

Tender Reference: TBL/HO/GSSD/PPD/TENDER/2025/20
Date: 21 April 2025

**SCHEDULE OF TENDER FOR PROCUREMENT OF ANNUAL MAINTENANCE CONTRACT (AMC) OF
TRUST BANK PLC., ATM BOOTH.**

FINANCIAL OFFER

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

SL.	Description of Item	Unit	Amount of Per Booth/Month (Inducing VAT & Tax)
01.	Electrical & Electronics Equipment:	Job	
	<u>Entire Electrical Works:</u> Supply, fitting, fixing of		
	a. <u>Light:</u> LED down lights with casing or LED Panel light (6" Dia) 18 Watt (Brand: Energypac/Energyplus/SuperStar/Click)		
	b. <u>Circuit Breaker, Switch, Socket, Multi plug, etc:</u> (Brand: ABB/Legrand/Energypac/Energyplus)		
	c. <u>Cable:</u> 1.5 rm, 2.5 rm/re, 4rm, 10rm cable (Brand: BRB/BBS/Paradise/Bizli)		
	d. <u>Electric Meter:</u> Digital Single Phase Meter (Brand: Hosaf/Electro)		
	e. <u>Electric Accessories:</u> ½",¾",1" PVC pipe, flexible pipe, Channel, Cable tie, Electric tape , etc. (Brand: RFL/Gazi/National Polymer) <u>(Note: To be source authorized dealer)</u>		
02.	Earthing/Grounding Works:	Job	
	<u>Boring work for Earthing:</u> Supply, fitting, fixing of		
	a. <u>Depth:</u> 150 ft to 200 ft,		
	b. <u>Copper Wire:</u> 04 SWG copper wire.		
	c. <u>Boaring dia:</u> 1.0" dia boring with G.I pipe (Basundhara Gold/ RFL Falcon for boaring), screw, nut, bolts and other related goods etc.		
	d. <u>Cable:</u> connection by 1x4 Rm BYA Green Cable (Brand: BRB/BBS/Paradise Bizli) from Boaring to UPS power Point.		
	e. <u>Earthing Resistance Value:</u> < 1 OHM and Earthing Leakage Voltage : < 1 V		



03.	Interior & Exterior Branding Works:	Job
	<p>a. <u>Inject print:</u> Supply, fitting & fixing graphics print of approved design over glass door and partition and other area (Glass Branding, Product Branding at Inside/outside)</p> <p>b. <u>PVC Branding:</u> Supply, fitting & fixing of 5mm thick PVC board with graphics print of approved design (Glass & Wall Branding, Product Branding at Inside/outside)</p> <p>c. <u>Signage (Signboard/Booth Side Signboard/Bell Sign:</u></p> <p>(i) <u>Panaflex Signboard:</u> Made of Panaflex sign board including aluminium profile light box, panaflex with UV digital print, Rupban Sheet, electric light set up 4' LED tube light (48 Watt- Energypac/ Energyplus/ SuperStar), starter, GI wire, Electric power cable for connection cable use-40x76 flexible FRLS cable (Brand:BRB/BBS/Paradise), 2.5mm Electric FRLS cable for main connection, GI wire, 12x12 mm square MS box, MS angle with 02 coat of enamel paint & other equipment's etc.</p> <p>(ii) <u>Acrylic Sign Board:</u> Made of ACP 4mm board with docupaint, Letter & Logo 5mm acrylic (front) & 2mm opal acrylic (back side/inside), LED Light, Adopter/Driver (water proof), Electric Wiring, angle MS frame & other equipment's etc.</p> <p>(iii) <u>Acrylic Bell Sign:</u> Made of MS Sheet, MS pipe Black Color Powder Coted Paint, Both Side 3mm Opel Acrylic (Curve), Clear Media Print pasting, LED Strip Light, Adopter, BRB Cable, 2 pin Plug.</p>	
04.	Interior & Exterior Repairing Works:	Job
	<p>a. <u>Shutter Repair:</u> Including all accessories for shutter repair (spring, box, shutter sheet, etc) and enamel paint work. (Note: Installation of new shutter is excluded)</p> <p>b. <u>Glass Door Repair:</u> Including all accessories for Glass Door repair (door closer, top & bottom hinz, door handel & lock (Brand: VVP-China) with necessary work. Use Glass Door Seal Strip, Frameless Glass Shower Door Sweep, Door Side/Bottom/Corner Side Seal Strip/Seal Rubber, Stop Air Leaks of AC and Create a Barrier, 10mm Thickness, 5M Length. (Note: Installation of new glass door is excluded)</p> <p>c. <u>False Ceiling Repair:</u> Supplying, fitting & fixing of minimum 0.70 mm thick perforated Metal Board Ceiling / Mineral Board Ceiling made of 12 mm thick false ceiling hanging with G.I runner over powder coated L angle of section 1"X1" at edges, at 2'-0"X2'-0" grid suspended from ceiling by royel plug, iron angles, 12 SWG G.I wire, screws, hooks, nails etc. maintaining straight lines and desired finished level at bottom face with vertical or beams by electric drill machine and mending damage if any. During execution including the cost of all materials, accessories, scaffolding, labour for installation etc.</p> <p>d. <u>Wooden Partition & Aluminium Louver Along with Swing Door Repair:</u> 3" Wooden Mid Partition made of MS/Wooden frameing at 2'x2' Grid, aluminium louver along with Swing Door, pasted over 1/2" Plain partex/wooden including paint/polish, door lock with all other hardware</p>	



