

Tender Reference: TBPLC/HO/GSSD/PPD/TENDER/2024/37
Date: 24 October 2024

SCHEDULE OF TENDER FOR PROCUREMENT OF 25,000 UNITS VISA CREDIT CARDS (DI) FOR TRUST BANK PLC.

FINANCIAL OFFER

1. Name of the Company :
2. Address :
3. Contact Person & Designation :
4. Telephone No & Email Address :
5. Required Specification : Bidders must provide the following information and Offered product must be as per requirement of Trust Bank PLC. (No deviation will be accepted)

S/N	Type	Brand Name, Card Product & Card Type	Required Quantities (pcs.)	Selling Price Per Unit in BDT	Total Selling Price (Incl. VAT, TAX & all other Charges)
1.	Credit	VISA Classic (DI)	13,000		
2.	Credit	VISA Gold (DI)	7,000		
3.	Credit	VISA Platinum (DI)	5,000		
Total Selling Price Including VAT, TAX & all other Charges (in figure)					
Total Selling Price (in words)					
Warranty (To be mentioned)					

Table-1

6. **Payment Terms:**
 - 6.1 No advance payment against work order
 - 6.2 Vendors need to open an account with TBL. All the payment will be made through this account.
 - 6.3 In the event of supply any item which do not match with the required terms & specification, the bank reserves the right for outright rejection of the goods and the supplier will have to take back those at their own cost and will replace as per bank demands.
 - 6.4 Payment shall be made in BDT
 - 6.5 **90% payment** of the total amount after successful delivery, supported by Acceptance Certificate issued by the concerned Division of Trust Bank PLC.
 - 6.6 **Balance 10%** of the total amount will be preserved as security money for 12 (twelve) months. Balance 10% of the total amount will be released without any profit after getting report from the concerned Division, Head Office of the Bank upon receipt of request for release of security money.
 - 6.7 VAT & TAX will be deducted from the bill as per prevailing government rules prior payment of the same.
 - 6.8 **Part payment allowed.**
 - 6.9 **Product must imported & released through proper channel.**
 - 6.10 VAT & TAX will be deducted from the bill as per prevailing government rules prior payment of the same.
 - 6.11 In case of late delivery, penalty will be imposed and deducted at the rate of 0.5% of total work order value on a weekly basis up to 5% and to be deducted from final bill of supplied item(s). Bank must be informed for any foreseeable delay due to uncontrolled situation prior to exceed of the delivery lead time which may be considered by the Bank if situation justify such delay and the decision of the Bank will be final in this regard.
7. **Delivery Time** (To be mentioned):(Days)
8. **Terms and Conditions for the Bidder:**



- 8.1 The offer will be received up to **2:30 pm** on **12 November 2024** and be opened at **4:00 pm** on **12 November 2024** at Trust Bank PLC., Purchase & Procurement Department, Shadhinata Tower (Level – 05), Bir Sreshtha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka-1206. If the Tender cannot be opened as the schedule date and time due to unavoidable circumstances, the same will be opened on the next working day at the same time or opening schedule provided to the respective tender section of Trust Bank PLC. website (www.tblbd.com/tender).
- 8.2 Only 2 (two) representatives from each firm is allowed to present during the time of opening the tender.
- 8.3 Tender Schedule fees BDT 2000.00 (non-refundable) is required to deposit for the tender. Payment has to be done by **depositing required amount to any branch of TBL or, fund transfer through BEFTN** to the following account:

Title Of the Account & Account Number	Required Amount (Tk.)	Name of the Branch & Bank	Routing Number	Remarks
Tender Participation Fees Account	Tk. 2000.00 (Non-Refundable)	Millennium Corporate Branch; Trust Bank Limited	240262958	For Purchasing Tender Schedule only.
A/C # 0022-0210018483				

Table-3

Note: Photocopy of Deposit Slip / Acknowledgement Slip must be submitted at the time of submission of the tender (with tender offer). Without Deposit Slip / Acknowledgement Slip of the required amount no tender will be accepted by TBL.

- 8.4 **2% of total quoted amount as ‘Earnest Money’ (refundable)** having required to be deposited in form of a Payment Order (PO) / Bank Guarantee (BG) having 4-6 month validity along with the confirmation letter of the bank from which the BG is issued in favor of “Trust Bank Limited”.

Note: Original copy of PO / BG and confirmation letter must be attached with the financial offer.

Return of Earnest Money:

- Earnest Money of technically disqualified bidder shall be returned immediately. In this connection all bidders must issue a request letter for releasing the PO/BG.
- Earnest Money of technically qualified bidder will be returned as per Management decision.

- 8.5 **This Schedule along with required documents should be submitted in “Envelope-2” clearly marked as “Financial Offer” within the stipulated time.**

- 8.6 The offer must be signed by the authorized person of your firm with full name, designation and official seal; otherwise, the offer will be rejected.
- 8.7 The bidders should quote the price both in figure and words and there should not be any cutting/erasing/overwriting.
- 8.8 The tenderer must comply with the specification, terms and conditions of tender documents. Conditional tender will not be accepted.
- 8.9 Product and Service must be supplied to Bank’s designated location at supplier’s cost.
- 8.10 If the tenderer submits any wrong information, then The Bank reserves the right to reject their quotation partially or fully.
- 8.11 The tender will be cancelled if the requisite terms and conditions are not fulfilled.
- 8.12 The Bank authority reserves the right to accept or reject any or all the tender partly/fully without assigning any reason whatsoever. The Bank authority is not bound to purchase the items from the lowest bidder(s) and also reserves the right to cancel, extend the time period, correction or change of any clause of the tender without information.

We are suppliers of the above items and do hereby accept the terms and conditions as stated in this “Tender Schedule” and we offer our price quotation as required.

Signature (Full):

Name:

Date:

Seal:

