat on Transportation/Freight charge will be deducted from C&F Agent bill as per Govt. Circular. In addition, other deduction if any, would be done as per Govt. Circular/Rules.	
3.	Preparation charge for Documentation such as Bill of Entry/Bill of Exports, Bill of Lading cost of Stationery etc. per consignment/per operation.	Tk.....
4.	L.M.D, Charges (Weighment & Measurement charge for export)	Tk. At actual.
5. (a)	River dues and landing/shipping charges.	Tk. At actual.
(b)	Port charge for Container 20' and 40' (Landing plus River dues), if any.	Tk. At actual.
(c)	Space rent at Port Jetty for container 20' (Twenty feet).	Tk. At actual.
(d)	Space rent at Port Jetty for container 40' (Forty feet).	Tk. At actual.
(e)	Port Ware House charges for Cargo per M. Ton (Gross weight/Space Ton) for non-containerised Cargo.	Tk. At actual.
6.	Equipment charge (Port Crane/Fork-lifter/Mobile Crane/ Hoisting hire charges for Loading/Unloading of goods at Mongla port and Benapole Land port per M/Ton (Gross weight).	Tk. At actual.
7.	Terminal Handlings charges (THC)/Container hire charges to be paid to shipping agent:	
(a)	Per Container of 20 ft. length on FCL/LCL basis.	Tk. At actual.
(b)	Per Container of 40 ft. length of FCL/LCL basis.	Tk. At actual.
8.	Shipping documents handling charge (NOC charge) payable to other related shipping carrier/carrier agent, if necessary.	Tk. At actual.

Sl. No.	Particulars	Rate in Taka,
9.	Labour handling charge per M. Ton (it will be applicable only for loose packing where labour is required for loading/unloading the material into/from truck. When raw material is loading/unloading into/from truck by fork lifter/ other equipments, labour handling charge will not be applicable):	Tk.
10.	Port congestion surcharge, Washing/ cleaning charge, Fuel adjustment charge, container Repairing or any other surcharge of related ports/ shipping agent if required.	Tk. At actual (on submission of authentic documents from concerned authorities.
11.	Tarpulin hire charges at Benapole Land port for protection of Imported goods from rain and sun per M/T. (Gross weight)/per consignment per day (if required).	Tk.....
12.	Miscellaneous expenditure per consignment (Including all other remaining expenditure such as weighment, repairing of package , Labour charge for un-stuffing of containers/ Non containerised cargo, loading into & un loading from truck at the ports, cost of Non-judicial stamps, court fees, incidental charges etc. if any not shown with any of the above items:	Tk.

Note : Specific rate for expenditure (where necessary) is to be quoted by the C&F and inland carrying agent of the schedule. Quotation without specific & clear rate will be treated as cancelled.

