

Trust Bank PLC.

General Services & Security Division (GSSD), Purchase & Procurement Department (PPD)

Doc. Ref: TBL/HO/GSSD/PPD/2024/169

Date: 24 December 2024

Invitation for Tenders


S/N	Particulars	Descriptions	
1.	Tender Ref. No.	TBL/HO/GSSD/PPD/TENDER/2024/51	
2.	Tender Date	24 December 2024	
3.	Invitation for	Supply and Construction of fit-out items for ATM	
KEY INFORMATION			
4.	Procurement Method	Limited Tender Method (LTM)	
FUNDING INFORMATION			
5.	Source of Funds	Own Source	
PARTICULAR INFORMATION			
6.	Project Name	Supply and Construction of Fit-out Items of Proposed ATM Booth at the Ground Floor of Trust Bank PLC. Companiganj Branch Complex, Chitta Ranjan Avenue, Companiganj, Muradnagar, Cumilla.	
7.	Project Location	Ground Floor of Trust Bank PLC. Companiganj Branch Complex, Chitta Ranjan Avenue, Companiganj, Muradnagar, Cumilla.	
8.	Tender Notice Issuing Date	24 December 2024	
9.	Last Date of Tender Schedule Collection	02 January 2025	
10.	Tender Schedule Collection Details	Interested bidders may collect Tender schedule from website of Trust Bank PLC. (https://www.tblbd.com/tender)	
11.	Tender Document Submission Date and Time	From	To
		Date: 24 December 2024 Time: 10:00 am	Date: 02 January 2025 Time: 11:00 am
Note: Except weekend and Government holiday.			
12.	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.	
13.	Tender Closing Date and Time	Date: 02 January 2025	Time: 11:00 am
14.	Tender Opening Date and Time	Date: 02 January 2025	Time: 12:00 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).			
15.	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			
16.	Eligibility for the Bidder	Any bonafide vendor or firm who has similar volume of work experience with the banks or similar organizations.	
17.	Brief Description of Work, Goods and Related Services	A. Civil Works; B. Painting Works; C. Glass & Partition Works; D. Ceiling Works; E. Electrical Works; F. Sign Board & Branding Works; G. Miscellaneous Works. All items are mentioned in Bill of Quantity (BOQ) in details.	
18.	Specification	Details as per enclosed BOQ & Layout Plan.	
19.	Tender Schedule Fee	Tenderers required to deposit Tk. 500.00 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.:	

S/N	Particulars	Descriptions
		<p>a. Name of the Account: Tender Participation Fees Account b. Account Number: 0022-0210018483 c. Millennium Corporate Branch, Routing No: 240262958</p>
20.	Rights of Trust Bank PLC.	<p>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.</p>
21.	Structure of Financial Offer	<p>21.1 Tenderers shall fill up the BOQ in Bangladesh Taka (BDT).</p> <p>21.2 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.</p> <p>21.3 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.</p> <p>21.4 In the case The Unit Prices Imprinted in the BOQ, Bidder shall not alter or overwrite the imprinted unit price.</p> <p>21.5 Financial Offer should be valid for at least 06 months (180 days) from the date of tender opening.</p> <p>21.6 BOQ rate of items in your offer must be including Tax but excluding VAT.</p> <p>21.7 Price must be included Tax, product cost, delivery cost, labor cost and all other related costs.</p> <p>21.8 Tax will be deducted from the final bill after assessment as per Govt. rules.</p>
22.	Payment Terms	<p>221.1 100% Payment will be made after completion of works. A supervisory board will be formed to supervise the performance of the vendor and percentage of work completed.</p> <p>22.2. Partial payment may be made based on recommendation of the supervisory board, performance of the vendor and percentage of work completion.</p>
23.	Sealed Bid	<p>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.</p>
24.	Special Instructions	<p>24.1 Original hardcopy of the tender offer needs to be submitted. <i>No photocopy of the document will be accepted.</i></p> <p>24.2 The offer must be signed by the authorized person of the firm with full name, designation and official seal.</p> <p>24.3 The tenderer must comply with the specification, terms and conditions of tender documents. Conditional tender will not be accepted. <i>Every page of the Financial Offer should contain round seal and initial of the proprietor/ authorised representative of the firm.</i></p> <p>24.4 Any kind of persuasion and promotional activities will be treated as disqualification for the tenderer.</p> <p>24.5 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.</p>




Handwritten signature/initials in blue ink.

S/N	Particulars	Descriptions
		24.6 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.


Monjur Morshed
PO, PPD, GSSD


24/12

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


Mohammad Golam Mostofa
SAVP, PPD, GSSD