

Biman Bangladesh Airlines Ltd.
Procurement & Logistics Support Directorate
Local Purchase Section

Ref: DACPL/Enlistment/Computer/2020-2021

Date: 26/09/2019

Subject: Schedule for enlistment of manufacturers/authorized distributors for computer and related items during 1st January'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: 28/10/2019
- Date of submission/opening: 28/10/2019
- 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 bonafied manufacturers/authorized distributors for enlistment regarding supply of computer and other related items during 1st January'2020 to 31st December'2021; as and when required basis under terms and conditions specified below. Any Supplier or Dealer or Re-seller Certificate (for computer and related items) is not acceptable.

<u>Name of Items</u>	<u>Enlistment Fee (Non-refundable)</u>	<u>Security Money (Refundable)</u>
Computer, printer, UPS, scanner & related items	BDT.5,000.00 (Five Thousand Taka only)	BDT.1,00,000.00 (One Lac Taka only)

General Terms & Conditions will be applicable during dropping the Tender (for successful Enlisted Party):

- 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 their Technical specification 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) Bidder shall mention the brand, country of origin/Made in and warranty of the item. Brochure/leaflet may be submitted along with the tender documents (if any). If it is produced by the same company in different countries, the names of all the countries must be mentioned along with price difference, if any between the country of production.

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- j) 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.
- k) Only unconditional offer will be accepted. Bidder's offer may be rejected if it does not meet the Technical Specification or fail to fulfill any terms and conditions in the RTM.
- l) Payment will be made within 30 days from the receipt of the goods.
- m) After Management's final approval the purchase 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 Purchase Order from Local Purchase Section within 05 (five) working days.
- n) If the successful bidder fails to deliver the item as per schedule mentioned in the tender schedule or Purchase 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.
- o) If the bidder's delivery period exceeds more than 02 months of approved delivery schedule in Purchase Order, penalty will be imposed 25% on total value and his Purchase 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.
- p) 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.
- q) 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), P & L S 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: Assistant Manager Procurement (Local Purchase), P & L S Directorate, Biman, HSIA, Dhaka. Any hand written challan or bill will not be accepted.
- r) 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.
- s) Tender shall be rejected if any of the above terms and conditions are not fulfilled.
- t) 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.

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 money receipt (CR) against purchasing the schedule.
03. Attested photocopy of valid Trade License of current year.
04. Attested photocopy of valid manufacturer/distributorship certificate from
 - a) HP/Dell/IBM for server.
 - b) HP/Dell/IBM (Lenovo)/Fujitsu/Toshiba for computer and laptop.
 - c) HP/Canon/Epson/Samsung for printer and scanner.
 and attested photocopy of valid manufacturer/ Authorized Re-seller certificate from
 - a) Cisco/Juniper/Sophos/Barracuda/Forti-Nate for network switch, firewall and router.
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/Demand Draft 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.

On behalf of Biman Bangladesh Airlines Ltd.

(Iqbal Ahmed Ali Za)
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: -----