

## Trust Bank PLC.

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

Doc No.: TBL/HO/GSSD/PPD/2026/ 152

Date: 30 April 2026

### Invitation for Tenders

S/N	Particulars	Descriptions	
1.	Tender Ref. No.	TBL/HO/GSSD/PPD/TENDER/2025/74 (Re-Tender)	
2.	Tender Date	30 April 2026	
3.	Procuring Entity	Trust Bank PLC., Head Office, Card Division	
4.	Invitation for	Procurement of PCI-DSS Certification Initiation for Trust Bank PLC, Card Division.	
<b>KEY INFORMATION</b>			
5.	Procurement Method	Open Tender Method (OTM) (Double Envelope)	
<b>FUNDING INFORMATION</b>			
6.	Source of Funds	Own Source	
<b>PARTICULAR INFORMATION</b>			
7.	Project Name	Procurement of PCI-DSS Certification Initiation for Trust Bank PLC, Card Division.	
8.	Project Location	Trust Bank PLC., Head Office, Card Division (7th Floor), CSD Tower, 98 Shaheed Sarani, Dhaka Cantonment, Dhaka-1206.	
9.	Tender Notice Issuing Date	30 April 2026	
10.	Pre-bid & Post-bid Meeting	Two pre-bid meeting was held at 11:30 pm on 26 November 2025 and 09 December 2025 and one post-bid meeting was held at 12.00 pm on 20 April 2026 at Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka. As per discussion with participants vendors, management decided to re-tender.	
11.	Last Date of Tender Schedule Collection	13 May 2026	
12.	Tender Schedule Collection Details	Interested bidders may collect Tender schedule after depositing tender schedule fee from Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.	
13.	Tender Document Submission Date and Time	From	To
		Date: 03 May 2026 Time: 10:00 am	Date: 14 May 2026 Time: 01:00 pm
		<b>Note:</b> Except weekend and Government holiday.	
14.	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.	
15.	Tender Closing Date and Time	Date: 14 May 2026	Time: 01:00 pm
		Date: 14 May 2026	Time: 03:00 pm
16.	Tender Opening Date and Time	<b>Note:</b> 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 ( <a href="http://www.tblbd.com/tender">www.tblbd.com/tender</a> ).	
		<b>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.</b>	
17.	Location of Tender Opening	Trust Bank PLC., Purchase & Procurement Department, Head Office, Shadhinata Tower (Level # 05), Bir Srestha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka.	
<b>INFORMATION FOR TENDERER</b>			
18.	Eligibility for the Bidder	Only authorized dealers who has similar volume of work experience with the banks or similar organizations.	

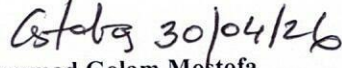
S/N	Particulars	Descriptions
19.	Brief Description of Works	Details as per enclosed BOQ.
20.	Tender Schedule Fee	Tenderers required to deposit <b>Tk. 2000.00 as Tender Schedule Fee (Non-Refundable)</b> in any branch of TBL or transfer fund from any bank to the following account of TBL: a. <b>Name of the Account:</b> Tender Participation Fees Account b. <b>Account Number:</b> 0022-0210018483 c. Millennium Corporate Branch, Routing No: 240262958
21.	<b>Earnest Money</b>	<b>3% of total quoted amount as 'Earnest Money' (refundable)</b> are required to deposit as a <b>Pay Order or Bank Guarantee (BG) having 4-6 month's validity</b> to be issued in favor of "Trust Bank PLC".
22.	Performance Guarantee	A service-level agreement (SLA) shall be signed between the supplier and TBL. The supplier has to submit a <b>Performance Guarantee</b> in the form of Bank Guarantee (BG) worth <b>5% of the work order value</b> either in the form of Pay Order or Bank Guarantee for the performance of the SLA during the warranty period. If the supplier fails to submit Performance Guarantee <b>5% of the total work order value shall be retained as security money and will be released after completion of warranty period.</b>
23.	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.
24.	Structure of Financial Offer	24.1. 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. 24.2. Currency of Financial Offer: BDT <b>24.3 Offer must be valid for at least 180 (one hundred eighty) days.</b>
25.	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. <b>30% for Gap assessment and penetration, 20% for Remediation and 50% for ROC and AOC</b> subject to submission of Performance Guarantee, supported by Acceptance Certificate issued by the concerned Division of Trust Bank PLC. e. <b>Part payment allowed.</b> f. <b>Product must imported &amp; released through proper channel if only required.</b> g. VAT & TAX will be deducted from the bill as per prevailing government rules prior payment of the same.
26.	Sealed Bid	a. <b>The bidders shall have to submit Technical Offer and Financial Offer separately</b> along with Name of the Project and Name of the Firm. b. <b>The bidders shall quote the price as per BOQ</b> , avoid erasing/overwriting. Also, total calculated amount to be written in words and to be signed by the Bidder.
27.	Special Instructions	a. Evaluation will be based on offered products, declaration of product channel/ Partner Certificate, experience certificates/work orders business strength etc. b. <b>Product must be supplied from authorized distributor/partners/dealer and necessary documents must be attached with the schedule.</b>


*Handwritten signature/initials*



S/N	Particulars	Descriptions
		c. The offer must be signed by the authorized person of the firm with full name, designation and official round seal. d. The tenderer must comply with the specification, terms and conditions of tender documents. Conditional tender will not be accepted. e. Any kind of persuasion and promotional activities will be treated as disqualification for the tenderer. f. Successful bidder is expected to be enlisted vendor of TBL. g. 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.
28.	<b>Required Documents need to be submitted with Technical Offer:</b>	28.1 The bidder must provide following certificates ( <b>related with item</b> ) in Original from OEM, no duplicate of photocopy will be accepted: 28.1.1 OEM Authorization Certificate 28.1.2 Country of Origin 28.1.3 Manufacturer Certificate 28.1.4 Warranty Certificate 28.1.5 Experience Certificate 28.1.6 Solvency Certificate 28.1.7 Certificate of Year of Production not before 2025 28.1.8 Certificate of Model Validity 28.1.9 Guarantee Certificate availability of Spares 28.1.10 Service Support Certificate 28.1.11 Quality Control Certificate with the Product 28.1.12 Any other certificate deemed necessary

  
 30/04/26  
**Rashidul Islam**  
 PO, PPD, GSSD

  
 30/04/26  
**Mohammad Golam Mostofa**  
 SAVP, PPD, GSSD

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

