

Tender Reference: TBL/HO/PPD/TENDER/2021/84 (2nd Call)
Date: 21 September 2021

SCHEDULE OF TENDER FOR MICROSOFT IMPLEMENTATION AND SUPPORT SERVICE FOR TRUST BANK LIMITED (TBL)

FINANCIAL OFFER

1. Name of the Company :
2. Address :
3. Contact Person & Designation :
4. Telephone No & Email Address :
5. Required Specification : Bidders must provide information and Offered product must be as per requirement of TBL (No deviation will be accepted)

S/N	Item Description	Quantity (Pcs)	Total Price (Tk) Incl. VAT &Tax
1.	Implementation and support services of Microsoft solution	1 job	
2.	Other cost (if any)		
Total Amount (in figure) (Incl. VAT & tax)			
Total Amount (in words):			

Table-1

6. **Payment Terms:** payment will be made after successfully supply of the items & fulfill all the requirements of this tender.
7. **Delivery Time (To be mentioned):** (Days)
8. **Required Documents need to be submitted with this Financial Offer:**

S/N	Required Documents	If document attached, please provide ✓/mark	Annexure (A/B/C...)
01.	Declaration of Products Source (authorized partner of the product) and related Information of offered products.		Annexure-A
02.	Experience certificates		Annexure-B
03.	Work Order		Annexure-C
04.	Details of client list (Banking industry preferable)		Annexure-D
05.	Additional documents (Which may add extra weightage of bidder for this type of work)		Annexure-E

Table-2

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

- a. The offer will be received up to 2.00 pm on 10 October 2021 and be opened at 2:30 pm on same day at Trust Bank Limited, Purchase & Procurement Division, Shadhinata Tower (Level – 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka-1206. If the Tender cannot be opened as the schedule date and time due to unavoidable circumstances, the same will be opened on the next working day at the same time.



- b. Technical offer will be opened first, after evaluation of technical offer, only technically qualified offer(s) will be opened and evaluated by the Tender Evaluation Committee (TEC). If any offer is technically disqualified, the same offer will be returned to the respective vendors without unveiling the offer(s).
- c. No bidder is allowed to present during the time of tender opening due to the outbreak of COVID-19.
- d. Tender Schedule fees Tk. 2,000.00 (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** to the following account:

Title Of the Account & Account Number	Required Amount (Tk.)	Name of the Branch & Bank	Routing Number	Remarks
(b)	(c)	(d)	(e)	(f)
Tender Participation Fees Account	Tk. 2,000.00 (Non-Refundable)	Millennium Corporate Branch; Trust Bank Limited	240262958	For Purchasing Tender Schedule only.
A/C # 0022-0210018483				

Table-3

Note: Photocopy of Deposit Slip / Acknowledgement Slip must be submitted at the time of 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.**

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

- f. 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.
- g. The bidders should be quoted the price both in figure and words and there should not be any cutting/erasing/overwriting.
- h. If the tenderer submits any wrong information, then The Bank reserves the right to reject their quotation partially or fully.
- i. The tender will be cancelled if the requisite terms & conditions are not fulfilled.
- j. 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 bidder(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:

