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/ 362 Date: 29 October 2026

Invitation for Tenders

S/N	Particulars	Descriptions		
1.	Tender Ref. No.	TBL/HO/GSSD/PPD/TENDER/2026/50		
2.	Tender Date	29 October 2026		
3.	Invitation for	Supply Fitting and Fixing of **VRF Air-Conditioning System** of Trust Bank PLC, Dhanmondi Branch, Dhaka. (Proposed).		
KEY INFORMATION				
4.	Procurement Method	Limited Tender Method (LTM)		
FUNDING INFORMATION				
5.	Source of Funds	Own Source		
PARTICULAR INFORMATION				
6.	Project Name	Supply Fitting and Fixing of **VRF Air-Conditioning System** of Trust Bank PLC, Dhanmondi Branch, Dhaka. (Proposed).		
7.	Project Completion Time	**30 (Thirty) days from issuance of Work Order.**		
8.	Project Location	Hakim Heritage (South Tower), Ground Floor, Plot No-16, Dhanmondi-6, Mirpur Road, Dhaka.		
9.	Tender Notice Issuing Date	29 October 2026		
10.	Last Date of Tender Schedule Collection	12 November 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	From Date: 15 November 2026 Time: 10:00 am	To Date: 15 November 2026 Time: 2:30 pm	**Note:** Except weekend and Government holiday.
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: 15 November 2026	Time: 2:30 pm	
15.	Tender Opening Date and Time	Date: 15 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). 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.		
INFORMATION FOR TENDERER				**Comply/Not Comply**
17.	**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.**		

29/10/2026

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Web: https://www.tblbd.com, SWIFT: TTBLBDDHXXX

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18.	Brief Description of Work, Goods and Related Services	All items are mentioned in **Bill of Quantity (BOQ)** in details.	
19.	Specification	Details as per enclosed BOQ & Layout Plan.	
20.	Warranty	05 (Five) Years full replacement warranty.	
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	24.1 **Tenderers shall fill up the BOQ in Bangladeshi Taka (BDT).** 24.2 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. 24.3 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. **24.4 In the case The Unit Prices Imprinted in the BOQ, Bidder shall not alter or overwrite the imprinted unit price.** 24.5 Financial Offer should be valid for **at least 06 months (180 days)** from the date of tender opening. 24.6 **BOQ rate of items in your offer must be including Tax and excluding VAT.** 24.7 Price must be including Tax and excluding VAT, product cost, delivery cost, labor cost and all other related costs. 24.8 Vat & Tax will be deducted from the final bill after assessment as per Govt. rules.	
25.	Payment Terms	a. 100% Payment will be made after successful installation & getting NOC from users. b. An amount of 5% of work order value to be kept with the bank as security deposit for 06 (six) month.	
26.	Sealed Bid	Bid envelop (**A4 size or equivalent**) shall be properly sealed. At the top of the envelop bidder shall clearly write **"Financial Offer" along with Name of the Project and Name of the Firm.**	

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27.	**Special Instructions**	27.1 Original hardcopy of the tender offer needs to be submitted. ***No photocopy of the document will be accepted.*** 27.2 The offer must be signed by the authorized person of the firm with full name, designation and official seal. 27.3 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.*** 27.4 Any kind of persuasion and promotional activities will be treated as disqualification for the tenderer. **27.5 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.** 27.6 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. 27.7 The vendor is required to open/maintain an account with Trust Bank PLC. at any suitable branch for receiving payments.	
28.	**Required Documents need to be submitted with Financial Offer:**	The bidder must provide following certificates (**related with items**) in Original from OEM, no duplicate of photocopy will be accepted: a. OEM Authorization Certificate b. Country of Origin c. Manufacturer Certificate d. Warranty Certificate e. Experience Certificate f. Solvency Certificate g. Certificate of Year of Production not before 2025 h. Certificate of Model Validity i. Guarantee Certificate availability of Spares J. Service Support Certificate k. Quality Control Certificate with the Product l. Any other certificate deemed necessary	

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Tender for Supply Fitting and Fixing of VRF Air-Conditioning System of Trust Bank PLC, Dhanmondi Branch, Dhaka. (Proposed).

29/10/26

Rashidul Islam
PO, PPD, GSSD

29/10/26

Mohammad Golam Mostofa
SAVP, PPD, GSSD

29/10

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