

TBL/HO/PPD/2021/338
21 September 2021

SUBJECT: INVITATION OF TENDER FOR IMPLEMENTATION AND SUPPORT SERVICES OF MICROSOFT SOLUTIONS FOR TRUST BANK LIMITED (TBL)

1. Sealed tenders are hereby invited by TBL from the authorized tenderers/suppliers of Microsoft implementation and support service of TBL. Details are as under:

S/N	Particulars	Description
1.	Tender No	TBL/HO/PPD/TENDER/2021/84; (2 nd call) Dated: 21 September 2021.
2.	Project Name	Implementation and Support Services of Microsoft Solutions for TBL.
3.	Eligibility for the Bidder	Authorized local Distributor/Dealer/Agents having related work experience in Banking industry/corporate organization.
4.	Procurement Method	Open Tender Method (OTM)
5.	Source of Funds	Own Source.
6.	Tender Issuing Date	21 September 2021.
7.	Pre-bid Meeting	30 September 2021 at 11:30 AM (Level-5 of TBL HO) Due to outbreak of COVID-19 only online (Zoom) pre-bid meeting will be held for above Tender. Interested firms are requested to deposit the schedule fees and send the deposit slip to the following email tbl.ppd@tblbd.com by/within 29 September 2021. Based on request the Zoom ID & Password will be provided before the meeting. Note that, one person from each firm will be entitled to attend the stated pre-bid meeting.
8.	Tender Schedule Fees	1. Interested person/firm is required to deposit Tk. 2,000.00 (non-refundable) as a Tender Schedule fees from any branch of TBL or, fund transfer through BFETN in the following account: a. Name of the Account: Tender Participation Fees A/C b. Account Number: 0022-0210018483 c. Bank, Branch & Routing Number: TBL; Millennium Corporate Branch; 240262958 2. 2% of total quoted amount (One Time Cost) as 'Earnest Money' (refundable) are required to deposit in the form of Pay Order in favour of "Trust Bank Limited". Note: Original copy of Pay Order must be attached with the financial offer.
9.	Tender Schedule & Collection Period	a. Interested tenderer may collect Tender schedule from website of TBL (https://www.tblbd.com/tender) as per following schedule: <u>22 September 2021 to 09 October 2021</u> b. Tenderers must provide information/ documents mentioned in the Tender Schedule (with seal & signature of tenderer). c. Photocopy of Deposit Slip/ Fund Transfer Documents must be attached with the tender offer.
10.	Name and Address of Office for dropping of Tender Documents	The Tender is to be dropped (except holidays) in the Tender Box kept at PPD, Head office (Level-5) of TBL upto 2:00 PM on 10 October 2021.

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11.	Tender Opening Date and Time	<u>The tender will be opened at 2:30 PM on 10 October 2021</u> Note: <i>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).</i>
12.	Details of the Work	a. <u>Brief Description of Items.</u> As stated in the Annexure - A. b. <u>Delivery of Items.</u> Trust Bank Limited, Head Office, Shadhinata Tower, Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.
13.	Special Instructions	a. Evaluation will be based on offered products, declaration of product channel/ Partner Certificate, experience certificates/work orders business strength etc. b. Product must be supplied from authorized distributor/partners/dealer and necessary documents must be attached with the schedule. c. The offer must be signed by the authorized person of the firm with full name, designation and official seal. d. The bidders should be quoted the price as per table, avoid erasing/overwriting. Also, total calculated amount to be written in words and to be signed by the Bidder. e. The tenderer must comply with the specification, terms and conditions of tender documents. Conditional tender will not be accepted. f. Any kinds of persuasion and promotional activities will be treated as disqualification for the tenderer. g. 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 modify the tender schedule, correction or change of any clause of the tender without information.
14.	<u>Price / Payment Terms.</u>	a. Price must include product cost, VAT, Tax, delivery charges and all other related cost. b. VAT & Tax will be deducted from the final bill as per Govt/NBR rules. c. Payment will be made after completion of supply.

Thank you.

Yours sincerely,



Serneabat Shihabuddin Md. Feroz
Senior Vice President & Head of Purchase Procurement

Enclosures.

1. Financial and Technical Schedule.
2. Annexure-A

Copy to.

1. Chairman of Purchase Committee, for kind information.
2. Chairman, Tender Evaluation Committee for necessary action.

