



BANGLADESH MACHINE TOOLS FACTORY LTD.

(A Commercial Enterprise under the Management of Bangladesh Army)

Commercial Office:

House No.41, Road No.7,
Dhaka Cantt.,
Dhaka 1206,
Telephone: 880-2-8871150
Fax: 880-2-8871893

Factory and Office:

Joydevpur, Gazipur-1700
Bangladesh
Telephone: 880-2-9205091-95
Fax: 880-2-9205097
E-mail: pur@bmtf.com.bd

Ref: MT/PUR/C&F(A)/19/2017-2018, dated:14 September 2017

TENDER DOCUMENTS

Price: Taka 1,500/-Only
Per set(Non-refundable)

TERMS AND CONDITIONS FOR APPOINTMENT AS C&F AGENT FOR DHAKA AIR PORT, CHITTAGONG SEA PORT & BENAPOLE LAND PORT

01. The bidders must have their office establishment with telephone, Fax E-mail at Dhaka, Chittagong & Benapole without which no offer will be considered. This may be treated as pre-condition of tender.
02. The quotation to be submitted in double-sealed cover envelop superscript as “BMTF C&F TENDER FOR DHAKA AIR PORT, CHITTAGONG SEA PORT & BENAPOLE LAND PORT” addressed to the Managing Director, Bangladesh Machine Tools Factory Limited.
03. The quotations should be dropped into the Tender Box placed in procurement brunch of Bangladesh Machine Tools Factory Ltd. **by 1200 hrs on 05 October 2017** positively.
04. The quotations will be opened at **1215 hrs on 05 October 2017**. One authorized representative of each bidder should attend to witness the opening of the tender.
05. The quotations should be submitted on the original tender paper duly signed with sealed and certified to the effect that the bidder has gone through the instructions, terms and conditions stipulated therein and has accepted the same. The quotations must also accompany the following documents:
 - a. Photo copy of valid license from custom authority permitting the bidder to work as C&F Agent in Dhaka Air port, Chittagong Sea port & Benapole Land port.
 - b. Bank Draft/ Pay order for Tk. 20,000/-(Twenty Thousand) only in favuor of Bangladesh Machine Tools Factory Limited issued by a schedule bank as Earnest Money. Cheque or certified cheque is not acceptable. The Earnest Money will be returned to the unsuccessful bidder in due course of time.
 - c. Money receipt of Tk.1,500/-(One thousand five hundred) only in original regarding purchase of tender documents.
 - d. An undertaking in letter head pad with seal and signature of the Proprietor to the effect that the assessment of consignment should be carried out maximum within 04(four) days from the date of receipt of the documents.
 - e. The management reserves the right to verify all or any of the above documents/ information and if found incorrect the offer is liable to be cancelled in the case of lowest bid even.
06. The bidders are required to quote rates against each item of the attached schedule for Dhaka Air port, Chittagong Sea port & Benapole Land port. No item should be left unquoted. For each port Rates quoted must be specified and in conformity with the schedules.

07. The successful bidder will deposit 25,000/-(Twenty five thousand) for Dhaka Air port & Benapole Land port, 50,000/-(Fifty thousand) for Chittagong Sea port as security money after getting work order in the form of Bank Guarantee/ Demand Draft/ Pay Order issued by any schedule Bank in favour of Bangladesh Machine Tools Factory Ltd.
08. Appointment of C&F Agents will be 02(two) years and may be extended for a further period at the discretion of the BMTF management if the performance is found satisfactory.
09. On formal appointment, the C&F Agent will be allotted work by the Managing Director, or his authorized Officer, BMTF Ltd, Joydevpur, Gazipur. BMTF management shall have the right to withdraw any or all documents from any C&F Agent and/ or with held further allotment of work to the C&F Agent without assigning any reason there of.
10. The Security Deposit submitted by the C&F Agent to be kept with the BMTF management till completion of work order. In case of any losses, damage of the consignments or its connected records or any negligence of duty on the part of C&F Agent, the BMTF management reserves the right to en-cash the Security Deposit in question without further reference as penalty and also may realize the losses/ penalty from pending bills etc.
11. The appointment of C&F Agent may be terminated on clear 01(one) month notice by the management without assigning any reason there of.
12. In case of termination of appointment, the C&F Agent shall remain under legal binding to return all documents and paper lying with them without having any objection & within the time as needed by the management.
13. The C&F Agents will be required to undertake all works in connection with customs and port clearance according to the instructions of the BMTF management as and when called upon to do. The C&F Agent will be responsible for correct assessment and prompt clearance of the consignment.
14. The C&F Agents will arrange for repair or re-packing of packages/ cases if required with intimation to the BMTF management.
15. They will carry out instructions received from the management from time to time.
16. It will be their sole responsibility to get the goods assessed under proper heading.
17. The management will pay to the C&F Agents, their bill of commission and other charges as will be admissible to them.
18. No advance on any account will be paid to the Clearing and Forwarding Agent by the factory.
19. The management will pay the Custom duties, Sales Tax, DSC, VAT, AIT, LCA Fee & other taxes at actual to the authorities concerned on receipt of timely requisition from the C&F Agent.
20. The C&F Agent has to pay port dues which will be reimbursable.
21. The BMFT management will reimburse the port survey Fee to the C&F Agent as per rule when the operation is conducted at port area and found genuine.
22. The following charges will be paid by the BMTF management initially and may be recoverable from the Clearing Agent if it is due to their negligence:
 - (a) Customs penalty and fine if any.
 - (b) Wharf rent, demurrage/ space rent.

23. The BMTF management will reimburse the repairing charges of the consignments if required to the C&F Agent at the rate certified by the General Manager(Procurement) and approved by the Managing Director, BMTF Ltd after finding the same as genuine.
24. The C&F Agent shall have to clear the air/ sea/ land consignments within allowable free on receipt of the Airway/ Sea going vessel/ Land transport documents and other necessary papers from BMFT Ltd..
25. The C&F Agent shall immediately apply for joint survey in respect of any package landed defective and shall lodge claim with the carrier for any loss or damage found at such survey under intimation to BMTF Ltd.
26. The C&F Agent shall give notice in writing to the carrier for the loss or damage and for the general nature of the loss or damage before or at the time of taking cargo into their custody.
27. If the C&F Agent fails to clear the consignment within the free time period, the demurrage such occurred thereon will be on their account. If the air/ sea/ land documents and other papers including L/C Copy, LCA etc. are not found in order/ not handed over to them in time the demurrage occurred beyond free time will be at BMTF's account.
28. If joint survey is not possible, the C&F Agent shall give notice in writing if the apprehended loss or damage to the carrier within 48(forty eight) hours of the landing of the cargo and arrange survey at the earliest, so that survey may take place within 07(seven) days of landing of cargo. Intimation of this should immediately be given to:
- (a) The Managing Director, BMTF Ltd
 - (b) The Deputy General Manager (Account), BMTF Ltd
 - (c) The Deputy General Manger (Procurement) BMTF Ltd
29. The C&F Agent shall lodge claim on behalf of BMTF Ltd. to the appropriate authority for refund of Custom duty, Sales tax, IDSC, Port charges etc. which they or BMTF Ltd. consider have been overcharged and paid in this connection under intimation to:
- (a) The Managing Director, BMTF Ltd
 - (b) The Deputy General Manager (Account), BMTF Ltd.
 - (c) The Deputy General Manger (Procurement) BMTF Ltd
30. The C&F Agent shall carry the consignment at their own risk and deliver the same to BMTF Ltd site/ store by proper counting/ weight in presence of BMTF's representative in time, otherwise BMTF Ltd will not held responsible for incurring of detention charges of the carrying transport and the C&F Agent will responsible for any such consequences.
31. The Bills have to be submitted in triplicate along with exchange control copy and triplicate Bill of Entry and other necessary papers to the procurement branch for settlement of bills. In all cases payment of bills will be made on the basis of Materials Receiving Report(MRR) from the Stores Section.
32. The Factory management reserves the right to accept, reject or negotiate any quotation without assigning any reason.
33. BMTF Ltd will have the right to check their Bills and deduct any amount if considered unjustified.

Md Boney Yiamin
Lt Col
General Manager (Procurement)
For Managing Director

BANGLADESH MACHINE TOOLS FACTORY LTD.
(A Commercial Enterprise under the Management of Bangladesh Army)
Joydevpur, Gazipur-1700

**SCHEDULE FOR CLEARING & FORWARDING WORK
AT AIR PORT, SEA PORT & LAND PORT**

Ref: MT/PUR/C&F(A)/APT/2017-2018, dated: 14 September 2017

PRICE QUOTING SCHEDULE

Ser	Description of commodity & operation	Rate Taka	Remarks
01	General Cargo (All imported cargoes including Machinery, Spare parts, CKD/SKD Components etc.)		
	a) C&F Agency commission for clearance from Custom House, Dhaka/ Chittagong/ Benapole separately inclusive of all charges except Custom duty, Sales Tax, DSC, AIT, VAT, Port dues, Shipping Line charge etc. (Flat rate to be quoted per hundred Taka on CFR value or percentage (%) on CFR value)		
	b) Minimum commission per consignment (Flat rate to be quoted)		
02	Carrying including loading & unloading from Port to BMTF Ltd. site by Truck at Gazipur		
		Rate per MT	
	a) From Dhaka Airport (Flat rate per MT to be quoted)		
	b) From Chittagong Seaport (Flat rate per MT to be quoted)		
	c) From Benapole Land-Port (Flat rate per MT to be quoted)		
03	Carrying including loading & unloading from Port to BMTF Ltd. site by Container at Gazipur		
		Rate per container	
	From Chittagong Seaport (Flat rate to be quoted)		

The following documents must be submitted alongwith offer in addition to the certificates mentioned in Para-05 of Tender document without which offer will be treated as cancelled.

- a. Office Address, Name & Designation of officers and staffs employed, showing the period of their employment, Customs Sarker's ID No. & Jetty Sarker's ID No.
- b. Detail experience certificate separately for Airport, Seaport and Land port including custom certificate.

Note:

01. Over writing will not be accepted.
02. If this paper is not enough for quoting price, can use another sheet which should contain letter head pad of the company with authorized signature.