**SCHEDULE FOR C&F AND INLAND CARRYING WORKS THROUGH
CHITTAGONG SEA PORT.**

Sl. No.	Particulars	Rate in Taka,
1. A. i)	C&F Commission on Assessable Value for clearing and forwarding works per hundred Taka.	Tk.
	ii) Minimum C&F Commission per consignment.	Tk.
N.B.	VAT on C&F Commission will be paid by Importer at actual.	
2.	Inland Freight for Import/Export Cargo from:	
A. i)	Chittagong sea port to Factory site or Factory to Chittagong seaport per M/Ton by Truck (Gross weight only)	Tk.
	ii) Minimum Truck fare per consignment.	Tk.
N.B:	Vat on Transportation/Freight charge will be deducted from C&F Agent bill as per Govt. Circular. In addition, other deduction if any, would be done as per Govt. Circular/Rules.	
3.	Preparation charge for Documentation such as Bill of Entry/Bill of Exports, Cost of Stationery etc. per consignment/per operation :	Tk.....
4.	L.M.D, Charges (Weighment & Measurement charge for export)	Tk. At actual.
5. (a)	River dues and landing/shipping charges.	Tk. At actual.
(b)	Port charge for Container 20 ft. and 40 ft. (Landing plus River dues), if any.	Tk. At actual.
(c)	Space rent at Port Jetty for container 20 ft. (Twenty feet).	Tk. At actual.
(d)	Space rent at Port Jetty for container 40 ft. (Forty feet).	Tk. At actual.
(e)	Port Ware House charges for Cargo per M. Ton (Gross weight/Space Ton) for non-containerised Cargo.	Tk. At actual.
6.	Equipment charge (Port Crane/Fork-lifter/Mobile Crane/ Hoisting hire charges for Loading/Unloading of goods at Chittagong seaport).	Tk. At actual.
7.	Terminal Handlings charges (THC)/Container hire charges to be paid to shipping agent:	
(a)	Per Container of 20 ft. length on FCL/LCL basis.	Tk. At actual.
(b)	Per Container of 40 ft. length of FCL/LCL basis.	Tk. At actual.
8.	Shipping documents handling charge (NOC charge) payable to other related shipping carrier/carrier agent, if necessary.	Tk. At actual.
9.	Labour handling charge per M. Ton (it will be applicable only for loose packing where labour is required for loading/unloading the material into/from truck. When raw material is loading/unloading into/from truck by fork lifter/ other equipments, labour handling charge will not be applicable):	Tk.....
10.	Port congestion surcharge, Washing/ cleaning charge, Fuel adjustment charge, container Repairing or any other surcharge of related ports/ shipping agent if required.	Tk. At actual (on submission of authentic documents from concerned authorities.
11.	Miscellaneous expenditure per consignment (Including all other remaining expenditure such as weighment, repairing of package , Labour charge for un-stuffing of containers/ Non containerised cargo, loading into & un loading from truck at the ports, cost of Non-judicial stamps, court fees, incidental charges etc. if any not shown with any of the above items:	Tk.
Note :	Specific rate for expenditure (where necessary) is to be quoted by the C&F and inland carrying agent of the schedule. Quotation without specific & clear rate will be treated as cancelled.	

**SCHEDULE FOR C&F AND INLAND CARRYING WORKS THROUGH
DHAKA AIRPORT ONLY.**

Sl. No.	Particulars	Rate in Taka,
1.A.	C&F commission on Assessable value for clearing and forwarding works per hundred Taka.	Tk.
B.	Minimum C&F Commission per consignment.	Tk.
N.B.	VAT on C&F Commission will be paid by Importer on actual basis.	
2.	Preparation charges for Documentation such as Bill of Entry/Bill of Export and cost of stationery per consignment.	Tk.....
3.	Airport Godown rent/charges.	Tk. At actual.
4.	Biman Entry fee	Tk. At actual.
5.A.	Transportation cost from Dhaka Airport to BCSL factory at Khulna per consignment weighing from 1 to 50 kgs (gross weight):	Tk.....
B.	Transportation cost from Dhaka Airport to BCSL factory at Khulna per consignment weighing from 51 to 100 Kgs (gross weight).	Tk.....
C.	Transportation cost from Dhaka Airport to BCSL factory at Khulna per consignment weighing from 101 to 500 Kgs (gross weight).	Tk.....
D.	Transportation cost from Dhaka Airport to BCSL factory at Khulna per consignment weighing from 501 to 1000 Kgs (Gross weight).	Tk.....
E.	Transportation cost from Dhaka Airport to BCSL factory at Khulna per consignment weighing from 1001 to 5000 and above Kgs (Gross weight).	Tk.....
N.B.	The minimum Truck fare per consignment would not be applicable for the reasons that the importable consignments through Dhaka Airport would be of less weight and small in sizes.	
6.	Miscellaneous Expenses for direct clearance (Including court fee & remaining all other expenses) per consignment.	Tk. Tk.
7.	Shipping documents handling charge (NOC charge) payable to other related shipping carrier/carrier agent, if necessary.	
Note :	Specific rate for expenditures (where necessary) is to be quoted by the tenderer of the tender document excepting the cost to be required at actual.	

Section 7. Performance Specifications

A. (Service for Carrying & Forwarding and Inland Carrying)

Background:

Bangladesh Cable Shilpa Limited, Khulna is a state-owned manufacturing organization. BCSL produce different type of telecommunication Copper Cables & Wires, Optical Fiber Cables, HDPE Ducts for which BCSL has to import different types of raw material from different country. Besides, BCSL has to import and procure of machineries, spare parts and others in different time. The C&F Agent shall be required to undertake the C&F and inland carrying works for imported raw materials, machineries, spare parts and others from Chittagong Sea Port, Mongla Sea Port, Benapole Land Port and Dhaka Air port.

Purpose of the Service:

- (a) The C&F Agent will arrange custom & port clearance and inland transport promptly.
- (b) The C&F Agent shall be responsible for correct assessment, prompt clearance and handing-over of consignment(s) to the authority/person(s) designated by Purchase Section, BCSL, Khulna as per terms of appointment.
- (c) In case clearance is made against provisional assessment, final assessment must be done within reasonable time.

