

Trust Bank PLC.

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

Doc. No: TBL/HO/GSSD/PPD/2025/306

Date: 27 November 2025

Invitation for Tenders

S/N	Particulars	Descriptions					
1.	Tender Ref. No.	TBL/HO/GSSD/PPD/TENDER/2025/79					
2.	Tender Date	27 November 2025					
3.	Invitation for	Printing of Item-1: 10000 pcs Desk Calendar for 2026, Item-2: 10000 pcs Note Book for Trust Bank PLC.					
KEY INFORMATION							
4.	Procurement Method	Limited Tender Method (LTM)					
FUNDING INFORMATION							
5.	Source of Funds	Own Source					
PARTICULAR INFORMATION							
6.	Project Name	Printing of Item-1: 10000 pcs Desk Calendar for 2026, Item-2: 10000 pcs Note Book for Trust Bank PLC.					
7.	Project Completion Time	30 (Thirty) days form issuance of Work Order.					
8.	Project Location	Trust Bank PLC. Central Store, Mohakhali, Dhaka.					
9.	Tender Notice Issuing Date	27 November 2025					
10.	Last Date of Tender Schedule Collection	10 December 2025					
11.	Tender Schedule Collection Details	Interested bidders may collect Tender Schedule after depositing tender schedule fee for each item separately from Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.					
12.	Tender Document Submission Date and Time	<table border="1"> <tr> <td>From</td><td>To</td><td rowspan="2">Note: Except weekend and Government holiday.</td></tr> <tr> <td>Date: 30 November 2025 Time: 10:00 am</td><td>Date: ⁰⁸11 December 2025 Time: 1:00 pm</td></tr> </table>	From	To	Note: Except weekend and Government holiday.	Date: 30 November 2025 Time: 10:00 am	Date: ⁰⁸ 11 December 2025 Time: 1:00 pm
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Date: 30 November 2025 Time: 10:00 am	Date: ⁰⁸ 11 December 2025 Time: 1:00 pm						
13.	Location of Tender Document Submission	Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.					
14.	Tender Closing Date and Time	Date: ⁰⁸ 11 December 2025 Time: 1:00 pm					
15.	Tender Opening Date and Time	Date: ⁰⁸ 11 December 2025 Time: 3:30 pm					
		Note: 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 Trust Bank PLC. website (www.tblbd.com/tender). Tender Opening Sub Committee will open the Financial Offers in presence of the vendors (if any vendor remains present).					
16.	Location of Tender Opening	Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.					
INFORMATION FOR TENDERER							
17.	Eligibility for the Bidder	Any bonafide vendor or firm who has similar volume of work experience with the banks or similar organizations.					
18.	Brief Description of Work, Goods and Related Services	Printing of Item-1: 10000 pcs Desk Calendar for 2026, Item-2: 10000 pcs Note Book for Trust Bank PLC.					

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19.	Specification	As per attached design & specification.
20.	Tender Schedule Fee	Tenderers required to deposit Tk. 2000.00 as Tender Schedule Fee (Non-Refundable) in any branch of Trust Bank PLC. or transfer fund from any bank to the following account of Trust Bank PLC. a. Name of the Account: Tender Participation Fees Account b. Account Number: 0022-0210018483 c. Millennium Corporate Branch, Routing No: 240262958
21.	Earnest Money	2% of total offer price will be deposited with the tender schedule in form of PO/BG.
22.	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.
23.	Structure of Financial Offer	23.1 Tenderers shall fill up the BOQ in Bangladeshi Taka (BDT). 23.2 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. 23.3 The financial offer shall be accompanied by a forwarding letter on the bidding Firm's Letter Head Pad clearly stating the subject line, grand total amount and date. 23.4 In the case The Unit Prices Imprinted in the BOQ, Bidder shall not alter or overwrite the imprinted unit price. 23.5 Financial Offer should be valid for at least 06 months (180 days) from the date of tender opening. 23.6 BOQ rate of items in your offer must be including Tax and VAT. 23.7 Price must be including Tax and VAT, product cost, delivery cost, labor cost and all other related costs. 23.8 Vat & Tax will be deducted from the final bill after assessment as per Govt. rules.
24.	Payment Terms	24.1 100% Payment will be made after successful delivered & getting NOC from users. 24.2 An amount of 5% of work order value to be kept with the bank as performance guarantee (PG) up to 06 month after completion of works.
25.	Sealed Bid	Bid envelop (A4 size or equivalent) shall be properly sealed. At the top of the envelop bidder shall clearly write "Financial Offer" along with Name of the Project and Name of the Firm.
26.	Special Instructions	26.1 Original hardcopy of the tender offer needs to be submitted. No photocopy of the document will be accepted. 26.2 The offer must be signed by the authorized person of the firm with full name, designation and official seal. 26.3 The tenderer must comply with the specification, terms and conditions of tender documents. Conditional tender will not be accepted. Every page of the Financial Offer should contain round seal and initial of the proprietor/ authorised representative of the firm. 26.4 Any kind of persuasion and promotional activities will be treated as disqualification for the tenderer.

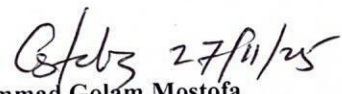
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		26.5 If any firm submits any under quoted price from present market price for any items, the offer(s) will be rejected by Trust Bank PLC. 26.6 Any non-resident supplier/distributor/manufacturer/trader etc. or partner/principal/foreign counterpart 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/manufacturer/trader etc. 26.7 The vendor is required to open/maintain an account with Trust Bank PLC. at any suitable branch for receiving payments.


Rashidul Islam
PO, PPD, GSSD


Mohammad Golam Mostofa
SAVP, PPD, GSSD


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

