

BIMAN BANGLADESH AIRLINES LTD
PROCUREMENT & LOGISTIC SUPPORT DIRECTORATE
Procurement Department
PHONE: 8901500-19/EXT- 4230/4231 & 4217
Website: www.biman-airlines.com

TENDER NO.: 30.34.0000.000.046.01.000.26/270

DATE: 02.09.2026

DATE/TIME CLOSING: 24.09.2026 AT 1200 HRS (LT)
DATE/TIME OPENING: 24.09.2026 AT 1430 HRS (LT)

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

M/S.-----

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

**Sub: TENDER SCHEDULE FOR ENLISTMENT OF C&F AGENT REGARDING CUSTOMS CLEARANCE OF BIMAN'S IMPORTED
GOODS AT CHATTOGRAM SEA PORT FOR 03 (THREE) YEARS.**

Sealed Tenders are hereby invited from the interested C & F agents for customs clearance of Sea Shipment of various imported items through Chattogram Sea Port, Chattogram 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 23.09.2026. 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 and Export Section, Biman Admin Building (1st floor), Room No. 214, and Biman Balaka Bhaban, Security Counter/Gate (Ground Floor), Dhaka Hazrat Shahjalal International Airport, Kurmitola, Dhaka latest by 1200 Hrs. (LT) on 24.09.2026.
3. Tender will be opened by Tender Opening Committee (TOC) on the same day on 24.09.2026 at 1430 hrs (LT) in the Mini Conference of Biman Procurement & Logistic Support Directorate, Admin Building (1st Floor), Room No. 207, 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 MUST CONTAIN THE FOLLOWING (Where Applicable):
 - i) Original Tender schedule including original CR copy of Biman (Tender purchase document) 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.
 - 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 2026-27.
 - v) Attested Photocopy of TIN/E-TIN Certificate must be submitted.
 - vi) Attested Photocopy of current income tax return certificate stating E-TIN/TIN number must be submitted.
 - vii) Attested Photocopy of valid VAT registration (13 digits) certificate.
 - viii) Earnest money Tk. 25,000.00 (Tk. Twenty-Five Thousand only) in the form of Pay Order issuing in favor of Biman Bangladesh Airlines Ltd. issued from any Scheduled Bank of Bangladesh must be submitted.
 - ix) PO number with date and amount in figure and word must be mentioned.

- x) Attested Photocopy of experience certificate from the Customs Authority mentioning the total value of C&F work not less than TK. 05 (Five) corer successfully handled by the bidder(s) during last 03 (three) calendar years from 01.01.2023 to 31.12.2025 at Chattogram Sea Port, Chattogram along with MIS data sheet.
 - xi) Attested Photocopy of experience certificate of the participated bidder those have worked at 03 Govt.'s/ Semi govt./ Autonomous within last 03 (three) calendar years from 01.01.2023 to 31.12.2025 must be submitted.
 - xii) Bank solvency certificate must 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.
 - xiii) 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).
 - xiv) Attested Photocopy of valid membership certificate of C&F Agents Association must be submitted.
 - xv) Attested Photocopy of Association of Articles / Memorandum of Articles with form-12 (Share Holder proportion) must be submitted.
 - xvi) Offer should remain valid for 120 days from the date of opening of the tender which is to be mentioned in the offer.
 - xvii) Overwriting/Erasing may render the Tender to be rejected unless properly countersigned by the Authorized person of the bidder.
 - xviii) Alternate price offer is not acceptable. Only unconditional offer will be accepted.
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.
 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 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. No fax or mail offer shall be accepted.
 9. 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 enlisted on the basis of lowest rate as C&F agent(s) for a period of three years. Every successful bidder(s) must have sufficient cash flow to take delivery the goods/ loaded container after customs clearance from CGP Seaport, Chattogram to HSIA, Dhaka.
 11. The successful bidder(s)/C&F agent shall have to sign a formal contract/agreement containing detail rate with terms and conditions immediately after receiving Letter of Intent and depositing the Security Money Tk. 3,00,000/- (Taka Three Lac only).
 12. Work order will be issued to successful C&F agent(s)/bidder after issuing formal offer letter and signing the contract/agreement. Enlisted 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.
 13. Bidder(s) must have an office within well-communicated area of Dhaka along with a serviceable NWD land telephone, mobile number, e-mail number etc. whose number must be mentioned in covering letter.