Detail Scope of Services and Responsibility of Service Provider with other terms and conditions:

1. C& F agent carefully study the shipping manifest, Bill of Lading, Invoice and other documents and ascertain that there is no difference in the shipping marks. In case there is difference in shipping marks, immediate action should be taken by them to rectify so that clearance on this account is not held up.
2. C& F agent Keep in close touch with shipping companies, agencies and ascertain regular information so that in the event of failure to receive shipping documents in time prompt action for clearance can be undertaken in accordance with prevailing rules of port and customs.
3. C& F agent Declare appropriate value in the Bill of Entry relating to the consignment for which application is made under Custom Act.
4. The C&F Agent on receipt of copy document from BCSL Purchase Section, Khulna must contact the concerned Shipping Agent & inform in writing BCSL Purchase Section, Khulna about arrival of vessel. In case of any delay in receipt of Original documents, the C&F Agent must collect the "Indemnity Bond Form" from the Concerned Shipping Agent and forward such Indemnity Bond Form to BCSL Purchase Section, Khulna for arranging necessary Bank endorsement in order to clear the goods in time from port to avoid demurrage.
5. C&F Agent should also keep in touch with the shipping agent to use where BCSL's consignments are unloaded at Chittagong & Mongla Sea Port, Benapole and Dhaka Airport if so, trace of these as to location and common landing date must be kept.
6. C&F Agent will arrange proper and safe storage of consignments after their clearance and prior to their despatches/delivery to BCSL, Khulna.
7. Port charges such as Landing/shipping charge, river dues, container dues/hire charges, terminal handling charge (Tax) for container, watchman charge, airport charges except demurrage if any, equipment charge, terminal charge shall be paid by the C&F agent on

behalf of BCSL, Khulna which will be reimbursed to C&F agent at the time of payment of the C&F commission and inland carrying bills on submission of proper documents. But only statutory dues such as import Duty, Value Added Tax (VAT), licence fee, IDSC, A.I.T & CRF charge etc. as assessed and demanded by the customs authority will be paid by BCSL authority through the appointed C&F agent on completion of assessment and on submission of demand note showing details of the custom duty, VAT, licence fee IDSC, A.I.T & CRF charge etc. The entire responsibility of placement of insured trucks of proper capacity and good condition for carrying the goods **in the condition the goods received** from any port jetty/custom post to factory site or factory site to any custom post/port jetty **will lie on the appointed C&F and inland** carrying agent. The consignments to be cleared from the Dhaka airport are to be delivered at BCSL factory ware house at Khulna. In case of urgently required small consignment, the Govt. duty & taxes etc. and other charges payable thereon shall be paid by the C&F agent on behalf of BCSL for quick clearance which would be reimbursed to them with their C&F commission and inland carrying bills.

8. The appointed C&F and inland carrying agent must render their services to the entire satisfaction of the BCSL authority. In case of any shortage/theft/damage/loss/pilferage occurred during inland carriage of the materials after receiving by them beyond the remarks given on the **Port tally khata / Truck Receipt or consignment note** from the ship/port jetty authority (from starting point) to the delivery point of factory site and from factory to ship/port jetty, the agent shall be held absolutely responsible and be liable to make adequate financial compensation to be demanded by BCSL authority in writing failing which the payment of their bills if any, shall remain withheld till the matter is settled or the financial compensation shall be realized from their security money deposited with BCSL.
9. The performance security money of Tk. **4,00,000/= (Taka Four Lac)** only deposited with BCSL will be refunded after **3 (three) months from the date of expiry of the contract after successful completion of assigned works.** The performance security will not accrue any interest.
10. Advance against bills will not be allowed in any case.
11. Bill of Entry/Bill of export must be released **within 5 (five) days** from the date of clearance from customs and submitted to BCSL within 1(one) working day from the date of duty/taxes payment to the bank for taking rebate on VAT by our commercial department as per prevailing VAT rule.
12. The C&F agent may sometimes, be required to take delivery of our imported goods from container Vessel for which the firm must know the formalities to be observed at Mongla/Chittagong sea port and with the relevant shipping agent for receiving the goods on unstuffing FCL/LCL container at the port jetty. Thus, the tendering C&F agent should have the idea about the expenses to be required for this purpose.
13. Rates once quoted in the tender shall remain unaltered for any sort of operation of clearing/forwarding and other connected works **for the specified period** under the contract signed by both the C&F agent and the BCSL Authority.
14. The C&F and inland carrying agent may, often be required to receive the goods from ship or from the container in absence of original/non-negotiable shipping documents on behalf of the factory and in that case the agent should observe required formalities with Customs, Port authority, and other connected agencies well ahead of the arrival of the ship at the import of destination before 15 days with an intimation to BCSL so that discharge of goods is not delayed and therefore, question of payment of demurrage charge of goods does not arise. If any undertaking is required, the C&F agent will furnish the same on behalf of the BCSL authority.

