

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

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

TECHNICAL OFFER

1. Name of the Company :
2. Address :
3. Contact Person & Designation :
4. Telephone No & Email Address :
5. Specification of the Item : To be mentioned by the bidder.
6. Technical Evaluation : Bidders shall comply all required fields of Technical Evaluation mentioned into **Annexure – A.**

7. Required Documents:

Bidders must submit the following documents along with their technical offers and their offer would be in their own Letter Head Pad and signed by any authorized persons.

S/N	Required Documents	If document attached, please provide ✓/mark	Annexure (A/B/C...)
01.	Declaration of products source (authorized partner of the product) and related Information of offered products		Annexure-A
02.	Manufacture Authorization Letter		Annexure-B
03.	Certificate of Origin		Annexure-C
04.	Warranty Certificate		Annexure-D
05.	Authorization Letter from Chip OS & App Manufacturer		Annexure-E
06.	Experience certificates		Annexure-F
07.	Work Order for related products		Annexure-G
08.	Solvency Certificate		Annexure-H
09.	Details of client list (Banking industry preferable)		Annexure-I
10.	Company profile.		Annexure-J
11.	Valid Trade License, Income Tax certificate, Valid VAT registration certificate		Annexure-K
12.	Additional documents (Which may add extra weightage of bidder for this type of work)		Annexure-L

8. **Delivery Time** (To be mentioned): (Days)

9. **Terms and Conditions for the Bidder:**

- a. The offer will be received up to **2:30 PM on 12 November 2024** and be opened (**Technical Offer only**) at **4:00 PM on 12 November 2024** at Trust Bank PLC., Purchase & Procurement Department, Shadhinata Tower (Level – 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka-1206. 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 provided to the respective tender section of TBL website (www.tblbd.com/tender). **No vendor/bidder/firm is required to attend during opening of Technical Offer.**
- b. Evaluation will be based on offered products, declaration of product channel/ Partner Certificate, warranty, experience certificates/work orders, no. of certified technical personnel, business strength etc.
- c. **This Schedule along with Required Documents should be submitted in “Sealed Packet” clearly marked as “Technical Offer” within the stipulated time.**
- d. During the evaluation, the technical offers shall be opened and evaluated first followed by the financial offers of those bidder who are found technically qualified.



- e. The bidder submitting the offer should be a registered company having experiences of supplying EMV/DI Chip Card in Bangladesh Market in minimum 3 different banks or financial organizations for at least 3+ years. Experience Certificate with work order must be supplied with the offer.
- f. Vendor has to provide valid authorization letter from the Chip Card Manufacturer of the said product and they will provide the proof of document of Authorization Letter from the Chip OS & App Manufacturer due to technical support of the offered product.
- g. 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.
- h. The bidders must have good track record for supplying Dual Interface card products at banks in Bangladesh.
- i. Samples must be provided for all products with the Technical Offer.
- j. Within 3 (three) months from the date of issuance of work order.
- k. Bidder must provide the total Project Plan along with the Technical Offer
- l. Original copy of the certificated mentioned into 17.8 must be supplied with each delivery.
- m. Product must imported & released through proper channel.
- n. The tenderer must comply with the specification, terms and conditions of tender documents. Conditional tender will not be accepted. The offers/bids containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer/bid.
- o. 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).

Signature (full).....

Name.....

Date.....

Seal.....

