

**Trust Bank PLC.**

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

Doc. No: TBL/HO/GSSD/PPD/2026/64

Date: 23 February 2026

**Invitation for Tenders**

S/N	Particulars	Descriptions		
1.	Tender Ref. No.	TBL/HO/GSSD/PPD/TENDER/2026/07		
2.	Tender Date	23 February 2026		
3.	Invitation for	Supply and Construction of Fit-Out Items of Trust Bank PLC., Head Office at SKS Tower (Level-4), Dhaka Cantonment, Dhaka. (16,242 Sft)		
<b>KEY INFORMATION</b>				
4.	Procurement Method	Open Tender Method (OTM)		
<b>FUNDING INFORMATION</b>				
5.	Source of Funds	Own Source		
<b>PARTICULAR INFORMATION</b>				
6.	Project Name	Supply and Construction of Fit-Out Items of Trust Bank PLC., Head Office at SKS Tower (Level-4), Dhaka Cantonment, Dhaka. (16,242 Sft)		
7.	Project Completion Time	<b>45 (Forty-Five) days from issuance of Work Order.</b>		
8.	Project Location	SKS Tower (Level-4), 07, VIP Road, Dhaka Cantonment, Dhaka.		
9.	Tender Notice Issuing Date	23 February 2026		
10.	Last Date of Tender Schedule Collection	09 March 2026		
11.	Tender Schedule Collection Details	Interested bidders may collect Tender schedule after depositing tender schedule fee 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	From	To	<b>Note:</b> Except weekend and Government holiday.
		Date: 24 February 2026 Time: 10:00 am	Date: 10 March 2026 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: 10 March 2026 Time: 1:00 pm		
15.	Tender Opening Date and Time	Date: 10 March 2026 Time: 3:00 pm		
		<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 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.		
<b>INFORMATION FOR TENDERER</b>				
17.	Eligibility for the Bidder	<b>a. Any bonafide vendor or firm who has similar volume of work experience with the banks or similar organizations.</b>		

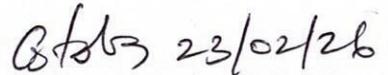




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		b. Participate vendor must have experience on construction and interior works of minimum 5 (Five) corporate branches of any Bank of Bangladesh. Necessary work order must be provided.
18.	Brief Description of Work, Goods and Related Services	All items are mentioned in <b>Bill of Quantity (BOQ)</b> in details.
19.	Specification	Details as per enclosed BOQ & Layout Plan.
20.	Tender Schedule Fee	Tenderers required to deposit <b>Tk. 2000.00 separately for each item as Tender Schedule 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. a. <b>Name of the Account:</b> Tender Participation Fees Account b. <b>Account Number:</b> 0022-0210018483 c. Millennium Corporate Branch, Routing No: 240262958
21.	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.
22.	Structure of Financial Offer	22.1 <b>Tenderers shall fill up the BOQ in Bangladeshi Taka (BDT).</b>  22.2 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.  22.3 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.  <b>22.4 In the case The Unit Prices Imprinted in the BOQ, Bidder shall not alter or overwrite the imprinted unit price.</b>  22.5 Financial Offer should be valid for <b>at least 06 months (180 days)</b> from the date of tender opening.  22.6 BOQ rate of items in your offer must be including Tax and excluding VAT.  22.7 Price must be included Tax, product cost, delivery cost, labor cost and all other related costs.  22.8 Tax will be deducted from the final bill after assessment as per Govt. rules.
23.	Payment Terms	23.1 The payment will be made in phases i.e. 30% payment as 1 <sup>st</sup> installment after completion of 30% work, next 40% payment after completion of 70% work as 2 <sup>nd</sup> installment and rest 30% payment after 100% completion of work as final installment after assessment. 23.2 Please note that, 30% advance payment can be allowed (if required) subject to providing an Advance Payment Guarantee (APG) of equivalent amount.  23.3 An amount of 5% of the final assessed amount from the payment to be kept with the bank as security deposit for 06 (six) months after completion of works.
24.	Sealed Bid	Bid envelop (A4 size or equivalent) 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>
25.	Special Instructions	25.1 Original hardcopy of the tender offer needs to be submitted. <i>No photocopy of the document will be accepted.</i>

S/N	Particulars	Descriptions
		<p>25.2 Tenderer must submit the financial offer as per BOQ in Separate envelop for each item, i.e. (a &amp;b).</p> <p>25.3 The offer must be signed by the authorized person of the firm with full name, designation and official seal.</p> <p>25.4 The tenderer must comply with the specification, terms and conditions of tender documents. Conditional tender will not be accepted. <b>Every page of the Financial Offer should contain round seal and initial of the proprietor/ authorised representative of the firm.</b></p> <p>25.5 Any kind of persuasion and promotional activities will be treated as disqualification for the tenderer.</p> <p><b>25.6 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.</b></p> <p>25.7 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.</p> <p>25.8 The vendor is required to open/maintain an account with Trust Bank PLC. at any suitable branch for receiving payments.</p>

  
23/02/26  
**Rashidul Islam**  
PO, PPD, GSSD

  
23/02/26  
**Mohammad Golam Mostofa**  
SAVP, PPD, GSSD

  
23/2  
**Col Khandaker Yusuf Hasan (Retd)**  
EVP & Head of PPD, GSSD