15. Wharf rent (Demurrage/Detention): Proportionate wharf rent/space rent of container/ware house after expiry of **12 (Twelve) days** from the date of landing of goods at the port including free time will be recovered from the C&F agent's bill if it is caused for delay in assessment or clearance, delay in delivery of goods at factory site for any fault arising from the side of the C&F agent. Of course, if the consignment arrives at Benapole land port/Mongla/Chittagong sea port before reaching the connected import documents, the date of handing over the shipping documents to C&F agent will be considered as the date of landing and in this case demurrage up to **8 days** from the arrival date of consignment at the port Ware House for non-receipt of shipping documents will be borne by the factory and exceeding 8 days will be borne by the supplier/local agent. Further, beyond the period of **12 days** if the goods are delayed for clearance due to custom objection/ technical clarification, the C&F agent must produce necessary documents for above causes and in such case, the decision of BCS Ltd. will be considered as final for any deduction from the C&F agent's bill.

On the other hand, the goods arrived at **Dhaka Airport needs to be cleared within maximum 07(seven) working days from the date of receiving the documents** by the C&F agent. Beyond this period of 7 working days time if the goods are delayed further for clearance due to custom objection/technical clarification, the C&F agent must produce necessary documents in support of the facts. In this respect, the decision of BCS Ltd. shall be treated as final for any deduction from the C&F agent's bill.

Charge at any approved port jetty/ware house, cost for wrong or nil marking, tarpaulin charge, wharf rent charges after expiry of 12 days including free time allowed by the port/appropriate authority/ cancellation fee for bill of Entry/Bill of Export, if required, may be settled subject to submission of proper documents.

16. The appointed C&F and Inland Carrying Agent shall arrange to make reach the consignment(s) at BCSL factory during office hour (from 08-00 A.M. to 04-00 P.M.) without fail. Otherwise any expenditure to be incurred for daily labour, over-time charges to the staff and officers of BCS Ltd. and other relevant expenses if any, to be recovered from the bill of the C&F Agent.
17. At the time of export, the C&F agent will have to perform all customs / shipping formalities on behalf of BCSL. At first the sea freight is to be borne by the C&F agent and the same will be reimbursed to them on submission of bills of lading, weightment /measurement certificates from the concerned agencies with their C&F bill.
18. AR-4 shall be collected from customs-authority within 30 days of shipment and be submitted to BCSL accordingly.
19. The quoted rates will remain valid for consecutive **two years from the date of signing the formal contract.**
20. The weight of the consignment will be determined as per declaration of gross weight of the supplier's invoice/packing list.
21. The C&F and Inland carrying agent shall load the truck as per its carrying capacity from Mongla/Chittagong sea port, Benapole land port and Dhaka Airport.
22. The quoted rates will remain valid for consecutive two years from the date of signing the formal contract.
23. The successful bidder will be appointed as C&F and Inland carrying agent for 1 (one) year purely on temporary basis from the date of issue of the appointment letter and on satisfactory performance, the validity of the appointment letter shall be extended for further 1 (one) year. On necessity, BCSL authority reserves the right to extend the period of appointment letter (work order) for another 1 (one) year.
23. **Financial Evaluation of the tender will be made in the following manner:**
 - (a) The quoted rates for Chittagong seaport, Mongla sea port, Benapole Land Port and Dhaka Airport will be taken into consideration for evaluating the tender.

(b) The consignments mentioned in **Attached Sheet-I** will be taken into consideration for evaluating the tender to determine the lowest bidder.

23. When rate of commission and Inland carrying charges quoted by the bidders are found to be same and lowest among the responsive bidders then the final position of the tenderer are to be determined according to highest points/ number achieved by following criteria:

SL. No.	Subject.	Amount of work.	Point fixed	Point allowed.
1.	Working experience in Govt./ Semi-Govt./ Autonomous organisation.	No experience	0	
		1 year	1	
		2 years	2	
		3 years	3	
		4 years	4	
		5 years	5	
		6 years or above	6	
2.	Total C&F value of goods cleared at Mongla and Chittagong Seaport for last 3 (three) years.	5-15 crore Tk.	1	
		16-25 " "	2	
		26-35 " "	3	
		36-45 " "	4	
		46-55 " "	5	
		56- above	6	
<p>N.B. : While exceeding the 0.5 of upper limit of these slabs, it will be set in the upper limit and on the other hand if it comes down the 0.5 of the lower limit of the slabs, it will be set in the same slabs. On the basis of getting highest number/point, the responsive lowest tenderer will get appointment as C&F and Inland carrying agent. In this way if more tenderers get same number /point then the highest number /point holder will be preferred as per experiences.</p>				

B. Performance Monitoring

1. Objective:

The Representatives of the Employer and the Service Provider shall meet at the management level at least once every three months or as often as necessary to review the performance of the services provided with a view to ensuring quality standard in the services. The two parties shall have shared responsibilities in optimizing the resources and facilities that have been deployed for the service.

2. Progress Meetings

The Employer shall designate an officer from the Project office who is involved in one way or the other in the administration of the cleaning services at the organizational level.

Progress meetings are meant to review on the services provided to the organization as a whole and they are not meant to substitute the regular consultations and meetings that are usually held at ground level for day to day matters.

The scope of work of the designated officer shall be for:

- (a) reviewing major shortcomings that have occurred on the sites in the past months and measures taken thereon;
- (b) taking cognizance of complaints made by the Employer's representatives and action taken by the Service Provider;
- (c) attending to weaknesses in respect of facilities deployed by the Service Provider on the sites and need for improvement;
- (d) assessing the arrangements made by the Service Provider in terms of human resource and logistics; and
- (e) attending to other matters related to contractual obligations of the Service Provider.

Appropriate records of the Progress Meetings shall be kept by the officer. Performance of Service Provider will be certified by this officer which shall be the basis for quarterly payment to the Service Provider.

3. Post Contract Evaluation Report

After the completion of the contract period, the Employer shall prepare a performance report that shall reflect the service level based on recorded facts. A copy of the report shall be forwarded to the Service Provider for its information and allowing the latter at the same time the possibility to express its disagreement with the report, if any. A copy of the report and response of the Service Provider shall be kept in the procurement file for all intent and purposes.

Attached Sheet-I

The following port-wise consignments will be taken into consideration during financial evaluation of the tender.

"A" Mongla Sea port.

Sl. No.	Name of Probable raw materials to be imported	Quantity (M. Ton)	Estimated CFR Value In US\$
1.	Copper Wire (8 mm dia.).	150	10,94,250.00
2.	Copolymer Coated Aluminium Foil	10	33,500.00
3.	PE for Cable Jacket.	100	1,94,000.00
4.	Polyester Foil	4	11,400.00

"B" Benapole Land port.

Sl. No.	Name of Probable raw materials to be imported	Quantity (M. Ton)	Estimated CFR Value In US\$
1	FRP Rod	15 (5000 KM)	30,000.00
2	Cable core filling compound	20	50,000.00
3	PBT Colour Master Batch	2	9,000.00
4	Fiber Jell for loose tube	14	34,000.00

"C" Chittagong Sea port.

Sl. No.	Name of Probable raw materials to be imported	Quantity (M. Ton)	Estimated CFR Value In US\$
1	Copper Wire (8 mm dia.).	150	10,94,250.00
2	Copolymer Coated Aluminium Foil	10	33,500.00
3	PE for Cable Jacket.	200	3,20,000.00
4	Galvanized Steel Rope	6	8,800.00

"D" Dhaka Air port.

Sl. No.	Name of Probable Spare parts/raw materials to be imported	Quantity & Weight	Estimated CFR Value In US\$
1.	Coloured Optical Fiber	3 MT (25000 Km)	2,67,500.00
2.	Spare parts	10 kgs	7,000.00
3.	Spare parts	150 Kgs	90,000.00



Bangladesh Cable Shilpa Limited, Khulna.

Invitation Notice for Appointing C & F and Inland Carrying Agent.