14. Enlisted C&F Agent(s) shall be bound to get custom clearance of any consignments within two or three days on priority basis to be set by Biman and not more than 04 (four) working days in case of normal requirements upon receipt of shipping documents.
15. Agency commission at fixed rate consignment-wise will be preferred.
16. Successful bidder(s) shall detail at least 02 custom sarkers per working day who possess valid ID card issued by Customs Authority, for custom clearance of the consignment. In every working day, custom sarkers will attend/remain present from 0900 hours to 1700 hours (LT) in Biman office to get clearance of consignments on the basis of priority fixed by Biman personnel.
17. The Manager, Commercial Stores, Phone: 02-8901500-19/ Ext.-4217, may be contacted for any clarification during office hours on all working days.
18. Successful Bidder(s) will be required to deposit security money of TK. 3,00,000.00 (Taka Three Lac only) within 07 (Seven) days after receipt of Letter of Intent only in the form of Bank Draft/Pay Order in favor 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.
19. Earnest Money shall be forfeited if a Bidder submits document containing false information/ materially inaccurate or incomplete for the 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.
20. Tender may be rejected if any of the above terms and conditions is not fulfilled.
21. Biman Bangladesh Airlines Ltd. reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Jashim U. Ahmed
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. -----

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Annex- A

TENDER NO.: 30.34.0000.000.046.01.000.26/270

DATE: 02.09.2026

RATE TO BE QUOTED (PRICE OFFER)

- | | |
|--|----------|
| 01. Truck/Cover Van (upto 05 Ton Capacity) hire Charges from Chattogram to Hazrat Shahjalal Int'l Airport, Dhaka (Minimum 03-ton Cargo should be loaded, if not hazardous) | TK.----- |
| 02. Truck/Cover Van (upto 02 Ton Capacity) hire Charges from Chattogram to Hazrat Shahjalal Int'l Airport, Dhaka | TK.----- |
| 03. Truck/Cover Van (upto 500KG Capacity) hire Charges from Chattogram to Hazrat Shahjalal Int'l Airport, Dhaka | TK.----- |
| 04. Sea Cargo Container (Size- 20`x 10`x 8`) Carrying Charge from Chattogram to Hazrat shahjalal int'l airport. Dhaka. And back with any weight of cargo load. | TK.----- |
| 05. Sea Cargo Container (Size- 40`x 10`x 8`) Carrying Charge from Chattogram to Hazrat shahjalal int'l airport. Dhaka. And back with any weight of cargo load. | TK.----- |
| 06. Sea Cargo Flat Rack (FR) Container (Size- 40`x 10`x 8`) Carrying Charge from Chattogram to Hazrat shahjalal int'l airport. Dhaka.And back with any weight of cargo load. | TK.----- |
| 07. High bed Trailer (upto 60-ton capacity) hire charge for odd size/heavy weight equipment/item from Chattogram to Hazrat shahjalal int'l airport, Dhaka. | TK.----- |
| 08. Low bed Trailer (upto 60-ton capacity) hire charge for odd size/heavy weight equipment/item from Chattogram Seaport to Chattogram Airport / GSE Hanger. | TK.----- |
| 09. Low bed Trailer (upto 60-ton capacity) hire charge for odd size/heavy weight equipment/item from Chattogram to Hazrat shahjalal int'l airport, Dhaka. | TK.----- |
| 10. Low bed Trailer (upto 60-ton capacity) hire charge for odd size/heavy weight equipment/item from Chattogram to Osmani int'l airport, Sylhet. | TK.----- |
| 11. Offloading & Storage charges after reached at Biman Premises, Dhaka for 20 feet container.
(Applicable only for FSD & Commercial Items) | TK.----- |

12. Offloading & Storage charges after reached at Biman premises, Dhaka for 40 feet container.
(Applicable only for FSD & Commercial Items) TK.-----
13. Consignment wise Agency Commission on Assessable value
(Fixed rate will be preferable) TK.-----

EXPENDITURE CLAUSE THE ABOVE RATE WILL INCLUDE ALL EXPENSES OTHER THAN THE FOLLOWING

- i) Custom duty VAT, AIT, LC or permit fee, IDSC and fines if any imposed by the Customs authority, will be reimbursed after paying by C&F agents to the Custom authority by Biman. However over payment of such fees/charges and fines if imposed/paid due to mistake, negligence/delay in Clearance by the C&F agents, those excess paid amount shall not be reimbursed by Biman but shall be borne by the C&F agent and to be deducted from their related bill security money and if the money does not cover within the amount of the related bill or deposited security money then the excess paid amount will be refunded by C&F agent to Biman through cash/pay order within 15 days from the claim date.
- ii) All Government and other dues such as non-judicial stamp, adhesive stamp, court fee, documents amendment fees, demurrage charge, river dues, hoisting charge, survey fees, handling charge, loading & unloading charge, carpenter charge, 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 Asst. Manger, Procurement/Deputy Manger, Procurement, Import & Export Section, Biman Hazrat Shahjalal Int'l Airport, Dhaka. Demurrage (wharf rent) charge will not be reimbursed by Biman in case of the same is incurred due to the negligence of C&F agents.
- iii) 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.
- iv) 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. 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.
- v) 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.
- vi) 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.

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 Sea/ Road 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 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 no 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 bidder(s) 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 to aforesaid obligation.

For Biman Bangladesh Airlines Ltd.

(Jashim U Ahmed)
Manager
Commercial Store, Biman.

SIGNATURE OF BIDDER (S) WITH DATE & SEAL: -----

FULL NAME OF SIGNATORY: -----

REGISTERED NAME OF THE COMPANY: -----

OFFICIAL TELEPHONE NO: -----

SEAL WITH FULL ADDRESS: -----

E-MAIL: -----