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/2026/371 Date: 03 November 2026

Invitation for Tenders

S/N	Particulars	Descriptions
1.	Tender Ref. No.	TBL/HO/GSSD/PPD/TENDER/2026/51
2.	Tender Date	03 November 2026
3.	Invitation for	Procurement of 2,000 (Two Thousand) Unit of All-In-One Hybrid Payment Sound Box 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.	Project Name	Procurement of 2,000 (Two Thousand) Unit of All-In-One Hybrid Payment Sound Box for Trust Bank PLC.
7.	Project Completion Time	**21 (Twenty-One) days if off the shelf or maximum 60 days if manufactured from issuance of Work Order.**
8.	Project Location	Trust Bank PLC, Head Office, Card Division
9.	Tender Notice Issuing Date	03 November 2026
10.	Pre-Bid Meeting	A pre-bid meeting will be held before submission of tender documents as per following schedule: **11:30 AM on 10 November 2026** at Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka. **Note:** 1. The bidders must purchase the tender schedule before attending pre-bid meeting and bring the deposit slip at the pre-bid meeting. 2. 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	17 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: 18 November 2026 Time: 10:00 am To: Date: 18 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: 18 November 2026 Time: 2:30 pm
16.	Tender Opening Date and Time	Date: 18 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).

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

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		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.
INFORMATION FOR TENDERER		
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.	Specification	Details as per enclosed Technical Specification.
21.	Warranty	03 (Three) Years full replacement warranty.
22.	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
23.	Earnest Money	5% of total offer price will be deposited with the tender schedule in form of PO/BG.
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. **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, delivery cost, labor cost and all other related costs. g. Vat & Tax will be deducted from the final bill after assessment as per Govt. rules.
26.	Payment Terms	a. No advance payment against work order. b. **90% payment** after **Delivery, Installation,** supported by Acceptance Certificate issued by the concerned Division of Trust Bank PLC. c. **Balance 10% payment after completion of warranty period** or in exchange of Performance Guarantee having validity not less than the warranty period. **d. Part payment allowed.** e. **Product must be imported & released through proper channel if required.**

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		f. 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 need to be submitted with Technical 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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03/11/26

Rashidul Islam
PO, PPD, GSSD

03/11/26

Mohammad Golam Mostofa
SAVP, PPD, GSSD

03/11

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