

**Trust Bank PLC.**

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

Doc. No: TBL/HO/GSSD/PPD/2026/৪৭-

Date: 09 March 2026

**Invitation for Tenders**

| S/N                                   | Particulars   | Descriptions   |      |    |  |                                       |                                      |
|---------------------------------------|---|--|------|----|--|---------------------------------------|--------------------------------------|
| 1.                                    | Tender Ref. No.                                       | TBL/HO/GSSD/PPD/TENDER/2026/12-  |      |    |  |                                       |                                      |
| 2.                                    | Tender Date   | 09 March 2026  |      |    |  |                                       |                                      |
| 3.                                    | Invitation for  | Supply and Construction of Fit-Out Items of Trust Bank PLC, Rajshahi T-Lobby, Rajshahi.  |      |    |  |                                       |                                      |
| <b>KEY INFORMATION</b>                |   |  |      |    |  |                                       |                                      |
| 4.                                    | Procurement Method                                    | Limited Tender Method (LTM)  |      |    |  |                                       |                                      |
| <b>FUNDING INFORMATION</b>            |   |  |      |    |  |                                       |                                      |
| 5.                                    | Source of Funds                                       | Own Source   |      |    |  |                                       |                                      |
| <b>PARTICULAR INFORMATION</b>         |   |  |      |    |  |                                       |                                      |
| 6.                                    | Project Name  | As per Invitation of Tender  |      |    |  |                                       |                                      |
| 7.                                    | Project Completion Time                               | <b>30 (Thirty) days from issuance of Work Order.</b>   |      |    |  |                                       |                                      |
| 8.                                    | Project Location                                      | As per Invitation of Tender  |      |    |  |                                       |                                      |
| 9.                                    | Tender Notice Issuing Date                            | 09 March 2026  |      |    |  |                                       |                                      |
| 10.                                   | Last Date of Tender Schedule Collection               | 06 April 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              | <table border="1"> <thead> <tr> <th>From</th> <th>To</th> <th rowspan="2">Note: Except weekend and Government holiday.</th> </tr> </thead> <tbody> <tr> <td>Date: 10 March 2026<br/>Time: 10:00 am</td> <td>Date: 07 April 2026<br/>Time: 1:00 pm</td> </tr> </tbody> </table>   | From | To | Note: Except weekend and Government holiday. | Date: 10 March 2026<br>Time: 10:00 am | Date: 07 April 2026<br>Time: 1:00 pm |
| From                                  | To  | Note: Except weekend and Government holiday.   |      |    |  |                                       |                                      |
| Date: 10 March 2026<br>Time: 10:00 am | Date: 07 April 2026<br>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: 07 April 2026<br>Time: 1:00 pm   |      |    |  |                                       |                                      |
| 15.                                   | Tender Opening Date and Time                          | Date: 07 April 2026<br>Time: 3:30 pm<br><br><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).<br><br>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>Any bonafide vendor or firm who has similar volume of work experience with the banks or similar organizations. The participants must submit the work order/experience certificate along with offers.</b>  |      |    |  |                                       |                                      |
| 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.   |      |    |  |                                       |                                      |




| S/N | Particulars                  | Descriptions  |
|-----|------------------------------|---|
| 20. | Tender Schedule Fee          | Tenderers required to deposit <b>Tk. 2000.00 (for each ATM Booth) 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.<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   |
| 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><br><br>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.<br><br>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.<br><br><b>22.4 In the case The Unit Prices Imprinted in the BOQ, Bidder shall not alter or overwrite the imprinted unit price.</b><br><br>22.5 Financial Offer should be valid for <b>at least 06 months (180 days)</b> from the date of tender opening.<br><br>22.6 BOQ rate of items in your offer must be including Tax and excluding VAT.<br><br>22.7 Price must be included Tax, product cost, delivery cost, labor cost and all other related costs.<br><br>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 after 100% completion of work & assessment by E&RED, GSSD.<br><br>23.2 Please note that, 30% advance payment can be allowed (if required) subject to providing an Advance Payment Guarantee (APG) of equivalent amount.<br><br>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 work.  |
| 24. | 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>  |
| 25. | Special Instructions         | 25.1 Original hardcopy of the tender offer needs to be submitted. <b>No photocopy of the document will be accepted.</b><br><br>25.2 The offer must be signed by the authorized person of the firm with full name, designation and official seal.<br><br>25.3 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><br><br>25.4 Any kind of persuasion and promotional activities will be treated as disqualification for the tenderer.   |



Handwritten signature or initials 'C/163'.

| S/N | Particulars | Descriptions  | Bangladesh |
|-----|-------------|---|------------|
|     |             | <p><b>25.5 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.</b></p> <p>25.6 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.</p> <p>25.7 The vendor is required to open/maintain an account with Trust Bank PLC. at any suitable branch for receiving payments.</p> |            |

*Rashidul Islam*  
 09/03/26  
**Rashidul Islam**  
 PO, PPD, GSSD

*Mohammad Golam Mostofa*  
 09/03/26  
**Mohammad Golam Mostofa**  
 SAVP, PPD, GSSD

*Col Khandaker Yusuf Hasan (Retd)*  
 09/3  
**Col Khandaker Yusuf Hasan (Retd)**  
 EVP & Head of PPD, GSSD

