

Trust Bank PLC.

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

Doc No: TBPLC/HO/GSSD/PPD/2025/010

Date: 21 January 2025

Invitation for Tenders

S/N	Particulars	Descriptions					
1.	Tender Ref. No.	TBPLC/HO/GSSD/PPD/TENDER/2025/03					
2.	Tender Date	21 January 2025					
3.	Invitation for	Procurement of 100,000 Units VISA General Platinum Debit Card (DI).					
KEY INFORMATION							
4.	Procurement Method	Open Tender Method (OTM)					
FUNDING INFORMATION							
5.	Source of Funds	Own Source					
PARTICULAR INFORMATION							
6.	Project Name	Procurement of 100,000 Units VISA General Platinum Debit Card (DI) for Trust Bank PLC.					
7.	Project Location	Trust Bank PLC., Head Office, Dhaka.					
8.	Tender Notice Issuing Date	21 January 2025					
9.	Pre-bid Meeting	<p>A pre-bid meeting will be held before submission of tender documents as per following schedule: 11:30 AM on 27 January 2025 at Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.</p> <p>Note:</p> <ol style="list-style-type: none"> The bidders must purchase the tender schedule before attending pre-bid meeting and bring the deposit slip at the pre-bid meeting. Specification and others terms may change based on the shared interest of all parties (Any change request must be communicated formally). 					
10.	Last Date of Tender Schedule Collection	03 February 2025					
11.	Tender Schedule Collection Details	Interested bidders may download Tender schedule from website of Trust Bank PLC. (https://www.tblbd.com/tender)					
12.	Tender Document Submission Date and Time	<table border="1"> <thead> <tr> <th>From</th> <th>To</th> <th rowspan="2">Note: Except weekend and Government holiday.</th> </tr> </thead> <tbody> <tr> <td>Date: 21 January 2025 Time: 10:00 am</td> <td>Date: 03 February 2025 Time: 02:30 pm</td> </tr> </tbody> </table>	From	To	Note: Except weekend and Government holiday.	Date: 21 January 2025 Time: 10:00 am	Date: 03 February 2025 Time: 02:30 pm
From	To	Note: Except weekend and Government holiday.					
Date: 21 January 2025 Time: 10:00 am	Date: 03 February 2025 Time: 02:30 pm						
13.	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.					
14.	Tender Closing Date and Time	<table border="1"> <tbody> <tr> <td>Date: 03 February 2025</td> <td>Time: 02:30 pm</td> </tr> <tr> <td>Date: 03 February 2025</td> <td>Time: 04:00 pm</td> </tr> </tbody> </table>	Date: 03 February 2025	Time: 02:30 pm	Date: 03 February 2025	Time: 04:00 pm	
Date: 03 February 2025	Time: 02:30 pm						
Date: 03 February 2025	Time: 04:00 pm						
15.	Tender Opening Date and Time	<p>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).</p> <p><i>Tender Opening Sub Committee will open the Technical Offer first. 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.</i></p>					
16.	Location of Tender Opening	Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.					

২০/১/২৫

২০/১/২৫

S/N	Particulars	Descriptions
INFORMATION FOR TENDERER		
17.	Eligibility for the Bidder	<p>17.1 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.</p> <p>17.2 Vendor has to provide valid authorization letter from the Chip Card & Apps Manufacturer of the offered product and proof of document from the Chip OS & Apps Manufacturer to for technical support of the offered product.</p> <p>17.3 The bidders must have good track record for supplying Dual Interface card products at banks in Bangladesh.</p> <p>17.6 The bidder should have up-to-date VAT return & Income Tax certificate, TIN No, Valid Trade license and /or any other license/approval as may be necessary as per the law. Financial Solvency Certificate, Major client List and Company profile to be submitted with the Quotation.</p> <p>17.7 Samples must be provided for all products with the Technical Offer.</p> <p>17.8 The bidder must provide following certificates in Original:</p> <ul style="list-style-type: none"> 17.8.1 Manufacturer Certificate 17.8.2 Experience Certificate 17.8.3 Solvency Certificate 17.8.4 Authorization Letter from Chip OS & App Manufacturer 17.8.5 Any other certificate deemed necessary
18.	Brief Description of Goods, Works & Related Service	Supply of VISA brand Dual Interface Debit Cards. Details as stated in <u>Technical Specification shall be published after Pre-Bid Meeting</u>
19.	Delivery Lead Time	<p>20.1 Within 3 (three) months from the date of issuance of work order.</p> <p>20.2 Part delivery allowed.</p> <p>20.3 Original copy of the certificated mentioned into 17.8 must be supplied with each delivery.</p> <p>20.4 Trust Bank PLC. may at its sole discretion change the required quantity up to maximum ±10%.</p>
20.	Liquidated Damage	In case of late delivery, penalty will be imposed and deducted at the rate of 0.5% of total work order value on a daily 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.
21.	Performance Guarantee	<p>21.1 Performance Security shall be furnished by the successful Tenderer in the amount not less than 10% (Ten percent) of the bid value either in the form of a Pay Order or an irrevocable unconditional Bank Guarantee issued by any scheduled bank in favor of Trust Bank PLC.</p> <p>21.2 Performance Security will be credited/encashed in favor of the Bank as compensation for any loss resulting from the contractor's failure to complete its obligations under the Contract.</p> <p>21.3 Performance Security shall be required to be valid until a date twenty-eight (28) days beyond the warranty period.</p> <p>21.4 Performance Security shall be returned after warranty period and feedback of consent of the concerned department/division of Trust Bank PLC.</p>
22.	Warranty	22.1 Successful bidder should have to provide 01 (one) year warranty of plastic and chip and should be bound to replace the faulty/defective cards within the warranty any charges.

