



**TENDER DOCUMENT FOR FOREIGN PURCHASE**

**DOCKYARD & ENGINEERING WORKS LTD  
BANGLADESH NAVY**

SONAKANDA, BANDOR, NARAYANGANJ

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Cost of tender document Tk. Free

**TENDER DOCUMENTS FOR PURCHASE OF MINI TYPE STEEL PLASTIC  
NAMEPLATE ENGRAVING MACHINE/MINI LASER MARKING  
MACHINE**

TENDER ENQUIRY NO- 06.02.6758.165.07.193.17.1449 DATE 21 DECEMBER 2017

**DUE FOR OPENING ON: 08 JANUARY 2018 TIME: 1230 PM**





**DOCKYARD & ENGINEERING WORKS LTD**  
**BANGLADESH NAVY**  
**SONAKANDA, BANDOR, NARAYANGANJ**  
Phone: 02-7661482, Fax: 02-7661027  
E-mail : [dewltdbd @ yahoo.com](mailto:dewltdbd@yahoo.com)

**IMPORTANT POINT**

1. **TENDER NO.** 06.02.6758.165.07.193.17.1449 Date 21 December 2017.
2. **DUE FOR OPENING ON.** 08 January 2018 Time: 12.30 PM.
3. **PRICE OF TENDER DOCUMENTS.** Free
4. **EARNEST MONEY.** 1% (one) of the total quoted CFR value either in Bangladesh currency or equivalent US\$ /EURO/GBP etc favouring Dockyard & Engineering Works Ltd in the form of Bank Draft/Pay Order/Bank Guarantee.
5. **NAME OF THE COMMODITY.** Mini type steel & plastic nameplate engraving machine/mini laser marking machine
6. **SOURCE OF FINANCE.** Cash.
7. **TERMS OF SUPPLY.** CFR Chittagong
8. **Price:**
  - a) FOB and Ocean freight should be shown separately.
  - b) Freight should be shown/ endorsed on bill of lading.
  - c) Freight will be paid at actual against Bill of lading but not exceeding the amount shown in quotation/ offer.
9. **Delivery/Shipment:** Quickest (To be mentioned in offer/ quotation).
10. **TENDER SHOULD REMAIN VALID:** 30 days from the date of opening.
11. **THE TENDER DOCUMENTS MUST BE WITH SEAL AND SIGN THEREOF ON EACH PAGE:**

The Dockyard & Engineering Works Ltd, BN, Narayanganj invites quotation in duplicate (Marked as "Original" and " Duplicate") from Manufactures/ Principal Suppliers for Supply of the item(s) described in the attached sheet schedule (Annex-B) on firm CFR Chittagong. Quotations will be received by this office up to 12:15 A.M. and will be Opened 12:30 AM in Public on the date specified above.

12. **AMENDMENTS TO TENDER DOCUMENTS:**

- a. At any time prior to deadline for submission of bids the purchaser may, for any reason, whether of its own initiative or in response to a clarification requested by a prospective bidder, modify the tender documents by the amendment(s).
- b. The amendment(s) will be notified in writing by letter/email or by cable to all prospective bidders who have purchased tender documents and the same will be binding on them.
- c. In order to allow the prospective bidders reasonable time to take the amendment into account in preparing their bids, the purchaser may at its sole discretion extend the deadline for submission of bids.



## PREPARATION AND SUBMISSION OF QUOTATION

### 13. GENERAL :

a. Offers are to be dropped in the tender box provided for the purpose at the office of DOCKYARD & ENGINEERING WORKS LTD, BANGLADESH NAVY, NARAYANGANJ

b. Tender number and opening date as above should be written on the envelope. The envelope containing quotation should be sealed and addressed as follows:

THE MANAGING DIRECTOR  
DOCKYARD & ENGINEERING WORKS LTD  
BANGLADESH NAVY  
SONAKANDA, BANDOR  
NARAYANGANJ, BANGLADESH

Tender number opening date as above should be written on the envelope.

c. Tender may be put into the Tender Box kept for this purpose at the above address, but care must be taken to ensure that it reaches this office on the date and time fixed. Late tenders will not be considered. Suppliers may also post the tender to THE MANAGING DIRECTOR, DOCKYARD & ENGINEERING WORKS LTD, BANGLADESH NAVY, SONAKANDA, BANDOR, NARAYANGANJ, BANGLADESH, so, as to reach him on due date and time. No responsibility will be accepted by buyer for late receipt.

d. The Manufacturers/Principal Suppliers may quote in their own letter head, but it is essential that the tender schedule is also completed and returned, along with original money receipt to the buyer. If the schedule is not accordingly returned the quotation may not be considered.

e. Tenderers may quote price Bangladesh Taka/US Dollar/ in any International trading currency.

f. Tenderers may quote price for any item/items as per their choice.

g. Tenders should enclose with the quotation the original proforma Invoice of their principal and the proforma should be based on FIRM CFR PRICE.

h. Quotation should be strictly in accordance with the following:

- (1) Accounting unit prescribed in the tender enquiry.
- (2) Terms of delivery and place of delivery as specified in the tender enquiry.

i. The name of the Manufacturers /Principal suppliers and country/countries of origin with port of shipment proposed should invariably be indicated.

