

BIMAN BANGLADESH AIRLINES LTD.
PROCUREMENT & LOGISTIC SUPPORT DIRECTORATE
LOCAL PURCHASE SECTION
BIMAN ADMIN BLDG. HAZRAT SHAHJALAL INT'L AIRPORT, DHAKA.
FAX: 880-2-8901523, PH: 8901325 & 8901500-19/EXT: 4215 ,4220 & 4226

TENDER NO: OTM-016/2026-27

DATE: 06-09-2026

DATE/TIME CLOSING: 30-09-2026 AT 1400 HRS (LT)

DATE/TIME OPENING: 30-09-2026 AT 1430 HRS (LT)

PRICE: BDT. 4,000.00 (FOUR THOUSAND) ONLY (NON-REFUNDABLE).

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

SIGNATURE-----P/NO-----

M/S-----

**SUB: TENDER SCHEDULE FOR PROCUREMENT OF FOLLOWING ITEMS (PINTER MACHINE
TONER/CARTRIDGE/ RIBBON) UNDER THE FRAMEWORK CONTRACT FOR (01) ONE YEAR.**

Group Name	Printer Machine Name	Toner/Cartridge/Ribbon Model No.	Total Quantity /Yearly
A.	HP LaserJet/ HP LaserJet Pro/ HP Color LaserJet Pro/ HP Desk Jet	M4003dn / 151A Toner	180 EA
		M404dn / 76A Toner	136 EA
		M12a / 79A Toner	220 EA
		P1102 / 85A Toner	152 EA
		107A / 107A Toner	180 EA
		M401dn/400 / 80A Toner	104 EA
		M402dn / 26A Toner	132 EA
		1008a / 166A Toner	60 EA
		M102a / 17A Toner	56 EA
		M252n Color / 201A (Black, Cyan, Magenta, Yellow)	12 Set
		M254dw Color / 202A (Black, Cyan, Magenta, Yellow)	20 Set
		MFP 28 / 44A Toner	12 EA
		M428dw / 59A Toner	04 EA
		5200n / 16A Toner	04 EA
		Ink Advantage 2300 / 682 Ink	16 Set
		1020 / 12A Toner	08 EA
		CP-1215 Color / 125 (Black, Cyan, Magenta, Yellow) (Master copy of china accepted)	08 Set
		2410 / 11A Toner (Master copy of china accepted)	04 EA
		M605 / 81A Toner	08 EA
		1300 / 13A Toner	04 EA
		MFP 28 / 48A Toner	04 EA
		M454dw / 416A (Black, Cyan, Magenta, Yellow)	08 Set

		M255nw Printer / 206A/ 207A Toner	12 Set
		M452 Color Printer / 410A Black, Cyan, Magenta, Yellow	04 Set
		4015x Printer / 64A Toner (Master copy of china accepted)	12 EA
		P1566 Printer / 78A Toner	08 EA
		Pro 200 Printer / 131A Toner (Master copy of china accepted)	08 Set
		P1005 Printer / 35A Toner Cartridge (Master copy of china accepted)	04 EA
		1320 Printer / 49A Toner Cartridge (Master copy of china accepted)	04 EA
		M507 Printer / 89A Toner Cartridge	04 EA
		2135 Printer / 680 Ink	08 Set
		Enterprise M610 Printer / 147A Toner	08 EA
B.	Canon	LBP 6030 / 325 Toner	108 EA
		LBP 3300 / 308 Toner	04 EA
		LBP 6200d / 326 Toner	08 EA
		Image Runner 1643i / T06 Toner	32 EA
		LBP 3450 / 310 Toner	04 EA
		LBP 3150 Printer / 312 Toner	12 EA
C.	Epson	LQ-310 / Ribbon	60 EA
		LQ-2190 / Ribbon	20 EA
		L-130 / Ink 664	12 Set
D.	OKI	320/180/182 / Ribbon	1150 EA
		5791 / Ribbon	24 EA
		2190 / Ribbon	30 EA

Tender in sealed envelope is hereby invited from interested Manufacturer / Manufacturer's Authorized Distributor/ Manufacturer's Authorized Reseller of HP / CANON / EPSON / OKI for supplying the above items to Biman Bangladesh Airlines Ltd.

Bidders can participate in any one or more or all four group of Printer machine Toner/Cartridge/Ribbon. The evaluation and selection of contract award winning bidder will be separate based on groups. Groups are segregated as follows based on printer/Toner/cartridge manufacturing company:

GROUP-A	HP
GROUP-B	CANON
GROUP-C	EPSON
GROUP-D	OKI

FOLLOWING ARE THE TERMS AND CONDITIONS:

- 01.** Bidder shall submit the tender in one sealed envelope.
- 02.** **OFFER ENVELOPE SHALL CONTAIN THE FOLLOWING:**

