

Tender Reference: TBL/HO/GSSD/PPD/TENDER/2025/04 (Revised)

Date: 10 March 2025

**SCHEDULE OF TENDER PROCUREMENT OF CONSULTANCY SERVICE FOR IMPLEMENTATION
AND CERTIFICATION OF ISO 9001:2015 TRUST BANK PLC.**

TECHNICAL OFFER

1. Name of the Company :
2. Address :
3. Contact Person & Designation :
4. Telephone No & Email Address :
5. Specification of the Item : To be mentioned by the bidder.
6. Technical Evaluation : Bidders shall comply all required fields of Technical Evaluation **mentioned into Terms of Reference (TOR) & Annexure-A (Compliance Sheet).**

7. Required Documents:

Bidders must submit the following documents along with their technical offers and their offer would be in their own Letter Head Pad and signed by any authorized persons.

S/N	Required Documents	If document attached, please provide ✓ mark	Annexure (A/B/C...)
1.	Declaration of products source (authorized partner of the product) and related Information of offered products (If Applicable)		Annexure-A
2.	Manufacture Authorization Letter (If Applicable)		Annexure-B
3.	RJSC Certificate & Certificate of Incorporation (Applicable for Joint Stock Company & Firm)		Annexure-C
4.	Experience certificates/Project Completion Certificate		Annexure-D
5.	Work Order/SLA for related products		Annexure-E
6.	Details of client list (Banking industry preferable)		Annexure-F
7.	Bank Solvency Certificate		Annexure-G
8.	Company profile/ Brochures.		Annexure-H
9.	Company Employee Information (Full time ICT personnel, Name, Designation, Mobile No. Email, Joining Date, Project Experience, Role, Academic Background, Expertise, Professional Certification etc.)		Annexure-I
10.	BASIS Membership Document (Active/Updated).		Annexure-J
11.	CMMI Level 3 certification/MoU with CMMI lead appraiser, SCAMPI A assessment/ SCAMPI B assessment etc.		Annexure-K
12.	ISO-9001 Certification (Preferred)		Annexure-L
13.	Updated Trade License, TIN, latest Tax Clearance Certificate, VAT Registration Certificate.		Annexure-M
14.	Additional documents (Which may add extra weightage of bidder for this type of work)		Annexure-N

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

9. Terms and Conditions for the Bidder:

- a. The offer will be received up to **11:30 AM on 19th March 2025** and be opened (**Technical Offer only**) at **12:30 PM on 19th 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 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 provided to the respective tender section of TBL website (www.tblbd.com/tender). **No vendor/bidder/firm is required to attend during opening of Technical Offer.**



- b. This Schedule along with required documents should be submitted in "Envelope-1" clearly marked as "Technical Offer" within the stipulated time.
- c. The vendor must have prior experience of implementing the offered product. Inexperienced vendors will be disqualified during evaluation.
- d. The vendor must have OEM partnership for the offered solution. OEM warranty should be provided. (If applicable).

Signature (full).....

Name.....

Date.....

Seal.....

