Subject: Enlistment of Manufacturers/Authorized Distributors for supply of different types of Furniture during April’2020 to 31st December’2021

- Enlistment Fee: BDT 5,000.00 (Taka Five Thousand only) per set (non-refundable).
- CR No……………………………… Date:………………………
- Sold by …………………………… Signature: ………………………
- Date of last selling of schedule: 20 /01/2020
- Date of submission/opening: 21/01/2020
- Time of closing: 1100 hrs (LT) Time of opening: 1200 hrs (LT)
- Sealed application should be dropped in the tender box kept in (i) Local Purchase Section, Procurement & Logistics Support Directorate, Admin. Building, Biman, Hazrat Shahjalal International Airport, Dhaka and (ii) Biman Balaka Bhaban, Security Counter (Ground Floor), Dhaka. Same will be opened in presence of applicants or their representative (if any).

Applications are hereby invited by Biman Bangladesh Airlines Ltd. from the Manufacturers/Authorized Distributor for enlistment regarding supply of different types of furniture during 1st April’2020 to 31st December’ 2021 as and when required basis under terms and conditions specified below.

<table>
<thead>
<tr>
<th>Name of Items</th>
<th>Enlistment Fee (Non-refundable)</th>
<th>Security Money (Refundable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture related items</td>
<td>BDT 5,000.00</td>
<td>BDT 1,00,000.00</td>
</tr>
<tr>
<td></td>
<td>(Five Thousand Taka only)</td>
<td>(One Lac Taka only)</td>
</tr>
</tbody>
</table>

**Required Documents including Terms & Conditions (during Tender dropping for Enlistment):**

01. The applicant company must have their own office, contact number/s and valid email address.
02. Original Tender Schedule must be submitted in one sealed envelope with signature and seal of applicant in every page along with original copy of cash receipt (CR) against purchasing the schedule.
03. Attested photocopy of valid Trade License of current year.
04. Attested photocopy of valid Manufacturer/Authorized Distributor certificate by Manufacturer
05. Attested photocopy of current year Income Tax Return certificate.
06. Attested photocopy of up-to-date (i.e. having 11 digits) valid VAT Registration Certificate or BIN Certificate.
07. All submitted documents (with a check sheet) must be numerically arranged showing total number of sheets and each sheet must be signed.
08. Overwriting/Erasing may render the tender to be rejected unless properly countersigned by the authorized person of the bidder.
09. After being qualified as enlisted, Security Money (refundable) must be submitted in the form of Cash/Pay Order or PBG (Performance Bank Guarantee) in favor of ‘Biman Bangladesh Airlines Ltd.’ from any schedule Bank of Bangladesh.
10. Any tender received after aforesaid specified date and time will not be entertained. Biman will not bear any responsibility for late receipt of Tender due to any postal irregularities or otherwise.
11. Applications shall be rejected if any of the above terms and conditions are not fulfilled.
12. Biman Managements reserves the right to accept or reject any or all the applications without assigning any reason, whatsoever.

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The following clauses will be applicable for the successful bidder during dropping of the tender:

a) Offer should remain valid for 120 days from the date of opening of the Tender.

b) Bidder must quote the price or rate of each item with total price (including VAT and others) both in word and figure in the original ‘Price Schedule for Goods’ attached with RTM. Bidder is also to be submitted the details of the manufacturing materials, drawings (where applicable) etc. in company letter head pad along with the offer.

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

d) Original Tender Schedule must be submitted with signature and seal of tenderer in every page along with other submitted documents.

e) Overwriting/Erasing may render the tender to be rejected unless properly countersigned by the authorized person of the bidder.

f) On the offer envelope and also in the schedule the bidder must mention Tender No, name of recipient and bidder’s full address including email address, name and contact information of the accountable persons of the bidder to deal with Biman.


g) Bidder must mention the delivery schedule in the offer.

h) Partial delivery is acceptable and partial payment is not acceptable.

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

j) Only unconditional offer will be accepted. Bidder’s offer may be rejected if it does not meet the requirement of Biman or fail to fulfill any terms and conditions in the RTM (Restricted Tender Method).

k) Payment will be made within 30 days credit basis from the receipt of the goods.

l) After Management’s final approval the Work Order copy will be sent to the successful bidder through email and the delivery time will be count from the date of intimation of the purchase order. The successful bidder will collect the hard copy of the Work Order from Local Purchase Section within 05 (five) working days.

m) If the successful bidder fails to deliver the item as per scheduled time mentioned in the tender schedule or Work Order, 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.

n) If the bidder’s delivery period exceeds more than 02 months of approved delivery schedule in Work Order, penalty will be imposed 25% on total value and his Work Order will be cancelled. The amount of penalty charges should be deposited by the party in the shape of Pay Order or must be deposited in the Biman Cash & Banking Section through CR (Cash Receipt); otherwise the money will be forfeited from bidder’s Security Money.

o) Any tender received after aforesaid specified date and time shall not be entertained. Biman will not bear any responsibility for late receipt of Tender due any postal irregularities or otherwise.

p) Supplied items/goods must be accompanied by 02 copies of supplier’s challan (in original company letter head pad) showing items/goods’ description, quantity, packing list etc. addressing to: Manager (Commercial Stores), Procurement & Logistics Support Directorate, Biman, HSIA, Dhaka and 03 copies of supplier’s Bill (in original company letter head pad) showing items/goods’ description, quantity, amount etc. addressing to: Manager Procurement (Commercial Purchase), Procurement & Logistics Support, Biman, HSIA, Dhaka. Any hand written challan or bill will not be accepted.

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q) The inspection and tests shall be conducted at the Local Receipt 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.

r) Tender shall be rejected if any of the above terms and conditions are not fulfilled.

s) Biman Managements reserves the right to increase or decrease the quantities mentioned in the Tender Schedule and also to accept or reject any or all the tenders without assigning any reason, whatsoever.

On behalf of Biman Bangladesh Airlines Ltd.

(Mohd. Abdur Rahman Faruky)
General Manager (Procurement)
Phone: 8901268

I/we __________________________ on behalf of M/s __________________________ proprietor/authorized representative do hereby acknowledge that I/we have gone through all the terms and conditions of the schedule which I/we shall abide by in all the cases in future. Thus, I/we submit the application / offer for Enlistment as such for your consideration please.

Signature: ______________________

Date:____________________________

Seal: ____________________________

Address: ________________________

Phone/Mobile:____________________

Fax: ____________________________

Email: __________________________