

**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- 015/2026-2027

Date: 01-09-2026

Date/Time of closing : 24-09-2026 AT 1400 Hhs (LT)

Date/Time of opening : 24-09-2026 AT 1430 Hrs (LT)

PRICE: BDT. 1000.00 (One thousand) only (None Refundable).

CR.NO-----Date-----

Signature-----P/NO-----

M/s-----

SUB: Tender schedule for procurement of following item.

Tender is sealed enveloped is hereby invited from interested Manufacturer/
Manufacturer's authorized Distributer/Dealer/Supplier for supplying below
mentioned item to Biman Bangladesh Airlines Ltd.

Item's Details:

01. Baby Wet Wipes Qty: 12,000 Pkt.

Specifications:

- i) Age Group: Babies and Infant
- ii) Sheet Size: 20 cm x 15 cm
- iii) Material: Soft skin-friendly cotton / non-woven material.
- iv) Pack: 10 pcs per pack: Hygienic and suitable for baby skin.
- v) Disposable packing: Each pack shall prominently display the official Biman Bangladesh Airlines insignia / logo and brand name as approved by Biman Bangladesh Airlines.

Delivery Schedule: Within 28 days after receiving the Purchase order

Tender in sealed envelope individually for hereby invited from interested Manufacturer/ Authorized Distributor/Suppliers for supplying the item to Biman Bangladesh Airlines Ltd.

FOLLOWING ARE THE TERMS AND CONDITIONS:

Bidder shall submit the tender in one sealed envelope individually.

02. OFFER ENVELOPE SHALL CONTAIN THE FOLLOWING

- (i) Photocopy of valid Manufacturer certificate / Manufacture's authorized Distributorship certificate / Dealership certificate / Supplier's certificate to be submitted.
- (ii) Photocopy of valid trade license of current year to be submitted.
- (iii) Photocopy of up to date tax return certificate to be submitted.
- (iv) Photocopy of up-to-date (i.e. having 11 digits) valid VAT registration certificate or BIN Certificate to be submitted.
- (v) Original letter naming the person authorized to sign on behalf of the Bidder to be submitted.
- (vi) Copy of the up to date Bank solvency Certificate from any schedule bank of Bangladesh to be submitted.
- (vii) Value is to be quoted on the basis delivery of items at Local Receipt Section, P&L Support Directorate, Admin building, Biman, Hazrat Shahjalal Int'l Airport, Dhaka.
- viii) Payment will be made after delivery of goods / items through fund transfer.
- (ix) Original Tender Schedule must be submitted with signature and seal of tenderer in every page along with original copy of schedule purchased money receipt (CR).
- (x) Two piece sample must be submitted along with tender.

03.

- i) Alternate price offer/sample not acceptable.
- ii) Price of each item must be quoted with total price both in word & figure in the offer.
- iii) If any discount is offered must be shown in the original tender documents or must supported with the offer.

04. Earnest money (Refundable) Tk. 7000 (Seven thousand) only 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. Any Overwriting/erasing in the tender shall not be accepted unless properly countersigned by the Authorized person of the bidder.

06. Tender in sealed covers shall be received in Biman Admin Building , P&LS Directorate, Biman, Hazrat Shahjalal Int'l Airport, Dhaka latest by 1400 Hrs (BST) on 24/09/2026. Offer shall be opened on the same day in the Tender room – 207 , 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 1430 Hrs (BST).
07. Any Tender and Sample 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.
08. Offer shall remain valid for 120 (One hundred twenty) days from the date of tender opening.
09. All submitted documents must be numerically serial showing total number of each sheet must be sealed and signed.
10. 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 01(One) Year for the items. For Bank Guarantee it must have validity from the date of issuance of the guarantee till the required period. Earnest money may be refunded upon receipt of performance guarantee. The purchaser reserves the right to forfeit the performance guarantee in the event of failure of the supplier to execute timely shipment or for shipment of improper specification. If the successful bidder fails to submit Performance Guarantee within the stipulated time, his Earnest Money will be forfeited.
11. Only unconditional offer will be accepted.
12. **TENDER SHALL BE REJECTED IF ANY OF THE ABOVE TERMS AND CONDITIONS ARE NOT FULFILLED.**
13. Supplied goods must be accompanied by 03 copies of supplier's challan showing goods' description, quantity, packing list etc. addressing to: Manager (Commercial Stores), P&LS Directorate, Biman, HSIA, Dhaka. 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 week (L/D charge shall be applicable if delivery schedule exceed) at suppliers risk and expenses.
14. 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.
15. Representative of Procurement Division may be contacted for any clarification during office hours on all working days.

16. 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 . Beside this, Biman may take any other decision against the bidder.

17. 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) .

Phone No: 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**:-----

Email: -----