

# Invitation For Tender No. 31/2020.

01	Agency	Biman Bangladesh Airlines Ltd.		
02	Invitation for	a) Supply & Installation of Micro Computer, Laptop, Scanner, Printer and UPS. b) Procurement of Printing Items.		
03	Invitation Ref:	a) 30.34.0000.063.50.001.19	Date: 05-01-2020	
		b) 30.34.0000.063.09.003.19	Date: 17-09-2020	
04	Tender Document Selling Date	From 28-09-2020 to 20-10-2020 (During office hours).		
05	Tender Closing Date and Time	<b>Date: 21-10-2020</b>	Time: 1200 Hrs BST	Note: The procuring entity reserves the right to accept or reject all tenders without assigning any reason thereof. If any unavoidable situation arises during specified date then tender selling/closing/opening date will be shifted to next (working) day without further notice.
06	Tender Opening Date and Time	<b>Date: 21-10-2020</b>	Time: 1500 Hrs BST	
07	Selling Address of schedule	a. Manager Finance, Biman Flight Catering Centre, Hazrat Shahjalal International Airport, Kurmitola, Dhaka. b. Manager Cash & Banking, Balaka Bhaban, Biman Bangladesh Airlines Ltd, Dhaka.		
08	Receiving Tender Document	a. BFCC Main Security Gate, Hazrat Shahjalal International Airport, Kurmitola, Dhaka. b. Biman Balaka Bhaban, Security Counter Gate (Ground Floor), Hazrat Shahjalal International Airport, Kurmitola, Dhaka.		
09	Price of Tender Schedule	a) BDT 1,000.00 (One thousand) only per set (Non refundable) (Computer). b) BDT 2,000.00 (Two thousand) only per set (Non refundable) (Printing Items).		
10	1) Location	2) Tender Security Amount (Tk)		3) Contract Period
	BFCC/Hazrat Shahjalal International Airport, Kurmitola, Dhaka	a) BDT 30,000.00 (Thirty thousand) only (Refundable) (Computer). b) BDT 60,000.00 (Sixty thousand) only (Refundable) (Printing Items).		a) One Time b) 02 (Two) Years
11	Procuring Entity & Fund	General Manager, BFCC, Hazrat Shahjalal International Airport, Kurmitola, Dhaka & BFCC's own fund.		
12	Official-Inviting Tender	General Manager, BFCC, Hazrat Shahjalal International Airport, Kurmitola, Dhaka. Phone: 880-2-8901760-64, Ext. 30, Fax 88.-2-8901638		
13	Tender schedule and other related information will also be available at Biman website: <a href="http://www.biman-airlines.com">www.biman-airlines.com</a> for ready reference.			

