

## Trust Bank Limited

General Services & Security Division (GSSD), Purchase & Procurement Department (PPD)

Tender Ref: TBL/HO/GSSD/PPD/2025/0076

Date: 17 April 2025

### Invitation for Tenders

S/N	Particulars	Descriptions		
1.	Tender Ref. No.	TBL/HO/GSSD/PPD/TENDER/2025/18		
2.	Tender Date	17 April 2025		
3.	Invitation for	VRF Air Conditioning System		
KEY INFORMATION				
4.	Procurement Method	Open Tender Method (OTM)		
FUNDING INFORMATION				
5.	Source of Funds	Own Source		
PARTICULAR INFORMATION				
6.	Project Name	VRF Air Conditioning System at Trust Bank PLC., Jolshiri Branch Rupganj, Narayanganj (Proposed)		
7.	Project Location	Daily Needs#17, Plot# 16, Road# 502, Sector# 17, Jolshiri Abashon, Rupganj, Narayanganj		
8.	Tender Notice Issuing Date	17 April 2025		
9.	Last Date of Tender Schedule Collection	27 April 2025		
10.	Project Completion	15 (Fifteen) days from work order issuance date.		
11.	Pre-bid Meeting	<p>A pre-bid meeting will be held before submission of tender documents as per following schedule: <b>12:30 AM on 23 April 2025</b> at Trust Bank PLC., Purchase &amp; Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.</p> <p><b>Note:</b></p> <ol style="list-style-type: none"><li>The bidders must purchase the tender schedule before attending pre-bid meeting and bring deposit slip at the pre-bid meeting.</li><li>Specification and others terms may change based on the shared interest of all parties.</li></ol>		
12.	Tender Document Submission Date and Time	From Date: 17 April 2025 Time: 10:00 am	To Date: 28 April 2025 Time: 02:00 pm	<b>Note:</b> Except weekend and Government holiday.
13.	Location of Tender Document Submission	Trust Bank Limited, Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.		
14.	Tender Closing Date and Time	Date: 28 April 2025	Time: 02:00 pm	
15.	Tender Opening Date and Time	Date: 28 April 2025	Time: 04:00 pm	
		<p><b>Note:</b> The tender will be opened in presence of the intending tenderer(s) (if any). 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 will be provided to the respective tender section of TBL website (<a href="http://www.tblbd.com/tender">www.tblbd.com/tender</a>).</p> <p>Tender Opening Sub Committee will open the Financial Offers in presence of the vendors (if any vendor remains present).</p>		
16.	Location of Tender Opening	Trust Bank Limited, Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.		

*Signature*



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S/N	Particulars	Descriptions
17.	Site Visit	<p>a. Tenderer's own responsibility and risk, is encouraged to visit and examine the Project Location/Site and obtain all information that may be necessary for preparing the Tender and entering into a contract for the supply of goods and related services.</p> <p>b. The Tenderer should ensure that TBL is informed of the visit in adequate time to allow it to make appropriate arrangements.</p> <p>c. The costs of visiting the Site shall be at the Tenderer's own expense.</p>
<b>GENERAL INFORMATION</b>		
18.	Eligibility for the Bidder	<p>a. Any bonafide vendor or firm having experience of supply, delivery, install, commission and maintenance of VRF Type Air Conditioner System with Bank/NBFI and Similar Organization. Following certificates are required to be furnished by the bidders:</p> <ul style="list-style-type: none"> <li>i. OEM Authorization Certificate</li> <li>ii. Manufacturer Certificate</li> <li>iii. Warranty Certificate</li> <li>iv. Experience Certificate</li> <li>v. Guarantee Certificate availability of Spares</li> <li>vi. Service Support Certificate</li> <li>vii. Any other certificate deemed necessary</li> </ul> <p>b. Bidders should be an authorised dealer for supplied brand product.</p> <p>c. Bidders should have the capacity for repairing or replacing hardware unit, provide support service within the warranty period.</p>
19.	Brief Description of Goods, Works & Related Service	As stated into <b>Annexure A &amp; B</b>
20.	Specification	Details as per enclosed Layout Plan.
21.	Tender Schedule Fee	<p>Tenderers required to deposit <b>Tk. 2000.00</b> as <b>Tender Schedule Fee (Non-Refundable)</b> in any branch of TBL or transfer fund from any bank to the following account of TBL:</p> <ul style="list-style-type: none"> <li>▪ <b>Name of the Account:</b> Tender Participation Fees Account</li> <li>▪ <b>Account Number:</b> 0022-0210018483</li> <li>▪ <b>Millennium Corporate Branch, Routing No:</b> 240262958</li> </ul>
22.	Earnest Money	<p>a. <b>'Earnest Money' (refundable)</b> shall be <b>5% (five percent)</b> of total quoted amount.</p> <p>b. Tenderers are required to deposited <b>'Earnest Money'</b> either as a <b>Pay Order or Irrevocable &amp; Unconditional Bank Guarantee (BG)</b> having not less than <b>6 (six) month's validity</b>".</p> <p>c. Original copy of Pay Order/ Bank Guarantee (BG) shall have to be attached with the Financial Offer.</p> <p>d. Earnest Money shall be returned to the successful bidder as per Management decision of the Bank.</p> <p>e. Unsuccessful bidders' Tender security will be discharged after Tender Opening Date subject to the application of tenderers.</p> <p>f. The Tender Security may be forfeited, if a Tenderer:</p> <ul style="list-style-type: none"> <li>i. refuses to accept a work order</li> <li>ii. refuses to fulfill the obligation of work orders</li> </ul>
23.	Performance Security	<p>a. A service-level agreement (SLA) shall be signed between the supplier and TBL. The supplier has to submit a <b>Performance Guarantee</b> in the form of Bank Guarantee (BG) worth <b>5% of the work order value</b> either in the form of Pay Order or Bank Guarantee for the performance of the SLA during the warranty</p>


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		<p>period. If the supplier fails to submit Performance Guarantee <b>5% of the total work order value shall be retained as security money and will be released after completion of warranty period.</b></p> <p>b. The Performance Security shall be in the form of a pay order or an irrevocable Bank Guarantee issued by any scheduled bank of Bangladesh acceptable to TBL.</p> <p>c. The period of performance security should be at valid warranty period + 28 days.</p> <p>d. The proceeds of the Performance Security shall be payable to TBL as compensation for any loss resulting from the Supplier's failure to complete its obligations.</p> <p>e. The Performance Security shall be discharged by TBL and returned to the Supplier not later than Thirty (30) days following the date of Completion of the Supplier's performance obligations and the issuance of certification to that effect by TBL, including any warranty obligations as stated under Clause 24, provided that there are no claims filed against the supplier.</p>
24.	Rights of Trust Bank Limited	The Bank authority reserves the right to accept or reject any or all the tender partly or 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.
25.	Sealed Bid	Bid envelop ( <b>A4 size or equivalent</b> ) shall be properly sealed. At the top of the envelop bidder shall clearly write " <b>Financial Offer</b> " along with <b>Name of the Project and Name of the Firm.</b>
26.	Structure of Financial Offer, Offer Validity & Payment Terms	<p>a. Currency of Price: BDT</p> <p>b. Currency of Payment: BDT.</p> <p>c. Price must be valid for at least 06 (six) months.</p> <p>d. VAT &amp; Tax will be deducted from the final bill as per Govt. rules.</p> <p>e. 100% payment after Delivery, Installation &amp; Commissioning. Advance Payment Not Applicable.</p> <p>f. Payment will be made after completion of satisfactory delivery &amp; installation supported by the Acceptance Certificate issued by the user.</p>
27.	Warranty	<p>a. Minimum period of Warranty shall be: 03 (three) years.</p> <p>b. The Supplier shall correct any defects covered by the Warranty within 07 (seven) days of being notified by TBL of the occurrence of such defects.</p> <p>c. <b>To meet the warranty period successful tenderer has to furnish a performance security mentioned into para 23.</b></p>
29.	Liquidated Damages	<p>a. If the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery and/or perform the Related Services within the period specified in the work order, TBL shall, without prejudice to all its other remedies, deduct 0.5% (a half of one percent) of the work order value per week or part thereof as liquidated damages until actual delivery or performance, up to a maximum deduction of 10% (Ten percent) of the work order.</p> <p>b. The Supplier shall not be liable for any delay in performance or other failure to perform its obligations if such delay or nonperformance is the result of an event of Force Majeure.</p>
30.	Special Instructions	<p>a. Evaluation will be based on offered products, declaration of product channel/ Partner Certificate, experience certificates/work orders business strength etc.</p> <p>b. The offer must be signed by the authorized person of the firm with full name, designation and official round seal.</p>

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		<p>c. All products must be delivered to branch premises first.</p> <p>d. Original hardcopy of the tender documents need to be submitted.</p> <p>e. The tenderer must comply with the specification, terms and conditions of tender documents. Conditional tender will not be accepted.</p> <p>f. Products must be supplied from authorized distributor/partners/dealer and necessary documents must be attached with the schedule.</p> <p>g. The bidders should be quoted the price as per table mentioned in Annexure B, avoid erasing/overwriting. Also, total calculated amount to be written in words and to be signed by the Bidder. Any kind of mistakes will not be accepted.</p> <p>h. The following documents also shall have be submitted by the tenderers: Trade Licence, Up to date income tax certificate, VAT registration certificate, Bank solvency certificate.</p> <p>i. Any non-resident supplier/distributor/manufacture/trader etc. or partner/principal/foreign counterpart of resident supplier/distributor/agent for the purpose of conducting business affairs or business development willing to visit any branch or head office of Trust Bank PLC have to furnish his/her CV before 07 (seven) working days to the authorize representative of the bank with details of such visit. However, such provision shall not be applicable to the resident supplier/distributor/manufacture/trader etc.</p>

  
**Monjur Morshed**  
 PO, PPD, GSSD

  
**Mohammad Golam Mostofa**  
 SAVP, PPD, GSSD

  
**Col Khandaker Yusuf Hasan (Retd)**  
 EVP & Head of PPD, GSSD

Enclosure: 1. Financial Offer  
 2. Annexure A, B & C  
 3. Layout Plan