

Tender Reference: TBPLC/HO/GSSD/PPD/TENDER/2024/37(A) (Revised)
 Date: 11 November 2024

**SCHEDULE OF TENDER FOR PROCUREMENT OF AUTOMATED TELLER MACHINE (ATM) AND CRM
 (CASH RECYCLER MACHINE) 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	Particulars	Item Description	Machine Type	Quantity	Selling Price Per Unit in BDT	Total Selling Price (Including VAT, TAX & all other Charges)
1.	Automated Teller Machine (ATM)	Brand: TBM Model: TBM Country of Origin: TBM Model Released Date: TBM Year of production: TBM	Lobby	110 Units		
2.	Cash Recycler Machine (CRM)	Brand: TBM Model: TBM Country of Origin: TBM Model Released Date: TBM Year of production: TBM	Lobby	24 Units		
Total 110 Units Cash Recycler Machine Selling Price (Including VAT, TAX & all other Charges)						
Total Amount in BDT (in words):						
Warranty (to be mentioned)						

Table-1

S/N	Name of the Items	Total AMC Price Per year/ATM/CRM (In BDT including VAT, TAX & all other Charges)
1.	Automated Teller Machine (ATM)	
2.	Cash Recycler Machine (CRM)	

6. Payment Terms:

- 6.1 Vendors need to open an account with Trust Bank PLC. All the payment will be made through this account.
- 6.2 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.
- 6.3 Payment shall be made in BDT



6.4 30% advance against APG (Advance Payment Guarantee) issued by any scheduled bank of Bangladesh whose validity shall not be less than 1 year plus 28 days. APG shall be released after delivery and installation.

6.5 50% after delivery & joint inspection by Trust Bank PLC. and Vendor. Inspection shall take place at the site of vendor.

6.6 20% after installation.

6.4 VAT & TAX will be deducted from the bill as per prevailing government rules prior payment of the same.

6.7. The bidder shall be responsible for delivery and installation of the ATMs/CRMS ordered at all the sites and for making them fully operational. If vendor fails to deliver the ATMs/CRMS within stipulated time or as prescribed by Trust Bank PLC., a penalty of half percent (0.5%) of order value for each week or part thereof of the delay subject to a maximum penalty not exceeding five percent (5 %) of the order value will be charged from the expiry of due date. Vendor shall have to inform the Bank 02 (Two) month before if they want to discontinue supply of the ATM/CRM to our Bank.

6.8 SLA should be executed by the bidder with the Bank within a period on or before the date of issuance of Work Order. The stamp duty for the execution of SLA shall be borne by the successful bidder.

6.9 On or before issuing the work order 10% (Ten percent) of the bid value to be provided by successful tenderer in the form of a Pay Order (if work order value less than BDT 5 million), or an irrevocable unconditional Bank Guarantee (if work order value more than BDT 5 million) issued by any scheduled bank in favor of Trust Bank PLC for the performance of the SLA.

6.10 Performance Security shall be required to be valid until a date twenty-eight (28) days beyond the warranty period.

6.11 Failure to perform the required obligation of the SLA during the warranty period shall result in encashment of Pay Order/BG in favor of Trust Bank PLC. to compensate for any losses for such nonperformance.

6.12 A separate agreement will be signed for AMC between 02 (two) parties. The vendor is expected to ensure same maintenance standards as during warranty period.

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

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

a. The offer will be received up to **1:30 pm** on **21 November 2024** and be opened at **2:30 pm** on **21 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).

b. Only 2 (two) representatives from each firm is allowed to present during the time of opening the tender.

c. 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 Trust Bank PLC. 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	Millennium Corporate Branch; Trust Bank PLC.	240262958	For Purchasing Tender Schedule only.
A/C # 0022-0210018483	(Non-Refundable)			

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 Trust Bank PLC.

e. **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 months validity along with the confirmation letter of the bank from which the BG is issued in favor of "Trust Bank PLC."

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

Return of Earnest Money:

- a. 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.
 - b. Earnest Money of technically qualified bidder will be returned as per Management decision.
- f. **This Schedule along with required documents should be submitted in "Envelope-2" clearly marked as "Financial Offer" within the stipulated time.**
- 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 should quote the price both in figure and words and there should not be any cutting/erasing/overwriting.
 - i. Product and Service must be supplied to Bank's designated location at supplier's cost.
 - j. If the tenderer submits any wrong information, then The Bank reserves the right to reject their quotation partially or fully.
 - k. The tender will be cancelled if the requisite terms and conditions are not fulfilled.
 - l. 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:

