Bangladesh Chemical Industries Corporation
BCIC Bhaban, 30-31, Dilkusha C/A., Dhaka.

Invitation for Enlistment

1	Ministry/Division	Ministry of Industries.
2	Agency	Bangladesh Chemical Industries Corporation (BCIC).
3	Procuring Entity Name	Bangladesh Chemical Industries Corporation (BCIC).
4	Invitation for	Enlistment of Suppliers for import of Urea Fertilizer for the financial year 2026-2027.
5	Invitation Ref. No. and date	PUR-3.3321/2026-2027, Date: 17-09-2026.
6	Procuring Method	Request for Quotation (International).
7.	Notice Publication Date	20-09-2026.
8.	Last date and time of Selling & receiving of Application form	Before 30-06-2027 Time: During office hour.
9.	Name & Address of the Office:	
	(i)Application Form Availability	Controller of Accounts, BCIC, BCIC Bhaban (6th Floor), 30-31,Dilkusha C/A., Dhaka-1000.
	(ii) Receiving Application Form	At the office of General Manager (Commercial), Purchase Division (12th floor), BCIC Bhaban, 30-31,Dilkusha C/A., Dhaka-1000.
10.	Eligibility of Applicant	(a) Experience Certificate along with copy of Bill of Lading (B/L) in support of supply of minimum 25,000 MT (±5%) Fertilizer / Food grain/ Sugar/ Edible oil/ Fuel or similar items issued by the Organization to whom the Tenderer has supplied and other eligibility as stated in the tender document. (b) Applicants who have bad performance in supply of Urea Fertilizer in BCIC in the past or any suits being lodged by BCIC for their unethical/fraudulent practice shall not be eligible for this enlistment. (c) Any company which is debarred by BCIC or any other Govt. organization shall be disqualified for enlistment.
11.	Price of Application Form (TK.)	Taka 2,000.00 (Two Thousand) only (Non-refundable).
12.	Enlistment Fee (TK.)	Taka 5,000.00 (Five Thousand) only in the form of Pay order / Bank Guarantee. (Non-refundable who will be enlisted).
13.	Name of Official Inviting Application	Serniabat Rezaul Bary
14.	Designation of Official Inviting Application	Managing Director & Head of Purchase Division, 12th floor, BCIC Bhabon,30-31, Dilkusha C/A., Dhaka-1000., Dhaka-1000.
15.	Address of Official Inviting Application	Purchase Division (12th floor), BCIC Bhaban, 30-31, Dilkusha C/A., Dhaka-1000.
16.	Contact details of Official Inviting Application	Phone : 88 02-223381627 E-mail: bcicpur@dhaka.net Web site: www.bcic.gov.bd
17.	**The existing enlisted suppliers need not to apply.**	
18.	The procuring entity reserves the right to accept or reject all or any Application at any time without assigning any reason.	
19.	No matter when an applicant is enlisted, their validity will be until June 30, 2027.	

17/9/26

(Khan Md. Shahidullah)
Deputy General Manager (Comm.)
For Head of Purchase Division.

Application Submission Letter

Ref. No. PUR-3.3321/2026-2027 Date: 20-09-2026

To: (*Name and address of Procuring Entity*)

I/We declare that, I/We have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

I/We am/are not submitting more than one Application in this enlistment process in my/our own name or other name or in different names.

I/We have examined and have no reservations of the Tender Document issued by you.

I/We certify that to the best of my/our knowledge, the information provided by me/us is correct and true.

I/We understand that if any of the particulars and statements provided above is proven to be incorrect and false, my/our enlistment shall be liable to cancellation.

I/We understand that you reserve the right to reject all the Application or annul the Enlistment proceedings without incurring any liability of Applicant.

Signature of the Applicant

Application

(This Form should be completed and signed by Applicant)

To: Date:

Managing Director & Head of Purchase Division
Bangladesh Chemical Industries Corporation (BCIC)
Purchase Division (12th floor)
BCIC Bhaban, 30-31,Dilkusha C/A.
Dhaka-1000, Bangladesh.

Invitation for Enlistment No: PUR-3.3321/2026-2027 Dated: 17-09-2026

Invitation for:
Enlistment of Supplier for import of Urea Fertilizer for financial year 2026-2027. Specification of Urea Fertilizer is attached herewith.
Annexure-A & Annexure-B.

1.0	**Information of the Applicant**	
1.1	Applicant's legal Name (Principal):	
1.2	Constitution of Applicant: **(USE √ MARKS)**	☐ Proprietorship ☐ Partnership ☐ Private Ltd.
1.3	Date of Constitution:	
1.4	Business/Mailing Address and Registered office (if any): (must process own E-mail & Fax)	• Vill/Street: ..... • P. O. : ..... • Post Code: ..... • District/City: ..... • Country..... • Telephone: ..... • Fax: ..... • E-mail: .....
1.5	VAT/e-VAT/e-BIN Registration Number	
1.6	E-TIN :	
1.7	Personal Information of all Director(s)/Partner(s)/proprietor	• Name: ..... • Male/Female ..... • Father's Name: ..... • Mother's Name: ..... • National ID: ..... • Country..... • Passport number and copy.....
1.8	Contact Details	• Telephone: ..... • Fax: ..... • E-mail: .....
1.9	Particulars of Bank Account	• Name of the Bank: ..... • Branch: ..... • A/C No : .....

2.0	**Other information of the Applicant:**		
2.1	**Applicant Category (Not Applicable) :**		
2.2	Number of Employees :	List of Key Personnel, Bio-data of Personnel.	
2.3	Financial resources available to meet the cash flow: Attached all relevant papers to support the financial solvency like Bank solvency certificate, Bank line of credit availability and other financial documents to prove financial capacity to undertake the task minimum **2.5 (Two Point Five) million dollars.**		
2.4	Name and Address of Local agent (if any). N.B. local agent, declared in this application shall be unchanged in the enlistment period.	• Name ..... • Vill/Street: ..... • Post Office: ..... • Post Code: ..... • District /City: ..... • Telephone: ..... • Fax: ..... • E-mail: ..... • National ID number and copy	
3.0	**Information on Debarment:**		
3.1	Have you ever been debarred by any Government Agency. **(USE √ MARKS)**	☐ Yes ☐ No	If yes, please state when and where.
3.2	The firm involved in unethical, immoral and fraudulent practices in the matter of tendering will be debar from doing business without assigning any reason whatsoever.		
4.0	**Qualification requirement :**		
4.1	**The Principal shall submit the following documents (attested/ notarized duly):**		
a.	Trade License or similar License.		
b.	Income Tax Certificate or similar License.		
c.	VAT registration Certificate or similar License.		
d.	Certificate of incorporation or similar License.		
e.	Certificate of registration or similar License.		
f.	Memorandum of Association (MOA) and Articles of Association (AOA).		
g.	A) Experience Certificate along with copy of Bill of Lading (B/L) in support of supply of minimum 25,000 MT (±5%) Fertilizer / Food grain/ Sugar/ Edible oil/ Fuel or similar items issued by the Organization to whom the Tenderer has supplied and other eligibility as stated in the tender document. B) Applicants who have bad performance in supply of Urea Fertilizer in BCIC in the past or any suits being lodged by BCIC for their unethical/fraudulent practice shall not be eligible for this enlistment. C) Any company which is debarred by BCIC or any other Govt. organization shall be disqualified for enlistment.		
h.	Copy of passport for all directors/partners/proprietor.		

