

**BIMAN BANGLADESH AIRLINES LTD.**  
**PROCUREMENT & LOGISTICS SUPPORT DIRECTORATE**  
**LOCAL PURCHASE SECTION**  
BIMAN ADMIN. BLDG. HAZRAT SHAHJALAL INTERNATIONAL AIRPORT, DHAKA.  
FAX: 880-2-8913028, PH: 8901325 & 8901500-19/EXT:4226 & 4220

TENDER NO: 76/2018-19

DATE: 20/06/2019

DATE & TIME OF CLOSING: 15/07/2019 AT 1100 HRS (LT)

DATE & TIME OF OPENING: 15/07/2019 AT 1400 HRS (LT)

PRICE: BDT. 750.00 (Seven hundred & fifty) only (Non-refundable).

M/S-----

CR.NO-----DATE-----

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SIGNATURE-----STAFF/NO-----

Tender in sealed envelope is hereby invited from interested Manufacturer/Distributor/Supplier for supplying below mentioned item to Biman Bangladesh Airlines Ltd.

**TENDER SCHEDULE FOR PROCUREMENT OF FOLLOWING ITEM:**

**Duplicating/Legal Paper, White, Size:14"x8½", Weight: 80/90 GSM per sheet, 5.75 lb/Ream, Ream of 500 sheet, Qty.800 Ream**

Note: Any kind of Recycled Paper is not acceptable.

**Delivery Schedule:**

(i) 400 Ream: In August'2019.

(ii) 400 Ream: In December'2019.

**FOLLOWING ARE THE OTHER TERMS AND CONDITIONS:**

01. Bidder shall submit the tender in one sealed envelope.

**02. OFFERED SEALED ENVELOPE SHALL CONTAIN THE FOLLOWING:**

(i) Photocopy of valid manufacturer/ authorized distributorship certificate (where applicable).

(ii) Photocopy of valid Trade License of current year.

(iii) Photocopy of current year Income Tax Return Certificate.

(iv) Photocopy of Up-to-date (i.e. having 11 digits) valid VAT Registration Certificate or BIN Certificate.

(v) Photocopy of proprietorship/partnership deed/memorandum of association/certificate of Incorporation.

(vi) Original letter naming the person authorized to sign on behalf of the Bidder (where applicable).

(vii) Original Tender Schedule must be submitted with signature and seal of tenderer in every page along with original copy of schedule purchased money receipt (CR).

(viii) Delivery schedule must be mentioned in the offer.

(ix) Value is to be quoted on the basis of supplying items at Local Receive Section, Procurement & Logistics Support Directorate, Admin. Building, Biman, Hazrat Shahjalal International Airport, Dhaka basis.

03. (i) Alternate price offer/sample is not acceptable.

(ii) Payment terms must be mentioned in the offer. Payment will be made after delivery of goods/items through cheque.

(iii) Price or rate of the item must be quoted with total price both in word and figure in the offer.

(iv) If any discount is offered must be shown in the original tender documents or must be supported with the offer.

04. (i) Earnest money (Refundable) Tk.7,000/- (Seven thousand) only in the shape of PO/DD/BG in favour of 'Biman Bangladesh Airlines Ltd.' must be submitted along with the offer from any schedule bank of Bangladesh. Earnest Money shall be refunded to the unsuccessful bidder as convenience of Biman.

(ii) Minimum 06 (six) sheets Non-refundable sample of the mentioned item (as per Biman specification) shall be submitted along with the offer (sample shall be with bidder's seal & signature). It shall be ensured that the sample reach before opening of the tender. This is applicable for all tenderers even in the case of manufacturer/distributor/supplier.

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- 05. Any Overwriting/erasing in the tender shall not be accepted unless properly countersigned by the Authorized person of the bidder.
- 06. Tender in sealed covers shall be received in Local Purchase Section, Procurement & Logistics Support Directorate, Biman, Hazrat Shahjalal International Airport, Dhaka and also in Biman Balaka Bhaban, Security Counter (Ground Floor), Dhaka latest by 1100 Hrs (BST) on **15/07/2019**. Offer shall be opened on the same day in the Tender Room, Biman Admin. Building, 1<sup>st</sup> floor, Procurement & Logistics Support Directorate, Biman, Hazrat Shahjalal International Airport, Dhaka in presence of the representative(s)/ Tenderer's (if any) at 1400 Hrs (BST).
- 07. Any Tender or samples received after aforesaid specified date and time shall not be entertained. Biman will not bear any responsibility for late receipt of Tender or samples due any postal irregularities or otherwise.
- 08. Offer shall remain valid for 120 (One hundred twenty) days from the date of tender opening.
- 09. All submitted documents must be numerically serial showing total number of sheets and each sheet must be sealed and signed.
- 10. Performance Guarantee @10% on total value (Refundable) in the shape of PO/DD/Bank Guarantee to be submitted by the successful bidder within 07 days from the date of receipt of the notice for award of the contract/purchase order, in favour of Biman Bangladesh Airlines Ltd from any schedule bank of Bangladesh for a period of minimum 01 year for the item. For Bank Guarantee it must have validity from the date of issuance of the guarantee till the required period. Earnest Money may be refunded upon receipt of Performance Guarantee. The purchaser reserves the right to encash/forfeits the Performance Guarantee in the event of failure of the supplier to deliver the item or for shipment of improper specification. If the successful bidder fails to submit Performance Guarantee within the stipulated time, his Earnest Money will be forfeited.
- 11. Only unconditional offer will be accepted.
- 12. **Tender shall be rejected if any of the above terms and conditions are not fulfilled.**
- 13. Supplied items/goods must be accompanied by 02 copies of supplier's challan showing items/goods' description, quantity, packing list etc. addressing to: Manager (Commercial Stores), P & L S Directorate, Biman, HSIA, Dhaka. The inspection and tests shall be conducted at the Local Receive Section, Admin Building, Hazrat Shahjalal Int'l Airport, Dhaka. If items are rejected by the Inspection Committee, rejected items must be replaced within 01 (one) week (L/D charge shall be applicable if delivery schedule exceed) at suppliers risk and expenses.
- 14. The liquidated damages (L/D charge) will be paid by the supplier at the rate of 02% of the contract value per month or part of a month.
- 15. Undersigned may be contracted for any clarification during office hours on all working days.
- 16. Biman Bangladesh Airlines Ltd reserves the right either to increase or decrease the quantities mentioned in the Tender Schedule and to accept or reject any or all Tenders without assigning any reason thereof.

**Md. Sarwar Hossain**

Manager (Commercial Store)

Phone: 8901296

I/We.....M/s..... owner/  
representative hereby declare that I/We have accepted all Terms and Conditions of Tender papers and submitted quotation accordingly.

Signature: -----

Date: -----

Seal: -----

Address: -----

Phone/Mobile:-----

Fax: -----Email: -----