

Trust Bank PLC.

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

Doc No.: TBL/HO/GSSD/PPD/2026/ 86

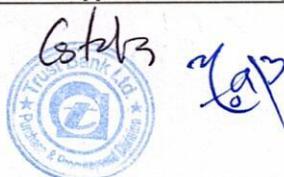
Date: 09 March 2026

Invitation for Tenders

S/N	Particulars	Descriptions				
1.	Tender Ref. No.	TBL/HO/GSSD/PPD/TENDER/2026/11				
2.	Tender Date	09 March 2026				
3.	Procuring Entity	Purchase & Procurement Department, GSSD				
4.	Invitation for	Procurement of Maximum 100 Desktop PC for the year 2026-2027 of Trust Bank PLC.				
KEY INFORMATION						
5.	Procurement Method	Open Tender Method (OTM) (Double Envelope)				
FUNDING INFORMATION						
6.	Source of Funds	Own Source				
PARTICULAR INFORMATION						
7.	Project Name	Procurement of Maximum 100 Desktop PC for the year 2026-2027 of Trust Bank PLC.				
8.	Project Location	Trust Bank PLC, Head Office (IT Division)				
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 29 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 the deposit slip at the pre-bid meeting. Specification and others terms may change based on the shared interest of all parties (Any change request must be communicated formally). 				
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> </tr> </thead> <tbody> <tr> <td>Date: 10 March 2026 Time: 10:00 am</td> <td>Date: 06 April 2026 Time: 1:00 pm</td> </tr> </tbody> </table> <p>Note: Except weekend and Government holiday.</p>	From	To	Date: 10 March 2026 Time: 10:00 am	Date: 06 April 2026 Time: 1:00 pm
From	To					
Date: 10 March 2026 Time: 10:00 am	Date: 06 April 2026 Time: 1:00 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	<table border="1"> <tbody> <tr> <td>Date: 06 April 2026</td> <td>Time: 1:00 pm</td> </tr> </tbody> </table>	Date: 06 April 2026	Time: 1:00 pm		
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16.	Tender Opening Date and Time	<table border="1"> <tbody> <tr> <td>Date: 06 April 2026</td> <td>Time: 3:30 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 Trust Bank PLC. website (www.tblbd.com/tender).</p> <p><i>Tender Opening Sub Committee will open the Technical Offer first. After that based on technical evaluation report, Tender Opening Sub Committee will open the</i></p>	Date: 06 April 2026	Time: 3:30 pm		
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S/N	Particulars	Descriptions
		<i>Financial Offers in presence of the technically qualified vendors on a preannounced date after notifying all technically qualified vendors.</i>
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.
INFORMATION FOR TENDERER		
18.	Eligibility for the Bidder	Authorized local Distributor/Dealer/Agents having similar work experience in Banking industry
19.	Brief Description of Works	As per Technical Specification.
20.	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
21.	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
22.	Performance Guarantee	A service-level agreement (SLA) shall be signed between the supplier and TBL. The supplier has to submit a Performance Guarantee in the form of Bank Guarantee (BG) worth 5% of the work order value either in the form of Pay Order or Bank Guarantee for the performance of the SLA during the warranty period. If the supplier fails to submit Performance Guarantee 5% of the total work order value shall be retained as security money and will be released after completion of warranty period.
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	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.
25.	Delivery Schedule	The Pcs shall be delivered on an as and when required basis upon notification by the Bank. The supplier shall be responsible for delivering the products to the

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S/N	Particulars	Descriptions
		Bank's Corporate Head Office, at its own arrangement and expense, within 5 working days from the date of receipt of the work order.
26.	Payment Terms	<p>a. No advance payment against work order.</p> <p>b. 95% payment after Delivery, Installation, supported by Acceptance Certificate issued by the concerned Division of Trust Bank PLC.</p> <p>c. Balance 5% payment after completion of warranty period or in exchange of Performance Guarantee having validity not less than the warranty period.</p> <p>d. Part payment allowed.</p> <p>e. Product must be imported & released through proper channel if required.</p> <p>f. VAT & TAX will be deducted from the bill as per prevailing government rules prior payment of the same.</p>
27.	Sealed Bid	<p>a. The bidders shall seal the envelopes containing "Technical Offer" and "Financial Offer" separately and the two envelopes shall be enclosed and sealed in an outer envelope.</p> <p>b. The bidders shall have to submit Technical Offer and Financial Offer along with Name of the Project and Name of the Firm.</p> <p>c. The bidders shall quote the price as per Table-1 of Financial Offer, 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 will be based on offered products, declaration of product channel/ Partner Certificate, experience certificates/work orders business strength etc.</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>
29.	Required Documents need to be submitted with Technical Offer:	<p>The bidder must provide following certificates in Original from OEM, no duplicate of photocopy will be accepted:</p> <ol style="list-style-type: none"> OEM Authorization Certificate Country of Origin Warranty Certificate Experience Certificate Solvency Certificate Certificate of Year of Production not before 2025 Certificate of Model Validity Guarantee Certificate availability of Spares Service Support Certificate Quality Control Certificate with the Product Any other certificate deemed necessary

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

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

[Handwritten Signature]
Col Khandaker Yusuf Hasan (Retd)
EVP & Head of PPD, GSSD

