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/ 395 Date: 23 November 2026

Invitation for Tenders

S/N	Particulars	Descriptions		
1.	Tender Ref. No.	TBL/HO/GSSD/PPD/TENDER/2026/52 **(Revised)**		
2.	Tender Date	23 November 2026		
3.	Invitation for	A. Bankers Blanket Bond (BBB) B. Electronic Computer Crime (ECC)		
KEY INFORMATION				
4.	Procurement Method	Open Tender Method (OTM)		
FUNDING INFORMATION				
5.	Source of Funds	Own Source		
PARTICULAR INFORMATION				
6.	Product Name	A. Bankers Blanket Bond (BBB) B. Electronic Computer Crime (ECC)		
7.	Product Duration	N/A		
8.	Product Location	N/A		
9.	Tender Notice Issuing Date	23 November 2026		
10.	Pre-Bid Meeting	A Pre-bid meeting was held on 11:00 am on 22 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	26 November 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: 29 November 2026 Time: 10:00 am	To Date: 29 November 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: 29 November 2026	Time: 2:30 pm	
16.	Tender Opening Date and Time	Date: 29 November 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).		
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				**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.**		

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19.	Brief Description of Work, Goods and Related Services	**As per Annexure-A.**	
20.	**Duration**	**Total Duration will be 12 Months (01 Year) if required extended up to 36 Months (03 Years).**	
21.	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	
22.	Earnest Money	5% of total offer price will be deposited with the tender schedule in form of PO/BG.	
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. **Tenderers shall have offered 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. **Items in your offer must be including Vat and Tax.** f. Price must be including Vat and Tax, product cost, investigation and settlement of claim cost, delivery cost and all other related costs. g. Vat & Tax will be deducted from the final bill after assessment as per Govt. rules.	
25.	**General Terms and Conditions**	a. Bidder shall examine all requirements carefully and submit a complete, signed and sealed proposal. b. All quoted amounts shall be in Bangladeshi Taka and must include applicable VAT and Tax. c. Any deviation from the required coverage, limit, deductible, exclusion or policy condition shall be clearly identified in a separate deviation statement. d. Failure to disclose a material exclusion or limitation may render the proposal non-responsive. e. TBL may seek clarification, verify submitted information and negotiate with the preferred bidder. f. TBL is not bound to accept the lowest-priced quotation.	

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		g. TBL reserves the right to accept/cancel/reject any or all offer without assigning any reason. h. TBL reserves the right to conduct negotiations with one or more Bidder and/or accept the bid without any negotiations. i. The policy shall be effective from date to date. j. The limits mentioned at the schedule are subject to 10% increase or decrease. Please quote separately for both the options under BBB & ECC. k. Cash in Transit with SRCC by using own or rented motor vehicle with or without Armed Guard or by using non-conventional mode of transport for cash carrying to Branch/ATM/CDM/CRM or any other locations within a proximity of 5 km radius will come under the coverage. l. The upcoming Branch/ATM/CDM/CRM/Collection Booths to be opened in the said tenure (date--) will automatically fall under this insurance coverage. m. For cash in safe and cash on counter insurance coverage, TBL shall not provide Armed Guard. Only regular security arrangement (CCTV and Security Guard) will be available. n. The insurer shall state the reporting requirements applicable to each section. o. The insurer shall provide a clear claims notification, investigation and settlement process. p. The discovery period will be 24 months after expiry. Any loss discovered within 24 months from date of expiry shall be payable. q. Sum insured shall be automatically reinstated after each loss at no extra premium. r. Settlement of claims shall be processed within 30 days from submission of final documents. If delayed, insurer to pay penal interest @ 2% per month. s. **TBL will make the payment of premium in single instalment as per IDRA guideline.** t. TBL can terminate with 30 days' prior notice with pro-rata premium refund. Insurer cannot terminate during policy period. u. No material amendment to agreed policy wording shall be made without the Bank's prior written approval. v. All of Bank's information and security arrangements shall be treated as confidential. w. Insurer shall disclose any actual or potential conflict of interest. x. TBL may verify license, financial statements, references, claims experience and reinsurance information. y. TBL may negotiate premium, deductible, coverage, wording and other commercial terms with the preferred insurer. z. TBL may cancel, modify, postpone or reject any or all proposals without liability for insurers preparation costs.	

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26.	Payment Terms	a. **Trust Bank PLC will make the payment of premium in single installment as per IDRA guideline.** b. VAT & TAX will be deducted from the bill as per prevailing government rules prior payment of the same.	
27.	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.**	
28.	**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.	
29.	**Required Documents Must be Submitted with Tender Documents:**	a. IDRA license renewed up to 2026. b. Certificate of incorporation/registration documents. c. Updated Trade License, TIN Certificate, VAT Registration Certificate. d. Credit Rating Certificate [Minimum AA (ECA)]. e. Must have at least 05 scheduled Banks as BBB clients (Certificate required). f. Minimum 05 years' experience in Bankers Blanket Bond Business.	

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		g. Latest audited financial statements (balance sheet of last 2 years). h. BBB/ECC Experience Certificate with banks/financial institutions other than TBL. i. Claims Settlement Ratio > 85% in last 3 years (proof copy required). j. Reinsurer details including credit rating.	

23/11/26
Rashidul Islam
PO, PPD, GSSD

23/11/26
Mohammad Golam Mostofa
SAVP, PPD, GSSD

23/11
Col Khandaker Yusuf Hasan (Retd)
EVP & Head of PPD, GSSD

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