k. Tenderers must submit with the quotation the original proforma Invoice of their principals and the proforma Invoice shall clearly indicate detail technical specification, the percentage of commission, if any, included in FOB price for the local agent. Commission payable to the local agent by the foreign supplier will be deducted and paid to local agent in equivalent local currency at the exchange rate at which the Bill of exchange is negotiated. **Buyers will not pay any extra Commission or otherwise to the local Agent.**

l. No claims on the ground of typographical errors in calculating prices would be entertained later and the tendering firms would be asked under points of penalty and disciplinary action to supply at price they have originally quoted.



m. Indenting agent should also submit along with the tender valid registration certificate issued by the CCI & E and Bangladesh bank permission. In absence of original certificate photo state copy may serve.

n. Tenderers should quote the price as per schedule given in Annex A to this document.

p. Tenderers should submit a certificate along with the offer to the effect that they have gone through the instructions and terms and conditions stipulated in the tender documents and have accepted them into. **As a token of such acceptance each page of this tender documents must be signed by the supplier with their SEAL.** If the tender documents are not received accordingly, the quotation may not be considered. In case of disagreement on any point this must be stated clearly in a separate sheet. Tenderers must give full and detailed specification of the items they like to offer. Expressing like as per your specifications should be avoided and will be treated as disqualification.

14. **CONTRACT:**

The terms and conditions of the tender document shall form an integral part of the contract/ purchase order document. The tenderer is requested to check this set of tender documents in order to ensure proper compliance and the "Form of Acknowledgement" along with the "Certificate as to **Corporate Principal**" Where applicable, duly filed in be returned along with **tender**.

15. **BID LANGUAGE**

The bid's, all correspondences and documents relating thereto exchanged between the bidders and the purchaser shall be written in English Language.

16. **TERMS OF PAYMENT:**

Necessary L/C is to be opened in favour of the principal supplier but payment will be made as per following terms:

- a. 80% of total CFR value is to be paid on delivery of the items described under the scope of supply on production of necessary shipping documents.
- b. Remaining 20% L/C amount will be paid on producing 'Acceptance Certificate' following successful test and trial jointly carried out by purchaser's representative and supplier's representative.
- c. Following documents are to be provided for payment:

- (1) Complete set of original 'Clean on Board' Bill of lading /mentioning the amount of freight on Bill of Lading.
- (2) Supplier's invoice signed in ink,
- (3) Supplier's Packing list signed in ink,
- (4) Authorized inspection agent's certificate,
- (5) Manufacturer /Mill Test Certificate
- (6) Fax/E-mail/Swift advice for insurance cover,
- (7) Country of origin,
- (8) Certificate showing that the material has been shipped in a non - Israil vessel,
- (9) Undertaking regarding supply/re-placement of short supplied and defective materials on free of cost demanded by the buyer.

d. Bank charges in Bangladesh for opening of L/C shall be borne by the buyer. Any Bank Charge for revalidation or amendment of the L/C on the request of the supplier shall be exclusively borne by the beneficiaries and not by the DOCKYARD & ENGINEERING WORKS LTD. confirmation of letter of credit by foreign bank will not be entertained.



e. Bank charge for withdrawal against L/C established by buyer will be borne by the beneficiary.

f. The beneficiary will have to borne the following foreign bank charge:-

- (1) Negotiation commission.
- (2) Payment Commission.
- (3) Postage and Cable charges.
- (4) L/C confirmation charges/ additional (ADD) confirmation charges.
- (5) L/C amendment commission/L/C extension commission.
- (6) L/C Cancellation charges.

17. **PACKING AND MARKING:**

a. The Seller shall be responsible for proper packing and marking the goods for shipment by rail, road and sea. Goods shall be assembled to the maximum extent practical prior to shipment. Goods shall be packed so as to withstand usually rough handling and ensure delivery with out loss or damage.

b. Each Bundle must have the following information printed in **BOLD LETTERS** on the outside.

- (1) Name of the consignee and Destination,
- (2) Letter of credit number,
- (3) Gross and net weight,
- (4) Serial number of Bundle and,
- (5) Name and address of seller,

18. **QUANTITY:**

a. Check of quality, quantity and condition of goods at the discharging port i.e, Chittagong will be carried out by the buyer at their cost.

b. The quotation must be based on firm prices for individual items. Average prices should not be quoted.

c. Descriptive catalogue /literature duly stamped should be furnished along with the Quotation.

d. The approximate weight of each Bundle should be shown separately on quotation.

e. The DOCKYARD & ENGINEERING WORKS LTD, reserves the right of awarding contracts for individual technically acceptable items on the lowest acceptable prices. Firms quoting on an average basis for joint items do so at their own risk. DOCKYARD AND ENGINEERING WORKS LTD, will not make any allowances for this action of the tendering firms when awarding contracts for individual items which if and when refused by tendering firms any lead to disciplinary action.



**SPECIALY CLAUSES:**

19. **FAT/FSI:** N/A

20. **INSURANCE:** Insurance of the consignment after shipment to destination port/ place (up to the buyers premises) will be arranged by buyer. Quotation should, therefore, be exclusive of the insurance charges.