	etc.	
05.	Painting Works:	Job
	<p>a. Plastic Paint & Weather Coat: Painting work with 2 coats of plastic paint & weather coat (Brand: Berger/Asian/Olympic) of approved colour (Silver Gray/white/other) and quality. Over a coat of primer seal including cleaning the surface, rubbing by pumice stone, sand paper, synthetic putty and necessary scaffolding for all floors etc.</p> <p>b. Enamel Paint: Painting work with 2 coats of enamel paint (Brand: Berger/Asian/Olympic) as per approved colour (Green) and quality over a coat of primer seal including cleaning the surface, sand papering, putty and necessary scaffolding for all floors etc.</p>	
06.	AC Repairing & Servicing Works:	Job
	<p>Replacement of Compressor: Rotary Compressor, Brand: LG, Gree, Hitachi, GMCC, Panasonic Auto Timer</p> <p>Repairing and maintenance of Air Conditioner & Auto Timer:</p> <ul style="list-style-type: none"> ➤ AC Cooling Problem ➤ Leakage Indoor & Outdoor Coils ➤ Dirty Condenser Coils ➤ Nitrogen Gas Shortage ➤ Outdoor Fan Motor Leakage ➤ Water Leakage Problem ➤ Bad sound in AC ➤ Dirty Air Filter ➤ Faulty Compressor ➤ Repair of Auto Timer, etc. ➤ AC circuit problem. ➤ Bed Smell ➤ Any other problem not mentionable. 	
07.	Online UPS Repairing & Servicing Works:	Job
	<p>1 KVA Online UPS with Battery Bank, (Backup: 2 Hours, Battery 12V-40Ah) (4 Nos Battery) Brand: Appollo (Taiwan/China), Tescom (Turkey/China), Zigor (China), KSTAR (China)</p> <p>Repairing and maintenance of Online UPS:</p> <ul style="list-style-type: none"> ➤ UPS Earthling Problem ➤ Loose Connection in Battery ➤ Battery Backup Problem ➤ UPS Control Card & Power Supply Problem ➤ Mother Board (Circuit Problem) ➤ Any other problem not mentionable. 	

Table-1

6. **Payment Terms:**

- a. Currency of Financial Offer: BDT (incl. VAT & Tax).
- b. No advance payment against work order
- c. Payment shall be made in BDT
- d. Payment will be made after the end of each quarter with submission of proper Bill by the supplier and receipt of Acceptance Certificate by the concerned division of Trust Bank PLC.

- e. If vendor fails to deliver the service within stipulated time or as prescribed by Trust Bank PLC., a penalty of half percent (0.5%) of order value for each week or part thereof of the delay subject to a maximum penalty not exceeding five percent (5 %) of the order value will be charged.
- f. If the supplier fails to submit Performance Guarantee an amount of 5% of the total work order value will be kept as security money and will be released after completion of contract period.
- g. VAT and Tax will be deducted at source from payments as per Government rules.
- h. Vendors need to open an account with Trust Bank PLC. All the payment will be made through this account.

7. **Delivery Time** (To be mentioned):(Days)

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

- a. The offer will be received up to **11:00 AM** on **05 May 2025** and be opened at **12:00 PM** on **17 March 2025** at TBL, Purchase & Procurement Department, Shadhinata Tower (Level – 05), Bir Sreshtha 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. Only 2 (two) representatives from each firm is allowed to present during the time of opening the tender.
- c. Tender Schedule fees BDT 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
Tender Participation Fees Account	Tk. 2000.00 (Non-Refundable)	Millennium Corporate Branch; Trust Bank PLC.	240262958	For Purchasing Tender Schedule only.
A/C # 0022-0210018483				

Table-2

Note: Photocopy of Deposit Slip / Acknowledgement Slip must be submitted at the time of submission of the tender (with tender offer) in the tender box. Without Deposit Slip / Acknowledgement Slip of the required amount no tender will be accepted by TBL.

- d. **5% of total quoted amount as 'Earnest Money' (refundable)** required to be deposited in form of a Payment Order (PO) / a Bank Guarantee (BG) along with the confirmation letter of the bank from which the BG is issued in favor of "Trust Bank PLC."

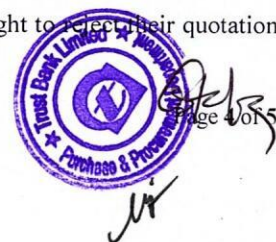
Note: Original copy of PO / BG and confirmation letter must be attached with the financial offer.

Return of Earnest Money:

- a. Earnest Money of technically disqualified bidder shall be returned immediately. In this connection all bidders must issue a request letter for releasing the PO/BG.
- b. Earnest Money of technically qualified bidder will be returned as per Management decision.

- e. **This Schedule along with required documents should be submitted in "Envelope-2" 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 quote the price both in figure and words and there should not be any cutting/erasing/overwriting.
- h. Service must be supplied to Bank's designated location at supplier's cost.
- i. If the tenderer submits any wrong information, then The Bank reserves the right to reject their quotation partially or fully.



- j. The tender will be cancelled if the requisite terms and conditions are not fulfilled.
- k. 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:

