

## Trust Bank PLC.

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

Doc. No: TBL/HO/GSSD/PPD/2025/ 151

Date: 21 July 2025

### Invitation for Auction

| S/N                    | Particulars                               | Descriptions  |   |   |
|------------------------|---|---|---|---|
| 1.                     | Auction Ref. No.                          | TBL/HO/GSSD/PPD/AUCTION/2025/47   |   |   |
| 2.                     | Auction Date                              | 21 July 2025  |   |   |
| 3.                     | Invitation for                            | Selling Out 23 NOS Old ATM'S (without ATM Hard Disk) and 01 NO.CDM  |   |   |
| KEY INFORMATION        |   |   |   |   |
| 4.                     | Auction Method                            | Sealed-Bid Auction  |   |   |
| FUNDING INFORMATION    |   |   |   |   |
| 5.                     | Source of Funds                           | Own Source  |   |   |
| PARTICULAR INFORMATION |   |   |   |   |
| 6.                     | Product Name                              | Selling Out 23 NOS Old ATM'S (without ATM Hard Disk) and 01 NO.CDM  |   |   |
| 7.                     | Auction Completion Time                   | Maximum 45 (Forty Five) days form issuance of Work Order.   |   |   |
| 8.                     | Auction Location                          | Trust Bank PLC, Head Office, Shadhinata Tower (5 <sup>th</sup> Floor), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka-1206  |   |   |
| 9.                     | Pre-bid Meeting                           | <p>A pre-bid meeting will be held before submission of auction documents as per following schedule: <b>11:30 AM on 22 August 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>1. The bidders must purchase the auction schedule before attending pre-bid meeting and bring the deposit slip at the pre-bid meeting.</li><li>2. Specification and others terms may change based on the shared interest of all parties (Any change request must be communicated formally).</li><li>3. Vendor must visit the location as per (Annexure-A) before participating the auction &amp; attending the pre-bid meeting.</li></ol> |   |   |
| 10.                    | Auction Notice Issuing Date               | 21 July 2025  |   |   |
| 11.                    | Last Date of Auction Schedule Collection  | 27 August 2025  |   |   |
| 12.                    | Auction Schedule Collection Details       | Interested bidders may collect auction schedule from website of Trust Bank PLC. ( <a href="https://www.tblbd.com/tender">https://www.tblbd.com/tender</a> )   |   |   |
| 13.                    | Auction Document Submission Date and Time | From<br>Date: 21 July 2025<br>Time: 10:00 am  | To<br>Date: 28 August 2025<br>Time: 1:00 pm | <b>Note:</b> Except weekend and Government holiday. |
| 14.                    | Location of Auction Document Submission   | Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.   |   |   |
| 15.                    | Auction Closing Date and Time             | Date: 28 August 2025  | Time: 1:00 pm                               |   |
| 16.                    | Auction Opening Date and Time             | Date: 28 August 2025  | Time: 3:30 pm                               |   |
|                        |   | <b>Note:</b> The auction will be opened in presence of the intending tenderer(s) (if any). If the auction 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 Trust Bank PLC. website ( <a href="http://www.tblbd.com/tender">www.tblbd.com/tender</a> ).   |   |   |






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|---------------------------------|---|--|
|                                 |   | Auction Opening Sub Committee will open the Financial Offers in presence of the vendors (if any vendor remains present).   |
| 17.                             | Location of Tender Opening                            | Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.  |
| <b>INFORMATION FOR TENDERER</b> |   |  |
| 18.                             | Eligibility for the Bidder                            | Any bonafide vendor or firm who has successfully participate & complete such kind of work experience with the banks or similar organizations.  |
| 19.                             | Brief Description of Work, Goods and Related Services | As per Financial Offer.  |
| 20.                             | Specification   | As per Financial Offer.  |
| 21.                             | Tender Schedule Fee                                   | The bidders are required to deposit <b>Tk. 2000.00 as Auction Fee (Non-Refundable)</b> in any branch of Trust Bank PLC. or transfer fund from any bank to the following account of Trust Bank PLC.<br>a. <b>Name of the Account:</b> Tender Participation Fees Account<br>b. <b>Account Number:</b> 0022-0210018483<br>c. Millennium Corporate Branch, Routing No: 240262958   |
| 22.                             | Security Deposit                                      | 05% of total offer price will be deposited with the auction schedule. Non responsive tender money will be returned to the tenderer. For responsive bidders security deposit will be returned on issue of work order.   |
| 23.                             | Rights of Trust Bank PLC.                             | 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.   |
| 24.                             | Structure of Financial Offer                          | 24.1 <b>Tenderers shall fill up the Financial Offer in Bangladesh Taka (BDT).</b><br><br>24.2 Total calculated amount to be written in words and to be signed by the Bidder. In this case no error will be accepted. If any error found, then Trust Bank PLC. may reject the offer.<br><br>24.3 The financial offer shall be accompanied by a <b>forwarding letter on the bidding Firm's Letter Head Pad</b> clearly stating the subject line, grand total amount and date.<br><br>24.4 Financial Offer should be valid for <b>at least 06 months (180 days)</b> from the date of tender opening.<br><br>24.5 Product price must be including Tax.<br><br>24.6 Price must be included product cost, delivery cost, labor cost and all other related costs. |
| 25.                             | Payment Terms   | Only successful bidder will deposit 100% or 95% with adjustment of 5% security deposit of bidding price before issuance of allotment letter. If the bidder fails to pay 100% of the total quoted price then bidder's earnest money (5%) will be forfeited.   |
| 26.                             | Handover & Delivery                                   | ATM & CDM shall be handed over to the successful bidder after depositing 100% bidding price. ATM & CDM will be handed over from its present location.  |
| 27.                             | 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>   |
| 28.                             | Other Instruction                                     | a. Copy of National ID with must be submitted with the offer.<br>b. All pay order must be issued in favour of Trust Bank PLC.<br>c. Earnest money will be refunded to the unsuccessful bidders.<br>d. Bank is not bound to accept the highest bidder.  |

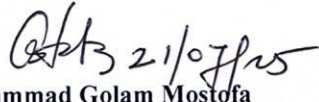
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| S/N | Particulars | Descriptions   |
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|     |             | e. Trust Bank PLC. Authority reserves the right to accept or reject single/all quotations/bids without assigning any reason. |

  
**Rashidul Islam**  
PO, PPD, GSSD

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

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



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