General Manager, BFCC

## দরপত্র বিজ্ঞপ্তি নং - ৩১/২০২০

০১	এজেন্সী	বিমান বাংলাদেশ এয়ারলাইন্স লিঃ।		
০২	কি জন্য আহবান	ক) Dough Kneading Machine (Horizontal/Vertical) সরবরাহ ও স্থাপনের জন্য দরপত্র আহবান। খ) Printing Items ক্রয়ের জন্য দরপত্র আহবান।		
০৩	দরপত্র আহবানের সূত্র:	ক) ৩০.৩৪.০০০০.০৬৩.৫০.০০১.১৯ খ) ৩০.৩৪.০০০০.০৬৩.০৯.০০৩.১৯		তারিখ: ০৫-০১-২০২০. তারিখ: ১৭-০৯-২০২০.
০৪	দরপত্র দলিল বিক্রয়ের তারিখ:	২৮-০৯-২০২০ খ্রিঃ হইতে ২০-১০-২০২০ খ্রিঃ পর্যন্ত (অফিস চলাকালীন সময়)।		
০৫	দরপত্র গ্রহণের তারিখ ও সময়	২১-১০-২০২০ খ্রিঃ	সময়: ১২০০ স্থানীয় সময়	কোনো কারণ দর্শানো ব্যতিরেকে যে কোনো/সব দরপত্র বাতিল/গ্রহণ, দরপত্র খোলার তারিখ পরিবর্তন করার সর্বময় ক্ষমতা বিএফসিসি কর্তৃপক্ষ সংরক্ষণ করেন। যদি দরপত্র খোলার দিন ছুটি থাকে অথবা অনিবার্য কোনো কারণবশতঃ দরপত্র গ্রহণ/খোলা সম্ভব না হয় তাহলে পরবর্তী কার্যদিবস দরপত্র দাখিল ও খোলার বৈধ তারিখ হিসাবে গণ্য করা হবে।
০৬	দরপত্র খোলার তারিখ ও সময়	২১-১০-২০২০ খ্রিঃ	সময়: ১৫০০ স্থানীয় সময়	
০৭	দরপত্র দলিল বিক্রয়কারী অফিস সমূহের নাম ও ঠিকানা	ক) ব্যবস্থাপক অর্থ, বিমান ফ্লাইট ক্যাটারিং সেন্টার, হযরত শাহজালাল আন্তর্জাতিক বিমানবন্দর, কুর্মিটোলা, ঢাকা। খ) ব্যবস্থাপক ক্যাশ এন্ড ব্যাংকিং, বলাকা ভবন, বিমান বাংলাদেশ এয়ারলাইন্স লিমিটেড, ঢাকা।		
০৮	দরপত্র গ্রহণকারী অফিস সমূহের নাম ও ঠিকানা	ক) প্রধান গেইট, বিমান ফ্লাইট ক্যাটারিং সেন্টার, হযরত শাহজালাল আন্তর্জাতিক বিমানবন্দর, কুর্মিটোলা, ঢাকা। খ) বিমান বলাকা ভবন, সিকিউরিটি কাউন্টার গেট, হযরত শাহজালাল আন্তর্জাতিক বিমানবন্দর, কুর্মিটোলা, ঢাকা।		
০৯	দরপত্র দলিলের মূল্য	ক) টাকা ১,০০০.০০ (এক হাজার) মাত্র প্রতি সেট (অফেরতযোগ্য) (কম্পিউটার)। খ) টাকা ২,০০০.০০ (দুই হাজার) মাত্র প্রতি সেট (অফেরতযোগ্য) (প্রিন্টিং আইটেম)।		
১০	০১) অবস্থান	০২) দরপত্রের জামানতের পরিমাণ টাকা।		০৩) চুক্তির মেয়াদ
	বিএফসিসি/হযরত শাহজালাল আন্তর্জাতিক বিমানবন্দর, কুর্মিটোলা, ঢাকা।	ক) টাকা ৩০,০০০.০০ (ত্রিশ হাজার) মাত্র (ফেরতযোগ্য) (কম্পিউটার)। খ) টাকা ৬০,০০০.০০ (ষাট হাজার) মাত্র (ফেরতযোগ্য) (প্রিন্টিং আইটেম)		ক) এককালীন খ) ০২ (দুই) বছর
১১	দরপত্র সংগ্রহকারী স্বত্বার নাম ও তহবিল	মহাব্যবস্থাপক, বিএফসিসি, হযরত শাহজালাল আন্তর্জাতিক বিমানবন্দর, কুর্মিটোলা, ঢাকা ও নিজস্ব তহবিল।		
১২	অফিসিয়াল দরপত্র আহবানকারী	মহাব্যবস্থাপক, বিএফসিসি, হযরত শাহজালাল আন্তর্জাতিক বিমানবন্দর, কুর্মিটোলা, ঢাকা। ফোন: ৮৮০-২-৮৯০১৭৬০-৬৪ সম্প্রঃ ৩০ ফ্যাক্স: ৮৮-২-৮৯০১৬৩৮।		
১৩	দরপত্র সিডিউলসহ অন্যান্য আনুষঙ্গিক সকল তথ্যাদি তাৎক্ষণিকভাবে বিমান ওয়েব সাইটঃ <a href="http://www.biman-airlines.com">www.biman-airlines.com</a> -এ পাওয়া যাবে।			

