

BIMAN BANGLADESH AIRLINES LIMITED
DIRECTORATE OF ADMINISTRATION

Date: 21 October 2019

Office Order No. 58/2019

Subject : Re-constitution Of Tender Opening Committee (TOC) and Tender Evaluation Committee (TEC)

01. Reference Office Order No.28/2019 date: 13-06-2019.
02. As per decision of the Management, Tender Opening Committee (TOC) and Tender Evaluation Committee (TEC) have been re-constituted with the following Biman officials as under:

a) Tender Opening Committee (TOC)

- | | | |
|--|---|------------------|
| i) Manager/ Asstt. Manager (Concern user Department) | - | Chairman |
| ii) Officer of Concern user Department | - | Member-Secretary |
| iii) One representative of IT Division | - | Member |

Terms of Reference (TOR) of the TOC are as follows:

- i) To receive /open Tender/Proposals;
- ii) To scrutinize and Check all the documents submitted by the bidders;
- iii) To sign all documents submitted by the bidders;
- iv) To submit all relevant documents to the Chairman of TEC.

b) Technical Evaluation Committee (TEC)

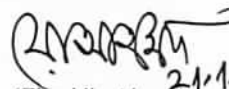
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|---|---|-------------------|
| i) GM / DGM (Concern user Department) | - | Chairman |
| ii) Officer of Concern user Department
(Not below the rank of PG-VI) | - | Member- Secretary |
| iii) Sr. System Analyst / Manager IT | - | Member |
| iv) Manager Accounts
(Nominated by Controller of Accounts) | - | Member |
| v) Manager/Asstt. Manager of Purchase Department
(Nominated by GM / DGM Purchase) | - | Member |
| vi) Two members from outside of Biman
(If quoted value is Tk.10 lakh or above) | - | Member |

The Chairman of the committee may co-opt any official as member of the committee, if deemed necessary

03. **Terms of Reference (TOR) of the TEC are as follows:**

- i) To evaluate and examine the technical and financial aspects of the Tenders/
Proposal in light with Biman's requirement.
- ii) To prepare evaluation report including recommendation for award of contract.
- iii) To submit report to the approving authority.

04. This order supersedes Office Order No. 28/2019 date: 13-06-2019 and comes into force with immediate effect.


(Ziauddin Ahmed)
21.10.19

Director Administration

Distribution :

- 1. All Directors.
- 2. All General Managers/Principal BATC/Controller of Accounts/Chief of Technical/
Training/Scheduling & Planning/Flight Safety/Chief Engineers/Company Secretary.
- 3. All Dy. General Managers/Dy. Chief Engineers/Chief Instructor/Chief Medical Officer.
- 4. Manager Co-ordination to MD - For kind information of Managing Director & CEO
- 5. Managers/Country Managers/Regional Managers/District Managers/Station Managers
concerned.
- 6. All Admin Cells - to preserve it as record and inform the concerned officials.
- 7. Notice Board.

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21.10.19