- (i) Attested Photocopy of Manufacturer/ Manufacturer's authorized distributorship certificate / Manufacturer's authorized reseller certificate of **HP / Canon / Epson / OKI**.
 - (ii) Attested Photocopy of valid trade license of current year.
 - (iii) Attested Photocopy of Certificate from the competent authority stating that current income Tax return has been submitted quoting GIR or TIN Number.
 - (iv) Attested Photocopy of up-to-date valid VAT registration certificate.
 - (v) Attested Photocopy of Current Bank Solvency Certificate.
 - (vi) Original tender schedule must be submitted with signature and seal of tenderer in every pages along with original copy of schedule purchased money receipt (CR).
 - (vii) Participating bidders must submit a Manufacturer Authorization Letter (MAL) and Manufacturer Authorization Form (MAF) along with the tender.
 - (viii) The participating bidder will have to submit along with the tender a certificate of experience /purchase order worth BDT 1.00 crore of supplying toner/cartridge to govt./semi-govt./autonomous organizations of Bangladesh in the last 5 years from the date of tender notification.
 - (ix) The Bidder must quote the price on the basis of delivery of items at Local Receipt Section, Procurement & Logistic Support Directorate, Admin building, Biman, Hazrat Shahjalal International Airport (HSIA), Dhaka.
 - (x) Bidder must have to submit valid membership certificate of Bangladesh Computer Samity.
 - (xi) Bidder must have to submit Anti-Counterfeit Declaration in company pad with seal and sign.
3. (a) Bidder must quote & supply original toner/cartridge/ribbon of concern manufacturer.
- (b) Alternate price offer/sample not acceptable. Only unconditional offer will be accepted.
- (c) Hand written price offer is not acceptable.
- (d) Bidder must have valid e-mail address, office address & mobile number mentioned in company/business pad used for price quotation, challan, and bill.
- (e) Payment will be made after delivery of goods/items through cheque/online portal. Partial payment may be accepted.
- (f) Price of each item/model must be quoted with unit price and total price both in word & figure in the offer.
- (g) The finally awarded Bidder must have to submit Warranty Certificate of delivered product at the time of supply of toner/cartridge/Ribbon to Biman.
- (h) Biman will maintain a stock of Toner/Cartridge/Ribbon on a three-month basis. Accordingly, the purchase order will be issued for each time order. Biman will re-order a specific model toner/cartridge while the stock reaches to 20% level. The actual demanded/purchased quantities of Toner/cartridge/Ribbon may vary based on Biman's actual requirement. Hence, supply requirements may be adjusted to align with domestic demand as required by Biman.
- (i) Stock position of Toner/Cartridge/Ribbon will be assessed by joint team comprising of Biman and Supplier Company on fortnightly basis.
- (j) The maximum gap between manufacturing date and date of delivery to biman's will be accepted up to 06 months.
- (k) The Framework Agreement deed with the finally selected supplier for the purchase of printer toner/cartridges will be for a period of 1 (one) year from Agreement signing date.
- (l) The first delivery must be made within 45 days and the second and subsequent deliveries within 15 days from the date of receipt of the Purchase Order (PO) by the supplier/authorized person. The order will be placed based on Call-off Purchase Order method.

- (m) There will be no subsequent price increase/ adjustment to the price proposed by the contract winning bidder over the period of 1 (one) year.
- (n) If the toner/cartridge/ribbon shows/have a query, error/fault, does not work, or is dry, it must be replaced by the supplier.

- 04. Earnest money (Refundable): 3,00,000.00 (Three Lakh) in the shape of PO/DD/BG in favor 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.
- 05. Bidder shall mention the brand, country of origin/made in (where applicable) Brochure/leaflet also to be submitted along with the tender documents (if any). If it is produced by the same company in different countries, in that case country of origin must be mentioned along with price difference, due to the countries of production.
- 06. If the successful bidder fails to submit performance guarantee within the stipulated time then his earnest money will be forfeited.
- 07. Any overwriting/erasing in the tender shall not be accepted unless properly counter signed by the authorized person of the bidder.
- 08. Tender in sealed covers shall be received in Local Purchase Section, P&LS Directorate, Biman, Hazrat Shahjalal Int'l Airport, Dhaka latest by 14:00 Hrs (BST) on 30/09/2026. Offer shall be opened on the same day in the Tender Room, Biman Admin Building, 1st floor, Procurement & Logistic Support Directorate, Biman, Hazrat Shahjalal Int'l Airport, Dhaka in presence of the representative(s)/tenderer's if any at 14:30 Hrs (BST) on 30/09/2026.
- 09. Any Tender 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.
- 10. Offer shall remain valid for 120 (One hundred twenty) days from the date of tender opening.
- 11. All submitted documents must be numerically serial showing total number of sheets each sheet must be sealed and signed.
- 12. 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 favor of Biman Bangladesh Airlines Ltd from any schedule Bank of Bangladesh for a period of minimum 12 (Twelve) Months. Earnest money may be refunded upon receipt of performance guarantee. Biman reserves the right to en cash/forfeit the performance guarantee / Earnest money in the event of failure of the supplier to execute timely shipment or for shipment of improper specification or for fraudulent activities.
- 13. **TENDER SHALL BE REJECTED IF ANY OF THE ABOVE TERMS AND CONDITIONS ARE NOT FULFILLED BY THE BIDDERS.**
- 14. Supplied goods must be accompanied by 03 copies of supplier's challan showing goods' description, quantity, packing list etc. addressing to: Manager (Commercial Stores). The inspection and tests shall be conducted at the Local Receipt Section, Admin building, Hazrat Shahjalal International Airport, Dhaka. If item rejected by the

inspection committee, rejected items must be replaced within 01 weeks (L/D charge shall be applicable if delivery schedule exceeds) at supplier's risk and expenses.

15. The liquidated damages (L/D charge) will be paid by the supplier at the rate of 2% of the contract value per month or part of a month.
16. Representative of procurement division may be contacted for any clarification during office hours on all working days.
17. If any issue arises that is not covered by Tender Schedule, Biman will apply its own order/policy to solve the issues.
18. **Supply of duplicate/fake/copied item is strictly prohibited. If any item is found fake/duplicate/copied at the time of inspection or installation, then the security money of the supplier will be forfeited. The supplier may be blacklisted. Beside this, Biman may take any other decision against the bidder.**
19. 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.

Sakil
Manager, Commercial Purchase
Procurement & Logistic Support
Phone-8901500/4215

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 No:-----

Email:-----