

BIMAN BANGLADESH AIRLINES LTD
PROCUREMENT & LOGISTIC SUPPORT DIRECTORATE
BIMAN ADMIN BLDG, HAZRAT SHAHJALAL INT'L AIRPORT, DHAKA,
PH: 8901500/4227

TENDER NO: DACPF/INT'L TENDER/007/2026-2027

DATE:06-OCT-2026.

SUB: SCHEDULE FOR PROCUREMENT OF DISPOSABLE NON-SKID 1/1 TRAY MAT (LARGE) QTY: 3,00,000 EA

DATE/TIME CLOSING: 28- OCT -2026 AT 1130HRS (LT) PRICE: BDT. 1500.00 OR EQUIVALENT
DATE/TIME OPENING: 28 -OCT -2026 AT 1200HRS (LT) USD PER SET (NON REFUNDABLE)

CR.NO-----DATE-----
SIGNATURE-----P/NO----

M/S-----

<u>SL</u>	<u>DESCRIPTION</u>	<u>QTY</u>
1.	DISPOSABLE NON-SKID TRAY MAT 1/1	3,00,000 EA

Specification Size: 34.5 x 24.6) cm Thickness: 72 gsm
Color : White base design Ash Color with Zamdani Print on Design with Biman Logo Insignia rounded to the 04 angle side) Pantone Color Code, CMYK 0000= C0 M0 Y0 K0 Logo Monogram): CMYK C0 M100 Y100 K0, Insignia: CMYK= C100 M0 Y100 K30) Design= Ash Color with Zamdani C4 M2 Y0 K44
As per approved Sample

Delivery : (i) Qty: 1,50,000 EA Immediately or revised schedule as per Biman requirement
(ii) Qty: 1,50,000 EA JAN'2027 or revised schedule as per Biman requirement

Note: Delivery schedule may be changed or revised as per Biman requirement.

Sealed Tender is invited from the Manufacturer or their Local Agent for the above item.

FOLLOWING ARE THE TERMS AND CONDITIONS:

01. Tender should be submitted in one sealed envelope.

02.OFFER OF ENVELOPE SHALL CONTAIN THE FOLLOWING (WHERE APPLICABLE)

- (i) Valid Manufacturer's Agency/Distributor/Supplier Certificate in favor of local agent.
- (ii) Photocopy of valid trade license of current year duly attested.
- (iii) Photocopy of Certificate of current income tax return which has been submitted quoting GIR or TIN NO duly attested.
- (iv) Photocopy of valid Indenting Registration Certificate ERC, IRC from CCI & E duly attested.
- (v) Photocopy of VAT Registration Certificate (only applicable for local Agent/Suppliers) duly attested.
- (vi) Photocopy of Proprietorship/ Partnership deed / Memorandum of Association / Certificate of Incorporation duly attested (Applicable for Company & Partnership Business).
- (vii) Original Tender Schedule must be submitted with signature and seal of tenderer in every pages along with original copy of money receipt (CR).
- (viii) Delivery schedule 60 days effective from the date of issuance of purchase order must be mentioned in the offer. The delivery of each installment of the item to the port of destination must reach starting from 60 days from the date of issuance of **Purchase Order and followed by installment basis delivery**. Any delay in shipment must be informed to Biman in prior and for any emergency crisis meet up supplier may need to arrange the immediate shipment to Biman Dhaka by any means of quick transport including Air-shipment bearing their own cost. Penalty will be imposed by Biman in case of bidder's failure (if not justified/accepted by Biman Management) to deliver the item in time. The penalty as Liquidated Damages (L/D charge) will be paid by the supplier/manufacturer at the rate of 0.5% of the contract value in part or per of first of month. LD charge will be applicable at the rate of 01% per or part from next months and the penalty shall not exceed 10% of the total price payable under the contract/purchase order and it will be charged or adjusted from payment/reimbursed by CR/10% PBG upon Biman evaluation and approval by scrutinization of causes and effects in case of supplier/manufacturer/bidders failure regarding on-time shipment". Shipment related delay due to timely delivery of shipping documents, proper shipping line arrangement & their local representative, shipping line's free delivery time (not less than 14 days) and Delivery Port Free Delivery Time's exceeding demurrage charges (if imposed by port or shipping line authority) must be provided by responsive bidder.

Contd. Page-02

- (ix) Certificate must be submitted from local Chamber of Commerce or Government agency of concerned country as a proof of Manufacturer.
- (x) **Experience certificate of Manufacturers/Suppliers for production and supply of said item to airlines and hospitality industry. Manufacturer Certificate must be submitted along with experience certificate.**
- (xi) Financial solvency of the bidder or their local agent should be certified by a scheduled bank or competent financial authority.
- (xii) Brochure of Suppliers/Manufacturers with detailed address, phone number, mail of contact person and official website. E-Brochure in the form of web link is also acceptable.
- (xiii) Payment terms, Delivery must be mentioned in the offer. Payment will be made in 30 days' credit basis (priority) or through irrevocable Letter of credit. Due to Bank restrictions, L/C will be opened as per Banking rules. All charges related to document handling; any discrepancy and amendment charges will have to be borne by Beneficiary of L/C (Supplier) after opening the L/C from Biman side.
- (xiv) **Price or rate of each item must be quoted with total price in response to unit price both in word & figure in the Original Pro-forma invoice. Foreign Bidders may include the transport cost up to delivery point in their price offer as in case of L/C based offer, freight cost is needed to show in the commercial invoice. Local Bidders may quote both USD & Equivalent Price in their offer for equal and unified comparison with the foreign bidders. Responsive local bidder's payment will be made on BDT as per local procurement policy.**
- (xv) Price is to be quoted on C&F, Chattagram Sea Port/FOB, CAN,SIN,DEL,BKK,KUL,DXB,LHR,FCO or any applicable Biman foreign stations. Local bidders will be required to quote price for supply of the items at Biman's Store, HSIA, Dhaka. For any local successful bidder, L/D charge will be applicable as per local procurement system. Price will be calculated as C&F, Chattagram Sea Port for basis for foreign bidders. For local bidders, quoted price will include with supply of goods/items to Biman's Store HSIA, Dhaka.
- (xvi) The amount of earnest money fixed at USD.100.00 (USD.ONE HUNDRED) only or equivalent BDT (Refundable) in the form of PO/DD/BG in favor of Biman Bangladesh Airlines Ltd. must be submitted along with the offer from a scheduled Bank of Bangladesh / Foreign. In case of Foreign Bank Guarantee, if it is a direct offer, PO/DD/BG must be submitted by the tenderer in foreign currency to be endorsed by any scheduled Bank of Bangladesh with full financial risk and liability. The validity of earnest money must be 120 days from the date of opening of the tender.
- (xvii) Bidder must mention the country of origin of the item. 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 countries of production.
- (xviii) Local agent's commission must be indicated separately.
- (xix) Pre-tender meeting will be held with interested bidder's or their Local Agents on **13 -OCT -2026** from 1130 Hrs to 1200 Hrs at the office of the Asstt. Manager (Foreign Purchase), Procurement & Logistic Support Directorate, Admin Building, Biman, HSIA, Dhaka.
- 03. Overwriting/Erasing may render the Tender to be rejected unless properly countersigned by the authorized person of the bidder. Received Tender documents and samples will not be returned after opening the tender.
- 04. E-mail copy of the Tender documents, if submitted by local agents, must be supported with photocopy of the same. Original documents in support of the email and photocopy must be submitted within 07 days from the date of opening of the Tender.
- 05. **02 EA sample with a sealed packet of manufacturer must be submitted along with the offer and must be ensured that the sample should reach before opening of the Tender.** This is applicable to all tenderers even in the case of Manufacturer. **Sample must be submitted with authorized manufacturer certificate.** The successful bidder must also submit 02 Ea **working** samples for final approval before placing purchase order. If the successful bidder fails to submit working sample and Performance guarantee within the stipulated time, then his Earnest money may be forfeited without any prior notice.
- 06. Tender in sealed cover will be received in the office of the Manager Commercial Purchase. Procurement & Logistic Support Directorate, Admin Building, Biman, HSIA, Dhaka latest by 1130 Hrs (BST) on **28 -OCT -2026**. Offer will be opened on the same day in the Conference Room, Biman Admin Building, 1st floor, Procurement & Logistic Support Directorate, Biman, Hazrat Shahjalal International Airport. Dhaka in presence of the representative(s), Tenderers if any, at 1200 Hrs (BST).

07. Any Tender offer received after aforesaid specified date and time will not be entertained. Biman will not bear any responsibility for late receipt of Tender or samples due to any postal irregularities or otherwise. Biman reserves the right to declare any price offer non responsive if the proper documentations and tender sample as per specifications not submitted in due time within stipulated and mentioned in tender schedule.
08. Offer should remain valid for at least 120 days and extendable from the date of opening of the Tender.
09. All submitted documents must be numerically arranged showing total number of sheets and each sheet must be signed.
10. **Working sample must be submitted within 15 (fifteen) days after confirmation from Biman.**
11. Performance guarantee @ 10% on total as C&F Chattagram delivery point value (Refundable) in the form of **Bank guarantee must be submitted by the Manufacturer /Principal / Local Agent within 15 days from the date of receipt of the notification of award by email from Biman**, in favour of Biman Bangladesh Airlines Ltd from a scheduled Bank of Bangladesh for a period of 18 months from the date of issuance of the guarantee. In case of foreign Bank guarantee the same must be endorsed by any scheduled Bank of Bangladesh with full financial risk and liability. Earnest money may be refundable upon receipt of performance guarantee. The purchaser reserves the right to encash/forfeit the performance guarantee in the event of failure of the supplier to execute shipment of improper specification.
12. Only unconditional offer will be accepted.
13. TENDER SHALL BE REJECTED IF ANY OF THE ABOVE TERMS AND CONDITIONS IS NOT FULFILLED.
14. The Undersigned may be contacted for any clarification during office hours on all working days.
15. In case the offer is submitted directly to Biman by Foreign Manufacturer /Principal, documents mentioned at serial 02 (i), (ii), (iii), (iv), (v) and (xviii) will not be required. Further serial 04 will not also be applicable. In case of direct offer to Biman the offers should be mailed at the following address followed by email stating that offer has been mailed giving relevant details: - Manager (Com. Purchase) Procurement & Logistic Support Directorate, Biman Bangladesh Airlines Ltd, HAZRAT SHAHJALAL INT'L AIRPORT, DHAKA, BANGLADESH. E-mail: cp@biman.gov.bd.com / mgrcp@biman.gov.bd.com
16. Biman Bangladesh Airlines reserves the right either to increase or decrease the quantities mentioned in the Tender schedule and to accept or reject any or all the offers without assigning any reason whatsoever.

Manager (Commercial Purchase)

I/WE.....M/S.....
..... Importer / Owner representative hereby declare that I/We have accepted all Terms and condition
ns of Tender papers and submitted quotation accordingly.