

Tender Reference: TBL/HO/GSSD/PPD/TENDER/2025/16
Date: 06 March 2025

SCHEDULE OF TENDER FOR PROCUREMENT OF 500 UNITS POS MACHINE & ACCESSORIES 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 TBL (No deviation will be accepted)

S/N	Item Description	Product Details	Quantity (Pes)	Total Price (Tk) Incl. VAT & Tax	
				Unit Price (Tk)	Total Price (Tk)
(a)	(b)	(c)	(d)	(e)	(f)
1.	POS Terminal	Brand: Model:	500 units		
Total Amount (in figure) (Incl. VAT & tax)					
Total Amount (in words):					

Table-1

6. **Payment Terms:**
 - a. Currency of Financial Offer: BDT (incl. VAT & Tax).
 - b. No advance payment against work order
 - c. Currency Conversion Rate: **Conversion rate of USD to BDT is BC Selling Rate of TBL on the work order date.**
 - d. Payment shall be made in BDT
 - e. **95% payment** after Delivery, Testing and Commissioning of POS, supported by Acceptance Certificate issued by the concerned Division of Trust Bank PLC.
 - f. **5% after completion of warranty period or in exchange of Performance Guarantee having validity not less than the warranty period.**
 - g. If the supplier fails to submit Performance Guarantee an amount of 5% of the total work order value will be kept as security money and will be released after completion of warranty period. Warranty period time will start after successful installation, commissioning, migration and Go-live run as per SLA.
 - h. VAT and Tax will be deducted at source from payments as per Government rules.
 - i. Vendors need to open an account with Trust Bank PLC. All the payment will be made through this account.
7. **Delivery Time** (To be mentioned):(Days)
8. **Terms and Conditions for the Bidder:**
 - a. The offer will be received up to **11:00 AM on 17 March 2025** and be opened at **12:00 PM on 17 March 2025** at TBL, 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.
 - 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 (Non-Refundable)	Millennium Corporate Branch; Trust Bank PLC.	240262958	For Purchasing Tender Schedule only.
A/C # 0022-0210018483				

Table-2

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:

- 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.
- e. **This Schedule along with required documents should be submitted in “Envelope-2” clearly marked as “Financial Offer” within the stipulated time.**
- f. 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.
- g. The bidders should quote the price both in figure and words and there should not be any cutting/erasing/overwriting.
- h. Service must be supplied to Bank’s designated location at supplier’s cost.
- i. If the tenderer submits any wrong information, then The Bank reserves the right to reject their quotation partially or fully.
- j. The tender will be cancelled if the requisite terms and conditions are not fulfilled.
- k. 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:



[Handwritten signature]

[Handwritten signature]