

PAGE-01

**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- 014/RIBBON-TONER/2026-27

DATE: 01-09-2026

DATE/TIME CLOSING: 24-09-2026 AT 14:00 HRS (LT)

DATE/TIME OPENING: 24-09-2026 AT 14:30 HRS (LT)

PRICE: BDT. 1,000.00 (ONE THOUSAND) ONLY (NON REFUNDABLE).

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

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

M/S-----

SUB: TENDER SCHEDULE FOR PROCUREMENT OF FOLLOWING ITEMS:

List of Toner/Ribbon/Cartridge P/O NO: LP32627013; Dtd: 01-09-2026		
S/L	Description	Total Quantity
01	Laser Jet Pro 4003dn	14 EA
02	Laser Jet Pro M402dn/26A	22 EA
03	HP Laser Jet P1102/85A	12 EA
04	HP Laser Jet Pro M12A/79A	16 EA
05	HP Laser Jet Pro M404dn	03 EA
06	HP Laser Jet 166A Cartridge 1008a	19 EA
07	Canon Cartridge LBP6000/6030/325	18 EA
08	HP Color Laser Jet Pro M225nw/206a	01 Set
09	Laser Jet Pro M102a/17A	05 EA
10	HP Laser 107A	12 EA
11	HP Laser Jet P4015/64A	01 EA
12	HP Laser Jet 400M/401dn/80A	01 EA
13	HP Color Laser Jet Pro M254nw/202A	02 Set
14	HP Color Laser Jet Pro M255nw	01 Set
15	Ribbon OKI 5791	08 EA
16	HP laser Jet M610/147A	02 EA
17	Ribbon LQ 310 Epson	30 EA
18	Ribbon-OkI-182/390	480 EA

Continued Page-02

Delivery Schedule:

As per Biman Requirement after receiving the Purchase Order.

Tender in sealed envelope is hereby invited from interested Valid Manufacturer / Authorized Distributor/Authorized Reseller for supplying the above items to Biman Bangladesh Airlines Ltd.

FOLLOWING ARE THE TERMS AND CONDITIONS:

- 01.** Bidder shall submit the tender in one sealed envelope.
- 02. OFFER ENVELOPE SHALL CONTAIN THE FOLLOWING (WHERE APPLICABLE)**
 - (i) Attested Photocopy of Valid manufacturer/Authorized distributorship/Authorized reseller certificate.
 - (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. (Only applicable for Local Agents/Suppliers).
 - (v) Attested Photocopy of Current Bank Solvency Certificate.
 - (vi) Original tender schedule must be submitted with signature and seal of tender in every pages along with original copy of schedule purchased money receipt (CR).
 - (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.
- 03.** (i) Bidder must be quoted & supply original toner/ribbon/cartridge of concern renowned company/manufacturer.
(ii) Each item will be selected individually based on the lowest price.
(iii) Alternate price offer/sample not acceptable. Only unconditional offer will be accepted.
(iv) Hand writing price offer is not acceptable.
(v) Bidder must have valid e-mail address, office address & mobile number.
(vi) Payment will be made after delivery of goods/items through cheque/online portal.
(vii) Price of each item must be quoted with total price both in word & figure in the Offer.
- 04.** Earnest money (Refundable): 35,000.00 (Thirty Five Thousand Only) taka 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 countersigned 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 24/09/2026. 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) same day.
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 06 (Six) Months 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 en cash/forfeit the performance guarantee in the event of failure of the supplier to execute timely shipment or for shipment of improper specification.
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 Int'l 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 02% 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. **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.**

18. 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-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: -----