

**BIMAN BANGLADESH AIRLINES LIMITED**  
**DIRECTORATE OF ADMINISTRATION**

Date: 13 June 2019

**Office Order No.28/2019**

Subject: Formation of Tender Opening Committee (TOC) and Tender Evaluation Committee (TEC) for purchase of software.

01. As per decision of the Management, following Tender Opening Committee (TOC) and Tender Evaluation Committee (TEC) have been constituted comprising of the following Biman officials to open and evaluate the proposals for purchase of software:

**a) Tender Opening Committee (TOC):-**

- |   |                    |
|---|--------------------|
| i) Sr. System Analyst, IT Division  | - Chairman         |
| ii) Concerned user Department Representative<br>(Not below the rank of Manager) | - Member-Secretary |
| iii) Assistant Manager Local Purchase   | - Member           |
| iv) Assistant Manager Finance<br>(Nominated by Controller of Accounts)          | - 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) Tender Evaluation Committee (TEC):**

- |  |                    |
|--|--------------------|
| i) General Manager/Dy. General Manager, IT Division                                  | - Chairman         |
| ii) Concerned user Department Representative<br>(Not below the rank of Manager)      | - Member           |
| iii) Manager IT, IT Division   | - Member           |
| iv) Sr. System Analyst, IT Division  | - Member           |
| v) Concerned user Department Representative<br>(Not below the rank of Asst. Manager) | - Member-Secretary |
| v) Manager/Asst. Manager Internal Audit  | - Member           |
| vi) Two members from outside of Biman<br>(If quoted value if Tk. 10 lakh or above)   | - Member           |

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

- i) To evaluate and examine the technical and financial aspects of the Tenders/Proposals;
- ii) To prepare evaluation report including recommendation for award of contract;
- iii) To submit report to the approving authority.

02. The chairman of the committees may co-opt any official as member of the committee, if deemed necessary.

03. This Order comes into force with immediate effect.

  
(Ziauddin Ahmed) 13/06/19

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 Instructors/Chief Medical Officer.
4. Manager Co-ordination to the Managing Director & CEO - For kind information of the Managing Director & CEO.
5. Concerned Managers/Country Managers/Regional Managers/District/Managers/Station Managers.
6. All Admin Cells - to preserve it as record and inform the concerned officials.
7. Notice Board.