

# **Bangladesh Shipping Corporation**

BSC Bhabon, Saltgola Road, Chittagong

**Request for Expression of Interest(REOI)  
For  
Appointment for a Share Advisor.**

**Bangladesh Shipping Corporation**  
**Saltgola Road, Chittagong.**  
[www.bsc.gov.bd](http://www.bsc.gov.bd)

**Request for Expression of Interest**  
**For**  
**Appointment of Share Advisor (National).**

EOI Ref No: 18.16.0000.352.93.489.18

Dated: 23-04-2018.

Bangladesh Shipping Corporation (BSC), a state owned listed enterprise of the Bangladesh Securities and Exchange Commission (BSEC) is seeking an Expression of Interest (EOI) for Appointment of a Share Advisor. The incumbent should be a Chartered Accountant/Cost and Management Accountant/Chartered Secretary who has adequate experience regarding the corporate guidelines and updated himself with rules and regulations of the Bangladesh Securities and Exchange Commission, Dhaka Stock Exchange and Chittagong Stock Exchange. Details have been mentioned in REOI documents which can be collected (free of cost) from the following offices during the office hours. Informatively, the proposal closing time shall be 12.30 hour on 09-05-2018.

**a. Head office:**

The Secretariat Department,  
Bangladesh Shipping Corporation,  
Saltgola Road, Chittagong-4100.  
Tele: 031-324479

**b. Regional office:**

The Marketing Department,  
Dhaka Regional Office, BSCTower(22<sup>nd</sup> floor)  
Rajuk Avenue, Daink Bangle Circle  
Dhaka-1000, Tele: 02-9553524.

2. The documents may be downloaded from the BSC's website:-[www.bsc.gov.bd](http://www.bsc.gov.bd).

Sd/-  
(Secretary)  
Bangladesh Shipping Corporation.

## I. INSTRUCTIONS FOR INTERESTED PERSONS/FIRMS:

- (1) The proposal shall be submitted under sealed envelope marked “**Appointment for a share Advisor**” directly to BSC addressed to the Secretary, Secretariat Department, Bangladesh Shipping Corporation, BSC Bhaban, Saltgola Road, Chittagong, Bangladesh.
- (2) The Proposal closing time shall be 12.30 hours on 09-05-2018.
- (3) The Proposal will be open 13.00 hours on 09-05-2018.
- (4) The contract for the service will be financed from BSC’s own source of fund.
- (5) Interested person/firm participating in the proposal for the professional service will submit two separate envelopes for the fee for compliance reports and other share related services respectively.
- (6) The person/firms who have experience regarding the company act and have office/branch in Chittagong will be given preference.
- (7) Interested person/firm shall submit following information/documents/certificates along with the proposal as applicable:
  - I. Registered address;
  - II. Income Tax Identification Certificate;
  - III. Documentary evidence in support of experience;
  - IV. Trade license;
  - V. Copies of relevant Professional Certificates.
- (8) Person/firm will be selected in accordance with the procedures set out in the Public Procurement Act-2006 and Public Procurement Rules-2008 and subsequent amendment therefore.
- (9) On the satisfactory performance of one year, subsequently the contract period will be extended for the next two years at the same fees.
- (10) No facilities will be provided with except fees mentioning in the Letter of Content (LOC).

- (11) BSC reserves the right to accept or reject any or all the proposals without assigning any reason whatsoever.

## **II. Eligibility/Qualification and Experience:**

- (1) Person/ Firm must have at least 5 (five) years experience in the field of corporate guidelines, rules, regulations time to time adopted by the Bangladesh Security Exchange commissions, Dhaka stock Exchange and Chittagong Stock Exchange.
- (2) Only Chartered Accountant (As defined in the Chartered Accountants Act.1949 – XXXXV111), Cost and Management Accountant (As defined in the Cost and Management Accountants ordinance,1977) and Chartered Secretary(As defined in the Chartered Sectary Act.2010) who have relevant certificates and mandate to issue the corporate certificates for those activities can apply in this proposal.
- (3) The persons must have 3 years experience as a share advisor in the listed company.
- (4) The firm/person will be non-responsive if the firm/person is accused for any substandard activities in the last three years.

## **III. Nature of Assignment:**

Bangladesh Shipping Corporation (BSC) is a state owned listed enterprise. As a listed, Bangladesh Shipping Corporation (BSC) is to comply various rules, regulations, principles, directives and guidelines time to time adopted by Bangladesh Security Exchange Commission(BSEC) and Dhaka Stock Exchange(DSE) and Chittagong Stock Exchange (CSE). Beside this, as per declared corporate guidelines of Bangladesh Securities Exchange Commission (BSEC), Bangladesh Shipping Corporation (BSC) shall obtain a certificate from a participating Professional accountant/(Chartered Secretary regarding the compliance of conditions of corporate Governance Guidelines of the Commission shall send the same to the share holders along with the Annual Reports on a yearly basis. The selected firm/person shall furnish the following services:-

- A. To provide relevant Professional service as needed in order to duly submit the compliance reports and share related other quires required by Bangladesh Security Exchange Commission (BSEC), Dhaka Stock Commission (DSC) and Chittagong Exchange Commission (CSE) throughout the year.

B. To submit two separate envelopes mentioning the fee for compliance reports and share related other services respectively.

C. For any service required, Letter of Content (LOC) should be provided and accordingly have to be submitted the compliance reports and relevant information within the stipulated time mentioned in the Letter of Content as to meet the dead line of the concerned regulatory bodies.

D. Tax and Vat will be deducted at source as per rules and regulations.

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