1	Ministry/Division	Ministry of Posts, Telecommunications & Information Technology	
2	Procuring Entity Name	Bangladesh Cable Shilpa Ltd.	
3	Procuring Entity District	Khulna	
4	Invitation for	Appointment of Carrying & Forwarding and Inland Carrying Agent for Chittagong & Mongla Sea Port, Dhaka Air Port and Benapole Land Port	
5	Tender Invitation Ref. No.	14.37.0000.702.07.281.18.2346	
6	Date	24-07-2018	
KEY INFORMATION			
7	Procurement Method	Open tendering method (OTM).	
FUNDING INFORMATION			
8	Budget and Source of Funds	BCS own source	
PARTICULAR INFORMATION			
9	Tender Publication Date	Within 27-07-2018	
10	Tender Last Selling Date	12-08-2018 till 15:00 hours	
		Date	Time
11	Tender Closing Date and Time	13-08-2018	11:00 hours.
12	Tender Opening Date and Time	13-08-2018	11:15 hours.
13	Name & Address of the office(s)	Address	
	Selling Tender Document	Office of the Manager (Liaison), Dhaka City Office, Bangladesh Cable Shilpa Limited, Nilkhet Telephone Exchange Building (1 st Floor), Dhaka-1205, Phone No-02-9615501 Cash Section, Accounts Dept., Bangladesh Cable Shilpa Ltd., Shiromoni Industrial Area, Khulna. Telephone No. 041-785603, 785236 Ext. 206	
	Receiving Tender Document	Head Office, Bangladesh Cable Shilpa Ltd., Shiromoni Industrial Area, Khulna-9206. Phone No. 0088-041-785236 Ext. 222, 785750 Fax No. 0088-041-785375.	
	Opening -Tender Document	Head Office, Bangladesh Cable Shilpa Ltd., Shiromoni Industrial Area, Khulna-9206. Phone No. 0088-041-785236 Ext. 222, 785750 Fax No. 0088-041-785375.	
INFORMATION FOR TENDERER			
14	Time for Completion of Delivery/Works	2 (two) years from the date of appointment. If necessary and agreed both parties, it may be extended for further 1 (one) year.	
15	Eligibility of Tenderer	For the bidder 5 (five) years experience in C&F works and valid C&F licenses for Chittagong Sea Port and Mongla Sea-port is mandatory. But the goods to be imported through Benapole Land Port and Dhaka Air-port should also be cleared at the responsibility of the same C&F and Inland Carrying Agent to be appointed for Chittagong Sea-port, Mongla Seaport. Others criteria will be as per tender documents.	
16	Price of Tender Document	Taka 2000.00 (Two Thousand) only (non refundable) per set.	
17	Amount for Tender Security	A fixed tender security Tk.2,00,000.00 (Two Lac) only in the form of Pay order /D.D from any Schedule Bank in Bangladesh in favour of Bangladesh Cable Shilpa Ltd., Khulna.	
18	Brief description of works/services	Clearing of importable goods (Raw materials, machines, spare parts, tools, equipments & accessories etc. as and when required for manufacturing of Telecommunication Cables & Wires, Optical Fiber cables, HDPE Duct and Electric Overhead Conductors) and forwarding of Exportable goods (if any) through Mongla Sea-port, Chittagong Sea-port, Benapole Land Port and Dhaka Air port.	
PROCURING ENTITY DETAILS			
19	Name of Official Inviting Tender	Md. Alauddin Al Azad	
20	Designation of Official Inviting Tender	General Manager (Purchase & Marketing)	
21	Address of Official Inviting Tender	Bangladesh Cable Shilpa Ltd., Shiromoni Industrial Area, Khulna-9206. Phone No. 0088-041-785150, 01711402002, Fax No. 0088-041-785375.	
22	Contact details of Official Inviting Tender	Foreign Purchase Section, Bangladesh Cable Shilpa Ltd., Shiromoni Industrial Area, Khulna. Phone no. 0088-041-785150, 01711402002,785236 Ext. 221, Fax no. 0088-041-785375. Please visit our website at www.bcsi.gov.bd & CPTU Web Site: www.cptu.gov.bd & E-mail: dmpurbcs1702@gmail.com.	
23	Any personal contact or persuade or any request made from any corner to accept a particular tender may causes for cancellation of the tender.		
24	The procuring entity reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.		

(Md. Alauddin Al Azad)
General Manager (Purchase & Marketing)
Bangladesh Cable Shilpa Limited, Khulna-9206, Bangladesh