

**Tender Reference:** TBL/HO/PP&CCD/PPCC/TENDER/2019/09  
**Date:** 19 February 2019

**SCHEDULE OF TENDER FOR SUPPLY OF DESKTOP COMPUTER FOR TRUST BANK LIMITED (TBL)**

**FINANCIAL OFFER**

1. Name of the Company :
2. Address :
3. Contact Person & Designation :
4. Telephone No & Email Address :
5. Strength of the bidder :
6. Required Product : **Offered Product must be as per requirement of TBL (No deviation will be accepted)**

S/N	Particulars	Brand & Model of Desktop Computer	Required Technical Specification	Unit Price (TK)*
01.	Desktop Computer (Type-1) Micro tower with Enclosure, Monitor, Keyboard & Mouse	Brand:  Model:	As mentioned at Table-1 & Table-2 of Technical Offer	
02.	Desktop Computer (Type-2) Mini Tower with Monitor, Keyboard & Mouse	Brand:  Model:		

\* Incl. VAT & Tax Table-1

7. **Payment Terms:** After satisfactory completion of works & fulfill all requirements of this tender.
8. **Delivery Period (To be mentioned):** (Days) / Ready Stock (Preferable)
9. **Required Documents need to be submitted with this Financial Offer:**

S/N	Required Documents	If document attached, please provide ✓ mark	Annexure (A/B/C...)
a.	Company profile, Business Status, Organogram & Manpower Status, Certificate of Incorporation/ deed of partnership, E-TIN, Trade License, VAT Registration Certificate, Bank Solvency Certificate <b>(For those Firms who are not enlisted with TBL)</b>		Annexure-A
b.	Declaration of Products Source (authorized Importers, Dealers, Suppliers and local agents) and related Information of offered products.		Annexure-B
c.	Experience certificates & Work Order		Annexure-C

Table-2

10. **Terms and Conditions for the Bidder:**

a. The offers will be received up to 3:00 pm on 01 March 2020 and be opened at 3:30 pm on same day in presence of the intending bidders or their representatives (if any) at Trust Bank Limited, Purchase Procurement & Cost Control Department, Shadhinata Tower (Level-05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka-1206.

b. If the Tender cannot be opened as per scheduled date and time due to unavoidable circumstances, the same will be opened on the next working day at the same time or opening schedule provided to the respective tender section of TBL website ([www.tblbd.com/tender](http://www.tblbd.com/tender)).

b. Tender Schedule fees Tk. 500.00 (non-refundable) is required to deposit for the tender Payment has to be done **by depositing required amount to any branch of TBL or, fund transfer through BEFTN/ RTGS** to the following account:

S/N	Title Of the Account & Account Number	Required Amount (Tk.)	Name of the Branch & Bank	Routing Number	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1.	<b>Tender Participation Fees Account</b>	Tk. 500.00 (Non- Refundable)	Millennium Corporate Branch; Trust Bank Limited	240262958	For Purchasing Tender Schedule only.
	A/C # <b>0022-0210018483</b>				

**Note:** Photocopy of Deposit Slip / Acknowledgement Slip must be submitted at the time of schedule collection from Head Office or, before submission of the tender **(with the Financial Offer)** at the tender box. **Without Deposit Slip / Acknowledgement Slip of the required amount no tender will be accepted by TBL.**

c. **This Schedule along with Required Documents should be submitted in "Sealed Packet" clearly marked as "Financial Offer" within the stipulated time.**

d. **The offer must be signed by the authorized person of your firm with full name, designation and official seal; otherwise, the offer will be rejected.**

e. Evaluation will be based on offered products, declaration of product channel/ Partner Certificate, warranty, experience certificates/ work orders, business strength, etc.

f. The "unit price" will remain valid for the next 06 (six) months. Desktop Computer will be procured based on 'Unit Price' & **as and when required basis (either single or multiple).**

g. The supplier must comply with the specification, terms and conditions of tender documents. **Conditional tender will not be accepted.** The tender will be cancelled if the requisite terms & conditions are not fulfilled.

h. The bidders should quote the price both in figure and words and there should not be any cutting/erasing/overwriting.

i. Products should be supplied to Bank's designated location at supplier's cost.

j. If the tenderer submits any wrong information, then The Bank reserves the right to reject their quotation partially or fully.

k. The Bank authority is not bound to purchase the items from the lowest tenderers(s). **Vendor will be selected based on experience and offer.**



**Trust Bank Limited**  
Corporate Head Office  
Shadhinata Tower  
Bir Srestha Shaheed Jahangir Gate  
Dhaka Cantonment, Dhaka-1206  
Bangladesh

I. The Bank authority reserves the right to accept or reject any or all the tender partly/fully without assigning any reason whatsoever. The Bank authority is not bound to purchase the items from the lowest bidders(s) and also reserves the right to cancel, extend the time period, correction or change of any clause of the tender without information.

We are suppliers of the above items and do hereby accept the terms and conditions as stated in this "Tender Schedule" and we offer our price quotation as required.

Signature (Full).....

Name: .....

Date: .....

Seal: .....

Financial Offer (Page 3 of 3)

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Web : <https://www.tblbd.com>

