

Bangladesh Services Limited
(Owner of InterContinental Dhaka)

BSL-103(P-4)/2017-1813

7 December 2017

Notice for Pre-qualification of Clearing and Forwarding (C&F) Agent

Bangladesh Services Limited (BSL) invites applications from reputed, bonafide and eligible Clearing and Forwarding (C&F) Agents of Bangladesh for prequalification for Clearing of Furniture and Operating supplies and equipment from the ports of entries of Bangladesh and transportation of the same to Bangladesh Services Ltd. 1, Minto Road, Dhaka-1000.

2. The intending firms have to submit the following information/document:

- 2.1. Have experience in successful completion of clearing and transporting Furniture including mirrors, fabrics and the similar items and Operating Supplies and Equipment including crockeries, cutleries, minibar, metal items, chinaware, tableware, kitchenware, etc. for at-least one 4 or 5-satr hotel in Bangladesh with total Letter of Credit value of not less than Tk.2.00 (Two) crore during the last 5 years. Copy of the completion certificate(s) duly attested and issued by the Employer(s) will have to be submitted.
- 2.2. Photocopies of the following documents duly attested by the Chamber of Commerce/Notary Public/Gazetted Officer must be submitted along with the application:
 - a) Updated licence from Custom Authority permitting the Applicant to work as C&F Agent at all Custom Houses of Bangladesh.
 - b) Membership certificate of Chittagong/Dhaka airport/ICD Kamalapur/Benapole C&F Agent.
 - c) A certificate from the respective Port Authorities regarding eligibility to work as C&F Agent.
 - d) Updated Trade Licence for working as C&F Agent.
 - e) TIN Certificate.
 - f) VAT registration certificate.
 - g) Income tax clearance certificate for the financial year 2015-2016.
 - h) National ID Card of owner/Managing Director/Chairman, as may be applicable, of the Applicant.
 - i) A certificate of experience from Custom Licensing Authority indicating year-wise number of documents and value of C&F agent consignments worth at least Tk.350.00 (Three hundred fifty) crore cleared by the Applicant during the preceding 10 (Ten) years.
 - j) The Applicant must have 10 (Ten) years' experience to work as C&F agent of Govt./Semi Govt/ Autonomous bodies/private/public limited companies. Photocopy of the experience certificates supported with contract

agreement/work orders with the respective organization(s) duly attested by the Chamber of Commerce/Notary Public/Gazetted Officer must be submitted. It is to be mentioned that if the Applicant submits certificates of experience from different organizations for the same period, then experience of only one organization will be considered.

- 2.3. Bank solvency certificate in original (issued within six months).
 - 2.4. Official address, Telephone Nos., Fax No., E-mail, Name and Designation of Officers and staff/employees of the Applicant showing the period of their employment in the form of a certificate.
 - 2.5. The Applicant must have an office at Dhaka and Chittagong. Photocopies of house rent agreements duly attested by the authorities mentioned at serial 2.2 to be submitted. Attested photocopies of documents in support of status of C&F Agent (Partnership deed for partnership firms, Certificate of incorporation, Memorandum & Articles of Association for Limited Companies and supporting document(s) in case of sole proprietorship) must be submitted.
 - 2.6. List of employees (At least one Custom Sarker and one Jetty Sarker) who have valid licence for handling C&F works in Custom and Jetty evidencing with their passport size photo, copies of the valid licence duly attested by the Notary Public/Gazetted Officer.
 - 2.7. If the Applicant have submitted any document to the concerned issuing authority for renewal of the same, then the attested copy of the document to be submitted within reasonable time to the Employer immediately after renewal of the same. Until attested copy of renewal is submitted, Work Order will not be issued even the Applicant is selected for appointment.
3. The application for pre-qualification is to be submitted in sealed envelope to the office of the undersigned at following address on or before 5:00 p.m. of 14 December 2017.
 4. The envelope shall indicate the name and address of the Applicant.
 5. Authority reserves the right to accept or reject any or all applications, without assigning any reason whatsoever.

Sd/-
(Md. Abul Monsur)
Secretary
Bangladesh Services Ltd.
Owner of InterContinental Dhaka
BSL Office Complex,
Building No.3 (4th floor),
1, Minto Road, Dhaka-1000.