

Tender Reference: TBL/HO/GSSD/PPD/TENDER/2025/04
Date: 03 February 2025

SCHEDULE OF TENDER PROCUREMENT OF ERP SOFTWARE (PROCURE TO PAYABLE, MAINTENANCE & REPAIR OF SUPPORT SERVICE & INVENTORY MANAGEMENT) SOLUTION FOR TRUST BANK PLC. PURCHASE & PROCUREMENT DEPARTMENT.

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 TBL (No deviation will be accepted)

| SL. No. | Item Description | Quantity | Total Price in BDT including Tax & VAT |
|---|---|----------|--|
| 1. | ERP Software Solution for TBL Purchase & Procurement Department a. Requisition Receive to Bill Payment/Procure To Payable b. Maintenance & Repair of Support Service & c. Inventory Management | 1 Job | |
| Grand Total including Tax & VAT | | | |
| Post Go-live Warranty, Support & Maintenance (To be mentioned) | | | |

Table-1

6. **Payment Terms:**
 - a. **Currency of Financial Offer: BDT**
 - b. Offer must be valid for at least 06 (six) months.
 - c. **Successful bidder need to open an account with Trust Bank PLC. All the payment will be made through this account.**
 - d. **Successful bidder is expected to become enlisted vendor of Trust Bank PLC.**
 - e. All payments will be made in BDT
 - f. **80% payment** of the total amount after successful analysis, design & development.
 - g. **Balance 20%** of the total amount will be paid after UAT & QAT, data migration, go live.
 - h. **Part payment allowed.**
 - i. **Product must imported & released through proper channel.**
 - j. VAT & TAX will be deducted from the bill as per prevailing govt. rules.
 - k. The bidder must provide instructor-led training to the designated persons of TBL. The training program schedule will be provided by TBL.
7. **Delivery Time (To be mentioned):**(Days)
8. **Terms and Conditions for the Bidder:**
 - a. The offer will be received up to **11:30 am** on **19th March 2025** and be opened at **12:30 pm** on **19th March 2025** 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 the schedule date and time due to unavoidable circumstances, the same will be opened on the next working day at the same time.
 - b. Only 2 (two) representatives from each firm is allowed to present during the time of opening the tender.

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Handwritten signature

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

Table-3

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

- d. **5% of total quoted amount as 'Earnest Money' (refundable)** required to be deposited in form of a Payment Order (PO) / a Bank Guarantee (BG) 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:

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

