

Trust Bank PLC.

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

Doc No.: TBL/HO/GSSD/PPD/2026/88

Date: 09 March 2026

Invitation for Tenders

| S/N | Particulars | Descriptions | | | | | |
|---------------------------------------|--|--|------|------|---|---------------------------------------|---------------------------------------|
| 1. | Tender Ref. No. | TBL/HO/GSSD/PPD/TENDER/2026/10 | | | | | |
| 2. | Tender Date | 09 March 2026 | | | | | |
| 3. | Procuring Entity | Information Security, Risk & Compliance Department (ISRCD) | | | | | |
| 4. | Invitation for | ISO 27001: 2022 Consultancy and Implementation with Certification. | | | | | |
| KEY INFORMATION | | | | | | | |
| 5. | Procurement Method | Open Tender Method (OTM) (Double Envelope) | | | | | |
| FUNDING INFORMATION | | | | | | | |
| 6. | Source of Funds | Own Source | | | | | |
| PARTICULAR INFORMATION | | | | | | | |
| 7. | Project Name | ISO 27001: 2022 Consultancy and Implementation with Certification. | | | | | |
| 8. | Project Location | Trust Bank PLC., Head Office (IT Division), Shadhinata Tower (Level # 11), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka. | | | | | |
| 9. | Tender Notice Issuing Date | 09 March 2026 | | | | | |
| 10. | Pre-bid Meeting | <p>A pre-bid meeting will be held before submission of tender documents as per following schedule: 11:30 AM on 30 March 2026 at Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.</p> <p>Note:</p> <ol style="list-style-type: none"> The bidders must purchase the tender schedule before attending pre-bid meeting and bring deposit slip at the pre-bid meeting. Specification and others terms may change based on the shared interest of all parties. | | | | | |
| 11. | Last Date of Tender Schedule Collection | 05 April 2026 | | | | | |
| 12. | 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. | | | | | |
| 13. | 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 Time: 10:00 am</td> <td>Date: 06 April 2026 Time: 01:00 pm</td> </tr> </tbody> </table> | From | To | Note: Except weekend and Government holiday. | Date: 10 March 2026 Time: 10:00 am | Date: 06 April 2026 Time: 01:00 pm |
| From | To | Note: Except weekend and Government holiday. | | | | | |
| Date: 10 March 2026 Time: 10:00 am | Date: 06 April 2026 Time: 01:00 pm | | | | | | |
| 14. | 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. | | | | | |
| 15. | Tender Closing Date and Time | Date: 06 April 2026 Time: 01:00 pm | | | | | |
| 16. | Date and Time for Opening of Technical Bid | <table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Date: 06 April 2026</td> <td>Time: 03:45 pm</td> </tr> </tbody> </table> <p>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 TBL website (www.tblbd.com/tender).</p> <p>Tender Opening Sub Committee will open Technical offer at first. They will open Financial Offers of technically qualified firms in presence of the vendors (if any vendor remains present).</p> | Date | Time | Date: 06 April 2026 | Time: 03:45 pm | |
| Date | Time | | | | | | |
| Date: 06 April 2026 | Time: 03:45 pm | | | | | | |

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| S/N | Particulars | Descriptions |
|---------------------------------|--|--|
| 17. | Date and Time for Opening of Technical Bid & Financial Bid | To Be Conveyed Separately. |
| 18. | Location of Tender Opening | Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka. |
| 19. | Completion schedule | As indicated in the attached RFP |
| INFORMATION FOR TENDERER | | |
| 20. | Eligibility | As indicated in the attached RFP |
| 21. | Scope of Work | As indicated in the attached RFP |
| 22. | Tender Schedule Fee | Tenderers required to deposit Tk. 2000.00 as Tender Schedule Fee (Non-Refundable) in any branch of TBL or transfer fund from any bank to the following account of TBL: a. Name of the Account: Tender Participation Fees Account b. Account Number: 0022-0210018483 c. Millennium Corporate Branch, Routing No: 240262958 |
| 23. | Earnest Money | a. 'Earnest Money' (refundable) shall be 5% (five percent) of total quoted amount. b. Tenderers are required to deposited 'Earnest Money' either as a Pay Order or Irrevocable & Unconditional Bank Guarantee (BG) having not less than 6 (six) month's validity ". c. Original copy of Pay Order/ Bank Guarantee (BG) shall have to be attached with the Financial Offer. d. Earnest Money shall be returned to the successful bidder as per Management decision of the Bank. e. Unsuccessful bidders' Tender security will be discharged after Tender Opening Date subject to the application of tenderers. f. The Tender Security may be forfeited, if a Tenderer: i. refuses to accept a work order ii. refuses to fulfill the obligation of work orders |
| 24. | 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. |
| 25. | Structure of Financial Offer | a. The amount is to be quoted both in figures and in words properly in BDT. The quoted rate must be inclusive of finished jobs including total handling of materials, incidental charges-overhead, all types of levies, taxes, duties and VAT as per prevailing government rules, delivery, installation, manual labor charge and any kind of charge thereof. In this case no error will be accepted. If any error found, then Trust Bank PLC. may reject the offer. b. Currency of Financial Offer: BDT c. Offer must be valid for at least 06 (six) months. |
| 26. | Payment Terms | a. No advance payment against work order b. Vendors need to open an account with Trust Bank PLC. All the payment will be made through this account. c. Payment shall be made in BDT. d. 100% payment will be made only after satisfactory completion of contract, supported by Acceptance Certificate issued by the concerned Division of Trust Bank PLC. e. Performance Guarantee an amount of 5% of the total work order value will be kept as security money and will be released after completion of contract. f. Part payment allowed. |

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| S/N | Particulars | Descriptions |
|-----|----------------------|---|
| | | g. VAT & TAX will be deducted from the bill as per prevailing government rules prior payment of the same. |
| 27. | Sealed Bid | <p>a. The bidders shall have to submit Technical Offer and Financial Offer in two separate envelopes clearly marking with "Technical Offer" and "Financial Offer" on both envelopes along with Name of the Project and Name of the Firm.</p> <p>b. The bidders shall quote the price as per colume-6 of Tender Schedule, avoid erasing/overwriting. Also, total calculated amount to be written in words and to be signed by the Bidder.</p> |
| 28. | Special Instructions | <p>a. Evaluation criteria as indicated in the attached RFP.</p> <p>b. Product must be supplied from authorized distributor/partners/dealer and necessary documents must be attached with the schedule.</p> <p>c. The offer must be signed by the authorized person of the firm with full name, designation and official round seal.</p> <p>d. The tenderer must comply with the specification, terms and conditions of tender documents. Conditional tender will not be accepted.</p> <p>e. Any kind of persuasion and promotional activities will be treated as disqualification for the tenderer.</p> <p>f. Successful bidder is expected to be enlisted vendor of TBL.</p> <p>g. 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> |


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


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


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

