

Directorate of Flight Operations

Ref: 30.34.0000.881.29.128.19.150

Date: 23-07-2019

Tender Notice

Online Tenders are hereby invited by Biman Bangladesh Airlines Ltd for refurbishment/preparation of following manuals from internationally reputed companies:

1. Corporate Policy Manual (CPM)
2. Safety Management System Manual (SMSM)
3. Emergency Response Manual (ERM)
4. Quality Manual (QM)
5. Operations Manual Part A (OMA)
6. Operations Manual Part B (OMB)
7. Operations Manual Part C (OMC)
8. Operations Manual Part D (OMD)
9. Cabin Crew Manual (CCM)
10. Cabin Crew Quick Reference Handbook (CCQRH)
11. Flight Dispatch Manual (FDM)
12. Ground Operations Manual (GOM)
13. Cargo Operations Manual (COM)
14. Security Manual (SM)
15. Ground Support Equipment (GSE) Operations Manual
16. Flight safety Manual (FSM)

Terms and Condition and specifications are also available with this tender notice which must be followed by the tenderer.

Tender shall be dropped to email id: mpreparation2019@bdbiman.com

Last date of submission: Last date of online submission 19/08/2019 up to 1400 LT (Bangladesh Time).

Date and time of opening: The submitted tender will be opened on the same day immediately after the closing schedule.

Method of payment: Negotiable. 10% money from final price will be less paid by Biman as security money during every phase of payment. This money will be released to the selected tenderer after successful completion of work.

Validity: The offer shall remain valid for minimum 120 (one hundred twenty) days from the date of opening.

In case of any query, please contact at: Manager Technical/ AOC & RA Over phone: +880-2-8901500/4343, E-mail: mgrfltopstech@bdbiman.com

Terms and condition: Contractor/tenderer must follow all the Terms and Condition given below:

01. There will be no involvement of any local agent.
02. Biman has every right to reject any bidder/contractor/tenderer without showing/assigning any reason at any time.
03. Paper should be submitted along with the tender
 - 03.1 Valid agency Certificate.
 - 03.2 Valid trade license of current year.
 - 03.3 Proprietorship or ownership certificate.
04. Tender schedule must be submitted with signature and seal.
05. Proof/evidence in support of specification which should be acceptable to Biman that bidder/tenderer/contractor has served at least 05 IOSA certified internationally reputed airlines for preparing the said manual.
06. Proof/evidence in support of experience (as per specification) that should be acceptable to Biman that bidder/tenderer/contractor has 10 years of experience to prepare said manuals for IOSA certified internationally reputed airlines.
07. Biman will carry out the cost of maximum two visit to Bangladesh in favour of contractor/tenderer if required.

08. Limit manual numbers for refurbishment: Biman may deduct any number of manuals from manual refurbishment/preparation list which were published in Tender Notice during work order.

09. Time required for refurbishing/preparation of manuals: All the manuals must be delivered in the form of soft and hard copy (06 set) within 05 months from the date of work order placed by Biman.

10. Award or rejection of the Tender: The contract will normally be awarded to the lowest Tenderer/Contractor complying with the specification, conditions, technically competent of the invitation for tenderers, provided his tender is reasonable and it is in the interest of Biman to accept it. Also lowest Tenderer/Contractor must be technically acceptable to Biman's Tender Evaluation Committee. However, repeatedly quoted Biman reserves the right to reject any or all tenders or accept any or all tenders in part and/or full. Biman also reserves the right to waive any irregularity on the rate of any Tenderer if it is in the interest of the corporation to do so.

11. Failure of the Contractor/Tenderer/Bidder

a) If the Contractor/Tenderer fails to commence the work within the specified time or does not comply with instruction of the Chief of Technical or his representative or in opinion of the Chief of Technical or his representative is not co-operative and has failed to attain/maintain satisfactory progress of the work. Biman with the recommendation of the Chief of Technical or his representative may terminate the contract giving 01 (one) month notice. No compensation shall be provided to the Contractor/Tenderer for termination. Rather the Contractor/Tenderer may be penalized by Biman upon the recommendation of the Chief of Technical or his representative who may recommend Biman for termination of the contract or penalty or both any time during the progress of works. Such decision shall be final and binding on the Contractor/Tenderer.

b) The penalty shall be recovered by Biman through outstanding dues of Contractor/Tenderer.

c) Biman may cancel the work order if the Contractor/Tenderer abandoned the manual refurbishment/preparation project, without permission, adequate reasons or explanation for a period of 15 days or more. In such case the outstanding dues of Contractor/Tenderer will not be paid

12. Settlement of Dispute: In case of dispute between the authority and Contractor/Tenderer, the matter may be referred to the Director Flight Operation of Biman Bangladesh Airlines Ltd., who shall be authority and his decision shall be consider as final for contractor.

Specification:

01. Bidder/tenderer/contractor must served at least 05 IOSA certified internationally reputed airlines for preparing the said (01 to 16) manuals.

06. Bidder/tenderer/contractor must have 10 years of experience to prepare said manuals (01 to 16) for IOSA certified internationally reputed airlines.

Captain Farhat Hassan Jamil
Director Flight Operation
Biman Bangladesh Airlines Limited