2/21/01




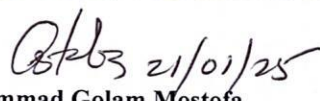
5/02


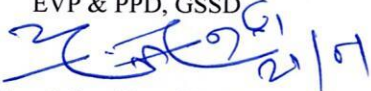
S/N	Particulars	Descriptions
		22.2 In the event of supply of the said item which does not match with the required specification, quantity, quality or is of substandard quality found before full consumption of the item, the bank reserves the right of outright rejection of the product and you will have to take back your supplied product at your own cost and will replace with acceptable quality with in the time frame as mutually agreed upon by the Bank and the vendor,
23.	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
24.	Earnest Money	24.1 'Earnest Money' (refundable) shall be Not less than 10% of total quoted amount 24.2 Tenderers are required to deposited 'Earnest Money' either as a Pay Order or Irrevocable & Unconditional Bank Guarantee (BG) having not less than 6 (six) month's validity" issued any scheduled bank. 24.3 Original copy of Pay Order/ Bank Guarantee (BG) shall have to be attached with the Financial Offer. 24.4 Earnest Money shall be returned to the Tenderers within 03 (three) months of issuance of work order. 24.5 Unsuccessful Tenderer's Tender security will be discharged after Tender Opening Date subject to the application of tenderers. 24.6 The Tender Security may be forfeited, if a Tenderer: 24.6.1 refuses to accept a work order 24.6.3 refuses to fulfill the obligation of work orders
25.	Rights of Trust Bank Limited	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.
26.	Structure of Financial Offer	26.1 The amount is to be quoted both in figures and in words properly in BDT. The quoted rate must be inclusive of finished jobs including total handling of materials, incidental charges-overhead, all types of levies, taxes, duties and VAT as per prevailing government rules, delivery, installation, manual labor charge and any kind of charge thereof. In this case no error will be accepted. If any error found, then Trust Bank PLC. may reject the offer. 26.2 Currency of Financial Offer: BDT 26.3 Offer must be valid for at least 01 (one) year. Note: Format of Financial Offer shall be published after Pre-Bid Meeting.
27.	Payment Terms	27.1 No advance payment against work order 27.2 Vendors need to open an account with Trust Bank PLC. All the payment will be made through this account. 27.3 Payment shall be made in BDT 27.4 90% payment of the total amount after successful delivery, supported by Acceptance Certificate issued by the concerned Division of Trust Bank PLC. 27.5 Balance 10% of the total amount will paid subject to submission of Performance guarantee specified into para 21.

22/9/19

S/N	Particulars	Descriptions
		<p>27.5 Failure of the successful Tenderer to submit the Performance Security, Balance 10% of the total amount will be preserved as security money till completion of warranty period. 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.</p> <p>27.6 Part payment allowed.</p> <p>27.7 Product must imported & released through proper channel.</p> <p>27.8 VAT & TAX will be deducted from the bill as per prevailing government rules prior payment of the same.</p>
28.	Sealed Bid	<p>28.1. The bidders shall have to submit Technical Offer and Financial Offer in two separate envelopes clearly marking with “Technical Offer” and “Financial Offer” on both envelopes along with Name of the Project and Name of the Firm.</p> <p>28.2. The bidders shall quote the price as per Table-1 of Financial Offer, avoid erasing/overwriting. Also, total calculated amount to be written in words and to be signed by the Bidder.</p> <p>28.3 Format of Financial Offer shall be published after Pre-Bid Meeting.</p> <p>28.4 The bid shall be signed by a person or persons duly authorized by the Bidder with signature duly attested. In the case of a body corporate, the bid shall be signed by the duly authorized officers and supported by internal corporate authorizations.</p>
29.	Special Instructions	<p>29.1 The vendor evaluation and selection would be done based on a comprehensive Techno-Commercial Evaluation. For the purpose of evaluating prospective vendors, following factors would be considered:</p> <ul style="list-style-type: none"> 28.1.1 Technical Solution Excellence 28.1.2 Conformity to technical specifications 28.1.3 Commercial Offer 28.1.4 Acceptance of Terms and Conditions <p>29.2 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.</p> <p>29.3 Complete proposal/offer must be signed with date by the authorized representative of company.</p> <p>29.4 Any kind of persuasion and promotional activities will be treated as disqualification for the tenderer.</p>


Monjur Morshed
 PO, PPD, GSSD
 21/01/25


Mohammad Golam Mostofa
 SAVP, PPD, GSSD
 21/01/25


Serneabat Shihabuddin Md. Feroz
 EVP & PPD, GSSD

Col Khandaker Yusuf Hasan (Retd)
 EVP & Head of PPD, GSSD
 21/01