

Trust Bank PLC.

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

Doc No: TBL/HO/GSSD/PPD/2025/0057

Date: 10 March 2025

Invitation for Tenders

| S/N | Particulars | Descriptions | |
|---------------------------------|--|--|---------------------------------------|
| 1. | Tender Ref. No. | TBL/HO/GSSD/PPD/TENDER/2025/03 (2 nd Call) | |
| 2. | Tender Date | 10 March 2025 | |
| 3. | Invitation for | 300,000 Units DI Cards (Visa, Mastercard, UnionPay). | |
| KEY INFORMATION | | | |
| 4. | Procurement Method | Open Tender Method (OTM) | |
| FUNDING INFORMATION | | | |
| 5. | Source of Funds | Own Source | |
| PARTICULAR INFORMATION | | | |
| 6. | Project Name | Procurement of 300,000 Units DI Cards (Visa, Mastercard, UnionPay) for Trust Bank PLC. | |
| 7. | Project Location | Trust Bank PLC., Head Office, Dhaka. | |
| 8. | Tender Notice Issuing Date | 10 March 2025 | |
| 9. | Pre-bid Meeting | A pre-bid meeting was held at 11:30 AM on 27 February 2025 at Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka. | |
| 10. | Last Date of Tender Schedule Collection | 16 March 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 | From | To |
| | | Date: 10 March 2025 Time: 10:00 am | Date: 16 March 2025 Time: 11:00 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 | Date: 16 March 2025 | Time: 11:00 pm |
| | | Date: 16 March 2025 | Time: 12:30 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. | |
| INFORMATION FOR TENDERER | | | |
| 17. | Eligibility for the Bidder | a) The bidder submitting the offer should be a registered company having experiences of supplying EMV/DI Chip Card in Bangladesh Market Experience Certificate with work order must be supplied with the offer. | |

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| S/N | Particulars | Descriptions |
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| | | <p>b) 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>c) The bidders must have good track record for supplying Dual Interface card products at banks in Bangladesh.</p> <p>d) 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. Financial Solvency Certificate, Major client List and Company profile to be submitted with the Quotation.</p> <p>e) Samples must be provided for all products with the Technical Offer.</p> <p>f) The bidder must provide following certificates in Original:</p> <ol style="list-style-type: none"> Manufacturer Certificate Certificate of Origin Experience Certificate Solvency Certificate Authorization Letter from Chip OS & App Manufacturer Any other certificate deemed necessary |
| 18. | Brief Description of Goods, Works & Related Service | As stated into Annexure – A |
| 19. | Delivery Lead Time | <p>a) 100,000 units to be delivered within first 06 (six) months from the date of issuance of work order.</p> <p>b) 50,000 units to be delivered per subsequent 06 (six) months consecutively</p> <p>c) Part delivery allowed as per operational needs.</p> <p>d) Original copy of the certificates mentioned into 17.8 must be supplied with each delivery.</p> <p>e) Trust Bank PLC. may at its sole discretion change the required quantity up to maximum ±20%.</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. | Earnest Money | <p>a) ‘Earnest Money’ (refundable) shall be 5% (five percent) of total quoted amount</p> <p>b) 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”.</p> <p>c) Original copy of Pay Order/ Bank Guarantee (BG) shall have to be attached with the Financial Offer.</p> <p>d) Earnest Money shall be returned to the successful bidder as per Management decision of the Bank.</p> <p>e) Unsuccessful bidders’ Tender security will be discharged after Tender Opening Date subject to the application of tenderers.</p> <p>f) The Tender Security may be forfeited, if a Tenderer:</p> <ol style="list-style-type: none"> refuses to accept a work order refuses to fulfill the obligation of work orders |
| 22. | Warranty | <p>a) Successful bidder has 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.</p> <p>b) 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</p> |


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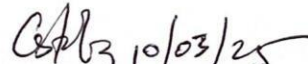
| S/N | Particulars | Descriptions |
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| | | product and you will have to take back your supplied product at your own cost and will replace with acceptable quality within the time frame as mutually agreed upon by the Bank and the vendor, |
| 23. | Tender 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. | Rights of Trust Bank PLC. | 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. |
| 25. | SLA | SLA should be executed by the bidder with the Bank within a period on or before the date of issuance of Work Order. The stamp duty for the execution of SLA shall be borne by the successful bidder. |
| 26. | Performance Guarantee | a) On or before issuing the work order 5% of the bid value to be provided by successful tenderer in the form of a Pay Order or an irrevocable unconditional Bank Guarantee issued by any scheduled bank in favor of Trust Bank PLC. for the performance of the SLA. b) Performance Security shall be required to be valid until a date twenty-eight (28) days beyond the warranty period. c) Failure to perform the required obligation of the SLA during the warranty period shall result in encashment of Pay Order/BG in favor of Trust Bank PLC. to compensate for any losses for such nonperformance. |
| 27. | Structure of Financial Offer | a) 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. b) Currency of Financial Offer: BDT c) Conversion rate of USD to BDT is BC Selling Rate of TBL on the Work Order Date. d) Offer must be valid for at least 06 (six) months. |
| 28. | Payment Terms | a) No advance payment against work order b) Vendors need to open an account with Trust Bank PLC. All the payment will be made through this account. c) Payment shall be made in BDT d) 95% payment of the total amount after successful delivery & verification, supported by Acceptance Certificate issued by the concerned Division of Trust Bank PLC. e) Balance 5% of the total amount will be paid subject to submission of Performance guarantee specified into para 21. f) Failure of the successful Tenderer to submit the Performance Security, Balance 5% of the total amount will be preserved as security money till completion of warranty period. Balance 5% 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. g) Part payment allowed. h) Product must imported & released through proper channel. i) VAT & TAX will be deducted from the bill as per prevailing government rules prior payment of the same. |

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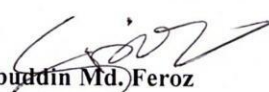
| S/N | Particulars | Descriptions |
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| 29. | Sealed Bid | <p>a) The bidders shall have to submit Technical Offer and Financial Offer in two separate envelopes clearly marking with “Technical Offer” and “Financial Offer” on both envelopes along with Name of the Project and Name of the Firm.</p> <p>b) 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>c) 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> |
| 30. | Special Instructions | <p>a) 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> <ol style="list-style-type: none"> Technical Solution Excellence Conformity to technical specifications Commercial Offer Acceptance of Terms and Conditions <p>b) 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>c) Complete proposal/offer must be signed with date by the authorized representative of company.</p> <p>d) Any kind of persuasion and promotional activities will be treated as disqualification for the tenderer.</p> <p>e) 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.</p> |




Monjur Morshed
PO, PPD, GSSD



Mohammad Golam Mostofa
SAVP, PPD, GSSD



Serneabat Shihabuddin Md. Feroz
EVP & PPD, GSSD



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