

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

**TECHNICAL OFFER**

1. Name of the Company :
2. Address :
3. Contact Person & Designation :
4. Telephone No & Email Address :
5. Specification of the Item : **As stated into Annexure A**

**6. Required Documents:**

Bidders must submit the following documents along with their technical offers and their offer would be in their own Letter Head Pad and signed by any authorized persons.

| 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. | Manufacture Authorization Letter   |   | Annexure-B          |
| 03. | Experience certificates  |   | Annexure-C          |
| 04. | Work Order for related products  |   | Annexure-D          |
| 05. | Details of client list (Banking industry preferable)   |   | Annexure-E          |
| 06. | Company profile.   |   | Annexure-F          |
| 07. | Valid Trade License, Income Tax certificate, Valid VAT registration certificate                                |   | Annexure-G          |
| 08. | Details of certified engineer for offered products   |   | Annexure-H          |
| 09. | Description of their support team with the profile of experts.   |   | Annexure-I          |
| 10. | Additional documents (Which may add extra weightage of bidder for this type of work)                           |   | Annexure-j          |

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

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

- a. The offer will be received up to **02:00 PM** on **05 May 2025** and be opened (**Technical Offer only**) at **04:00 PM** on **05 May 2025** at TBL, Purchase & Procurement Department, Shadhinata Tower (Level – 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka-1206. 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)). **No vendor/bidder/firm is required to attend during opening of Technical Offer.**
- b. **This Schedule along with required documents should be submitted in “Envelope-1” clearly marked as “Technical Offer” within the stipulated time.**
- c. The vendor must have prior experience of implementing the offered product in Financial Sector (Min 1). Inexperienced vendors will be disqualified during evaluation.
- d. The vendor must provide the original equipment and mention the country of origin. Product must be delivered from authorized channel.
- e. The vendor must provide original Manufacturer Authorization Certificate to be submitted along with the bid. Bidder should submit detailed BOM for the offered product.


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Signature (full).....

Name.....

Date.....

Seal.....