মহাব্যবস্থাপক, বিএফসিসি।

Ref: 30.34.0000.063.50.001.19

M/S. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUB: OTM Tender Schedule and Other Terms and Conditions for Supply & Installation of Micro Computer, Laptop, Scanner, Printer and UPS

- a) Tender Notice No. **31(a)/2020** dated 27-09-2020
- b) Cost of schedule Tk. **1,000.00** (One thousand) only per set (Non-refundable)
- c) Cost of Earnest Money Tk **30,000.00** (Thirty thousand) only ( Refundable)
- d) Cash receipt No. \_\_\_\_\_ dated \_\_\_\_\_ 2020.
- e) Date & time of dropping the tender: On **21-10-2020** up to 1200 hrs.
- f) Date & time of opening the tender: On **21-10-2020** at 1500 hours

Dear Tenderer,

Enclosed herewith please find the OTM Tender Schedule and other Terms and Conditions for Supply & Installation of Micro Computer , Laptop, Scanner, Printer and UPS.

You may please participate in the tender if the terms and conditions are acceptable to you.

For-Biman Flight Catering Centre

(Iqbal Ahmed Aliza )  
General Manager, BFCC  
Telephone: 880-2-8901760-64-Ex-30

Enclo: As stated.

Biman Flight Catering Centre  
Hazrat Shahjalal International Airport, Dhaka

Tender Notice (OTM) No. 31(a)/2020

DATE/TIME DROPPING : **21-10-2020** UP TO 1200 HRS (LT)

DATE/TIME OPENING : **21-10-2020** AT 1500 HRS (LT)

COST OF SCHEDULE TK **1,000.00** (One thousand) only per set (Non Refundable)

COST OF EARNEST MONEY TK. **30,000.00** (Thirty thousand) only ( Refundable)

C.R. NO.....DATE.....2020

SIGNATURE.....STAFF NO.....

M/S.....  
.....  
.....  
.....

This refers: 30.34.0000.063.50.001.19

Date: 05-01-2020

Sealed tender is here by invited from the bonafide supplier for the following items

**Sub:** OTM Tender Schedule and Other Terms and Conditions for Supply & Installation of Micro Computer, Laptop, Scanner, Printer and UPS

**DELIVERY:**

Against supply order given by BFCC as per requirement.

Contd..... P/02

**FOLLOWING ARE THE TERMS AND CONDITIONS**

01. Tender shall be submitted in one sealed envelope.
02. **OFFER OF ENVELOPE SHALL CONTAIN THE FOLLOWING DOCUMENTS**  
(Where applicable)
  - i) Photocopy of valid Trade license of current year.
  - ii) Photocopy of current income tax certificate with TIN No./Photocopy of certificate from the competent authority stating that current income tax return has been submitted quoting GIR or TIN No.
  - iii) Photocopy of valid VAT registration certificate.
  - iv) Cost Of Earnest Money BDT **30,000.00** (Thirty thousand) only (Refundable) in the shape of PO/DD/BG in favor of Biman Flight Catering Centre must be submitted from a schedule Bank of Bangladesh. The validity of earnest money must be 180 days from the date of opening of the tender.
  - v) Original copy of C. R. (Cash Money Receipt of Tender schedule purchase)
  - vi) Bank solvency certificate (latest).
  - vii) Rates must be quoted for items specified in the schedule only and no amendments/alterations will be accepted.
03. Overwriting/Erasing may render the tender to be rejected unless properly countersigned by the authorized person of the bidder.
04. For quoting any abnormal/unworkable price, which does not match with the prevailing market price, the tender may be treated as cancelled. Work order will be given on group lowest basis.
05. Conditional offer will not be accepted. Rate once finalized cannot be changed under any circumstances during the contract period.
06. Tender must be submitted with a forwarding letter in official letter head pad.
07. All submitted document except Pay Order/Bank Draft must be counter signed with Seal by the tenderer.
08. All submitted documents must be numerically serialled showing total number of sheets. Each sheet must be signed & sealed by the Tenderer.
09. **TENDER SHALL BE REJECTED IF ANY OF THE ABOVE TERMS AND CONDITIONS ARE NOT FULFILLED.**

Tenderer's Sign, Mobile & Official Seal

Contd.....P/03

10. Tender in sealed cover will be received in (a) BFCC Main Security Gate, Hazrat Shahjalal International Airport, Dhaka (b) Biman Balaka Bhaban, Security Counter (Ground Floor), Hazrat Shahjalal International Airport, Kurmitola, Dhaka. latest by 1200 hrs (LT) on **21-10-2020**. Offer will be opened on the same day in the Conference room of BFCC, Hazrat Shahjalal International Airport, Dhaka. In presence of the representative(s) tenderers if any at 1500 hrs (LT)
11. Any tender received after aforesaid specified time and date will not be entertained. BFCC will not bear any responsibility for late receipt of tender or samples.
12. Quotation will remain valid for 120 (One hundred twenty) days from the date of tender opening.
13. Only the un-conditional offer will be accepted.
14. Undersigned may be contacted for any clarification during the office hours on all working days.

(Iqbal Ahmed Aliza)  
General Manager, BFCC  
Telephone: 880-2-8901760-64-Ex-30

I/We..... M/s.....owner/  
representative hereby declare that, we have accepted all terms and conditions of tender papers and  
submitted quotation accordingly.

Tenderer's Sign, Mobile & Official Seal

**ADDITIONAL TERMS & CONDITIONS APPLICABLE FOR SUCCESSFUL BIDDER**

01. In case of successful tenderer's refusal or failure to supply or to accept/comply with BFCC's offer or purchase/work order, BFCC will have the authority to forfeit a part or whole of security money submitted by the Tenderer along with the tender.
02. In case of any corrupt, fraudulent, collusive or coercive practices made by the tenderer, BFCC may hold the tenderer liable to be disqualified from participating in any subsequent tender proceedings.
03. The Contractor/Supplier will not transfer or assign directly or indirectly whatsoever to other party any portion of the work without written consent of BFCC.
04. BFCC Management reserves the right to reject any/all tender, without assigning any reason whatsoever.
05. Goods will be delivered by the supplier at their own risk & expenses to BFCC, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.
06. As per BFCC's order in writing, the supplier/contractor must supply the Goods within **20 (Twenty)** days from the date of receipt of such order. In case of failure to supply in time, work order may be cancelled or 2% penalty may be imposed per week if there is no logical ground for delay.
07. Rejected goods will have to be replaced by the supplier.
08. In case of urgent requirement, supplier must meet the demand within a reasonable shouted possible time.
09. 10% of the Quoted value within 07 (Seven) days require to be submitted by the bidder after receiving the NOA as performance security and the same will be refunded without any interest after satisfactory completion of warranty period of 36 months which will be counted from the date of installation of equipment . Upon receiving the performance security, earnest may be released.
10. Minimum 01 (one) set of manual for maintenance, operation and parts catalogues must be provided with each items all necessary CD and driver software is included.
11. The supplier will submit bills to Maintenance Manager, BFCC and after certification of the bill from concerned department the same will be forwarded to Manager Finance, BFCC, who will make payment by A/C payee cheque after verification.
12. Goods will be verified by IT section, after their verification and certification bill will be forwarded to maintenance section of BFCC.
13. All rates once finalized will not be negotiated during the contract period under any circumstances.
14. Income tax or any other Tax, VAT, duty etc. which comes within the term "deduction at source" will be deducted from the supplier's bill as per statutory rules/laws for depositing to the Government fund. A certificate in that respect will be given to the party concerned on demand.

(Iqbal Ahmed Aliza)

General Manager, BFCC

Telephone: 880-2-8901760-64-Ex-30

I/We..... M/s.....owner/  
representative hereby declare that, we have accepted all terms and conditions of tender papers and submitted quotation accordingly.