4.2	**The Local Agent (if any) shall submit the following documents (attested/ notarized duly):**
a.	Indenting Registration Certificate issued by the Chief Controller of Import and Export, Govt. of Bangladesh.
b.	Membership Certificate issued by Chamber of Commerce of Bangladesh/Bangladesh Indenting Agents Association.
c.	Updated Trade License.
d.	VAT registration certificate.
e.	Updated Income Tax certificate.
f.	Certificate of incorporation.
g.	Memorandum of Association (MOA) and Articles of Association (AOA) if any.
h.	Authorization letter in original issued by the Principal in the letter head pad.
i.	Bio-data of Proprietor/All directors/Managing Directors/Chief Executive Officer.
j.	National ID of the Proprietor/directors/Managing Director/Chief Executive Officer.
4.3	The applicant shall submit Enlistment fee of **Taka 5,000.00 (Five Thousand)** in the form of Pay Order or Bank Draft from any scheduled Bank in Bangladesh along with application in favor of Bangladesh Chemical Industries Corporation (BCIC).
4.4	**Special Instructions:**
a.	BCIC reserves the right to cancel the enlistment in case enlisted supplier fails to perform as per tender which will be floated through this enlistment and if they fail to participate in 2 (Two) consecutive tenders. BCIC also reserves right to cancel the enlistment for the bad performance in the procurement process.
b.	The enlisted supplier shall have to comply with all the requirements like submission of Tender security, Performance guarantee, manufacturer's certificate in the tender. The enlisted supplier shall also be agree to price matching if tendered quantity cannot be procured from lowest tenderer.
c.	Applicants, who have bad performance in supply of Urea Fertilizer in BCIC in the past or any suits being lodged by BCIC for their unethical/fraudulent practice, shall be non-eligible for this enlistment.
d.	Any company which is debarred by BCIC or any other Govt. organization shall be disqualified for enlistment.
e.	The Procuring Entity (P/E) reserves the right to accept or reject any or all applications without assigning any whatsoever.

5 .0	**List of supporting documents:**	
5.1	**Supporting Documents Submitted By Principal:** **(Tick appropriate one)**	
a.	Updated Trade License or similar License.	☐
b.	Updated Income Tax Certificate.	☐
c.	VAT registration Certificate.	☐
d.	Certificate of incorporation.	☐
e.	Certificate of registration.	☐
f.	Memorandum of Association (MOA) and Articles of Association (AOA).	☐
g.	Experience Certificate along with copy of Bill of Lading (B/L) in support of supply of minimum 25,000 MT (±5%) Fertilizer / Food grain/ Sugar/ Edible oil/ Fuel or similar items issued by the Organization to whom the Tenderer has supplied.	☐
h.	Copy of passport of all Proprietor/Managing Director/Directors.	☐
i.	An affidavit/ declaration confirming that the Applicant has the legal capacity to enter into a contract with Procuring Entity, and have not been declared ineligible by the Government of Bangladesh on charges of engaging. (Original).	☐
j.	An affidavit/ declaration confirming that the Applicant has not debarred by BCIC or any other Govt. organization shall be disqualified for enlistment.	
5.2	**List of supporting documents submitted by Local Agent.** **(Tick appropriate one)**	
a.	Indenting Registration Certificate issued by the Chief Controller of Import and Export, Govt. of Bangladesh.	☐
b.	Membership Certificate issued by Chamber of Commerce of Bangladesh/ Bangladesh Indenting Agents Association.	☐
c.	Updated Trade License.	☐
d.	VAT registration certificate.	☐
e.	Updated Income Tax clearance certificate.	☐
f.	Certificate of incorporation	☐
g.	Memorandum of Association (MOA) and Articles of Association (AOA) if any.	☐
h.	Authorization letter in original issued by the Principal in the letter head pad.	☐
i.	Bio-Data of Proprietor/All directors/Managing Directors/Chief Executive Officer	☐
j.	National ID of the Proprietor/directors/Managing Director/Chief Executive Officer.	☐
5.3	Enlistment fee of **Taka 5,000.00 (Five Thousand)** should be in the form of Pay Order or Bank Draft from any scheduled Bank in Bangladesh to be submitted along with schedule in favor of Bangladesh Chemical Industries Corporation (BCIC).	☐

6.0	BCIC shall reject any or all application if not found as per terms and conditions of this enlistment application.	
7.0	Specimen Signature & Seal of the Applicant:	

Prospective Applicants are requested to submit the Application in accordance with this schedule.

