Trust Bank PLC.
Corporate Head Office
Shadhinata Tower
Bir Srestha Shaheed Jahangir Gate
Dhaka Cantonment, Dhaka-1206
Bangladesh

Trust Bank PLC.

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

Doc. No: TBL/HO/GSSD/PPD/2026/ 405 Date:24 November 2026

Invitation for Tenders

S/N	Particulars	Descriptions		
1.	Tender Ref. No.	TBL/HO/GSSD/PPD/TENDER/2026/54 (**Revised**)		
2.	Tender Date	24 November 2026		
3.	Invitation for	Printing and Supply of MICR Encoded Cheque Books and Pay Order Blocks for Trust Bank PLC.		
KEY INFORMATION				
4.	Procurement Method	Open Tender Method (OTM) (**Double Envelope**)		
FUNDING INFORMATION				
5.	Source of Funds	Own Source		
PARTICULAR INFORMATION				
6.	Product Name	Printing and Supply of MICR Encoded Cheque Books and Pay Order Blocks for Trust Bank PLC.		
7.	Product Delivery Duration	Within 24 hours after getting requisition from TBL.		
8.	Product Delivery Location	All over Bangladesh as per TBL requisition.		
9.	Tender Notice Issuing Date	24 November 2026		
10.	Pre-Bid Meeting	A Pre-bid meeting was held on 11:30 am on 24 November 2026 at Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.		
11.	Last Date of Tender Schedule Collection	02 December 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	From Date: 03 December 2026 Time: 10:00 am	To Date: 03 December 2026 Time: 2:30 pm	**Note:** Except weekend and Government holiday.
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: 03 December 2026	Time: 2:30 pm	
16.	Tender Opening Date and Time	Date: 03 December 2026	Time: 3:00 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 Technical Offer first. During opening of Technical offer vendor is required to attending the meeting. After that based on technical evaluation report, Tender Opening Sub Committee will open the Financial Offers in presence of the technically qualified vendors on a preannounced date after notifying all technically qualified vendors.***		
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.		

PABX: 0258831000-6 (Auto Hunting) & 44870060-66, FAX: 44870051
Web: https://www.tblbd.com, SWIFT: TTBLBDDHXXX

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INFORMATION FOR TENDERER			**Comply/Not Comply**
18.	**Eligibility for the Bidder**	**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/experiences along with offers.**	
19.	Brief Description of Work, Goods and Related Services	**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 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	**5% of total offer price will be deposited with the tender schedule in form of PO/BG. For successful bidder earnest money will kept up to end of contact period as performance Guarantee (PG).**	
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	a. **Tenderers shall offer in Bangladeshi Taka (BDT).** b. 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. c. 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. d. Financial Offer should be valid for **at least 06 months (180 days)** from the date of tender opening. e. Price must be including Vat and Tax, product cost, delivery cost and all other related costs. f. Vat & Tax will be deducted from the final bill after assessment as per Govt. rules.	
24.	Payment Terms	**Payment for Base Print:** a. 20% amount of base print will be paid in advance if required against APG. b. Rest 80% amount of base print will be paid after getting satisfactory inspection report. c. Part payment and part delivery allowed. **Payment for Personalization:**	

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		a. Payment will be made after successful delivery of cheque books on monthly basis as per requisition provided by TBL. b. VAT and Tax will be deducted at source from payments as per Government rules. c. Vendors need to open an account with Trust Bank PLC. All the payment will be made through this account.	
25.	Sealed Bid	Bid envelop (**A4 size or equivalent**) shall be properly sealed separately. At the top of the envelop bidder shall clearly write **"Technical Offer"** & **"Financial Offer" along with Name of the Project and Name of the Firm.**	
26.	**Special Instructions**	a. Original hardcopy of the tender offer needs to be submitted. ***No photocopy of the document will be accepted.*** b. The offer must be signed by the authorized person of the firm with full name, designation and official seal. c. 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.*** d. Any kind of persuasion and promotional activities will be treated as disqualification for the tenderer. **e. 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.** f. 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. g. The vendor is required to open/maintain an account with Trust Bank PLC. at any suitable branch for receiving payments. Production **h. Pre-~~shipment~~t inspection will be conducted by concern authority of Trust bank PLC.**	
27.	**Required Documents Must be Submitted with Technical Offer:**	a. In case of Limited Company, the Certificate of incorporation. b. **Registration Certificate for MICR cheque printing.** c. In case of Partnership firm, Deed of Partnership. d. Up-to-date Trade License. e. Up-to-date VAT Registration Certificate. f. Up-to-date Income Tax Clearance Certificate along with TIN Certificate. g. Experience Certificate on printing in Bangladesh of Bank Cheque (either in internationally or locally). h. ISO Certificate, if any.	

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		i. MOU/Agreement/Authorization of the principal printer, if any. j. Confirmation Certificate regarding availability of necessary equipment for printing of MICR and Personalization. **k. CBS-1 Paper must be certified by concern authority.** k. Any other certificate deemed necessary.	

Rashidul Islam
PO, PPD, GSSD

24/11/26

Mohammad Golam Mostofa
SAVP, PPD, GSSD

24/11

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