Tenderer's Sign, Mobile & Official Seal

Contd.....P/05

ANNEXURE – “A”

Invitation for Tender No: 31(a)/2020

Date: 27-09-2020.

Price and Delivery Schedule of Micro Computer, Laptop, Scanner, Printer and UPS

Sl	Machine Description	QTY	Rate	Total
01	<p><b><u>Desktop Computer :</u></b>  Processor: 7th Generation Intel Core i5-7400 processor (9MB Cache, 2.8GHz up to 4.00 GHz) or higher  RAM: 8GB (2x4G) 2133MHz DDR4 Memory,  HDD: 1TB 7200 RPM 3.5" SATA Hard Drive (Min)  USB Port (Front and Rear) : 04 (Min)  Optical Device: DVDRW  Graphics Chip: Built-in  Monitor: Color display, 18.5 inch Full HD LED (Min.)  LAN Chip: 10/100/1000 Ethernet LAN  Keyboard: 104 Keys Keyboard  Mouse: MS mouse or compatible  Sound Chip: Built-in  Brand: Hewlett Packard/Dell/Fujitsu  Type: Business ( with all necessary accessories)  <b>Warranty: 03 year (min) full warranty</b></p>	08 Nos.		
02	<p><b><u>Laptop Computer :</u></b>  Processor: 8th Gen Intel Core i7-8650U (8M Cache, Quad Core, 1.9GHz), vPro  RAM: 08GB DDR4 2133 MHz (3GBx1) (Min)  HDD: 500 GB (7200 RPM) SATA Hard Drive (Min)  USB Port (Front and Rear) : 03 (Min)  Optical Device: Internal/ External DVD RW  Graphics Chip: Built-in  Monitor: 14 inch (Min.)  LAN Chip: 10/100/1000 Ethernet LAN  Wireless: Built-in  Keyboard: 104 Keys Keyboard  Mouse: MS mouse or compatible  Sound Chip: Built-in  Brand: Hewlett Packard/Dell Fujitsu Toshiba/Lenovo  Type: Business( with all necessary accessories)  Series: HP-Elitebook / Dell-Latitude / Fujitsu-Lifebook /Toshiba-Tecra /Lenovo — ThinkPad  <b>Warranty: 03 year (min) full warranty</b></p>	03 Nos.		

Tenderer's Sign, Mobile & Official Seal

Contd.....P/06



ANNEXURE – “A”

Invitation for Tender No: 31(a)/2020

Date: 27-09-2020.

Price and Delivery Schedule of Micro Computer, Laptop, Scanner, Printer and UPS

S1	Machine Description	QTY	Rate	Total
03	<p><b><u>Laser Printer :</u></b>            Printing Speed: 25 - 30 PPM (Black only - No Color Print) (Min)            Resolution: 1200 x 1200 dpi (Min.)            Input Paper Tray / Cassette: Capable of holding 250 - 300 A4 size sheets            Connectivity: Must support USB connectivity.            Print Capability: Must be able to print a page content (of an MSWord Document) as per Page Setup in A4, Legal and Letter sized paper            Operating System: Must be fully compatible with Windows 7 and Windows 10            Brand: Canon/Epson/Hewlett Packard  <b>Full Warranty: 1 Year (Min).</b></p>	04 Nos.		
04	<p><b><u>Scanner :</u></b>            Resolution : 4800 x 9600 dpi , 48-bit color (Min.)            Connectivity: Must support USB connectivity            Brand: Canon / Epson / Hewlett Packard            Operating System: Must be fully compatible with, Windows 7 and Windows 10  <b>Full Warranty: 1 Year (Min)</b></p>	04 Nos.		
05	<p><b><u>UPS 1000 VA:</u></b>            Load Range : 1000VA (with AVR) and            Backup time : At least 10 minutes (at 100% load)            Country of Origin: Bangladesh  <b>Full Warranty: 1 Year (Min)</b></p>	08 Nos.		
In Word:			G. Total	

Tenderer's Sign, Mobile & Official Seal