17-09-2026

(Muhammad Maruf Kabir)
Deputy General Manager (Commercial), Purchase Division
For Managing Director & Head of Purchase Division
BCIC

BANGLADESH CHEMICAL INDUSTRIES CORPORATION
PURCHASE DIVISION (12 TH FLOOR)
BCIC BHABAN, 30-31 DILKUSHA C/A, DHAKA.

Specification of Granular Urea :

Nitrogen : 46% by weight minimum
Moisture : 0.5 % by weight maximum
Biuret : 1.0 % by weight maximum
Granulometry : 90.0% minimum 2.00 - 4.00 mm

Granulated, white, free flowing, free from harmful substances and coated/ treated with anti-caking agent.

Packing :

To be packed in 50 KG WPP+PE bags with inner polythene liner which should be strong enough to withstand drop test upto 15 feet height minimum (5 times).

1% extra (WPP+PE) Bag shall have to be supplied with each shipment free of cost.

A. Specification of WPP bag:

Length	: 105 cm ± 2 cm Double folded
Width	: 60 cm ± 1 cm
Mash	: 11 x 11
Denier	: 1000
Weight	: 125 gm /pcs (Min.)
Color	: White (One side Print)

B. Specification of LDPE inner bag

Length	: 117 cm ± 2 cm
Width	: 63 cm ± 1 cm
Thickness	: 0.05 mm (Min.)
Weight	: 65.5 gm /pcs (Min.)
Color	: Transparent

C. Specification of Others Materials :

Tensile/Breaking Strength : 4 kg/mm^2 (Min.)
Drop Test : Hight 15 feet (Min.) (5 times)

The specification of WPP bag and Inner liner must be maintained strictly. WPP bag and Inner liner must be separated. Pasting of WPP bag and Inner liner shall not be accepted in any case.

Annexure – B

BANGLADESH CHEMICAL INDUSTRIES CORPORATION
PURCHASE DIVISION (12 TH FLOOR)
BCIC BHABAN, 30-31 DILKUSHA C/A, DHAKA.

Specification of Prilled Urea :

Nitrogen	:	46.0% by weight Minimum
Moisture	:	0.5 % by weight Maximum
Biuret	:	1.0 % by weight Maximum
Particle Size	:	90.0% minimum 2.00-4.00 mm

Prilled, white, free flowing, free from harmful substances and coated/treated with anti-caking agent.

Packing :

To be packed in 50 KG WPP+PE bags with inner polythene liner which should be strong enough to withstand drop test up-to 15 feet height minimum (5 times).

1% extra (WPP+PE) Bag shall have to be supplied with each shipment free of cost.

A. Specification of WPP bag:

Length	: 105 cm ± 2 cm Double folded
Width	: 60 cm ± 1 cm
Mash	: 11 x 11
Denier	: 1000
Weight	: 125 gm /pcs (Min.)
Color	: White (One side Print)

B. Specification of LDPE inner bag

Length	: 117 cm ± 2 cm
Width	: 63 cm ± 1 cm
Thickness	: 0.05 mm (Min.)
Weight	: 65.5 gm /pcs (Min.)
Color	: Transparent

C. Specification of Others Materials :

Tensile/Breaking Strength	: 4 kg/mm^2 (Min.)
Drop Test	: Hight 15 feet (Min.) (5 times)

The specification of WPP bag and Inner liner must be maintained strictly. WPP bag and Inner liner must be separated. Pasting of WPP bag and Inner liner shall not be accepted in any case.