

Ref. No.: SJIBL/CHO/CSD/2020/2234

Date: October 08, 2020

Subject: Request for submission of Quotation for Printing & Supplying MICR encoded Foreign Currency (FC) Demand Draft block for Shahjalal Islami Bank Limited with vendor's logo/universal logo.

Muhtaram,
Assalamu A'laikum.

We are pleased to request you to submit quotation for the following item under the terms and conditions mentioned below:

Sl. No.	Name of items	Quantity	
		Blocks	Leaves
1	MICR encoded Foreign Currency (FC) Demand Draft block	500 Blocks	50,000

Specification of the instruments:

Size:	2.5" x 3.5" (Counter part) + 7.5" x 3.5" (Original instrument) with 5/8" MICR white band at the bottom of the instrument as per Bangladesh Bank's specification.	
Paper:	Leaf of instruments	a) Chemically sensitized CBS-1 (Central Bank Specification) Security Paper b) Watermarked Security Paper with Vendor's Logo (Double tone) c) Weight of cheque paper 95gsm (± 5%) d) Thickness of cheque paper 105-130 micrometers
	Cover	200 gsm Art Card with front side of front cover bi-colour printing and back side of front cover single colour printing
Numbering & perforation	Two part normal numbering with perforation in all inner pages	

Terms & conditions:

1	Price should be quoted excluding VAT (VAT would be borne by the Bank) and including TAX and any kind of charges thereof.
2	Rate of Base Printing, Personalization, MICR Encoding with E-13B character & QR Code printing should be mentioned separately.
3	<u>Price of security paper and base printing:</u> This should include cost of blank security paper, perforation, cover pages, binding, packing etc. including cost of base print. <u>Price of Personalization Printing:</u> This should include personalization on each leaf, counter parts & cover page. <u>Price of MICR encoding:</u> This should include MICR printing with E-13B character as per Bangladesh Bank guidelines on each leaf. <u>Price of QR printing:</u> This should include QR printing on each leaf.
4	Security Paper's Specification: e) Chemically sensitized Security Paper CBS-1 (Clearing Bank Specification 1) f) Watermarked Security Paper with Vendor's Logo/Universal Logo (Double tone) g) Weight of security paper 95gsm (± 5%) h) Thickness of security paper 105-130 micrometers

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Terms & conditions (Contd.):

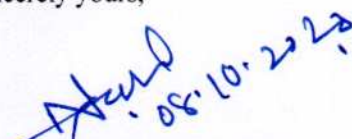
5	Additional Security Features & Security Controls on SJIBL Foreign Currency (FC) Demand Draft block: a) Micro Print Security Texts b) Erasable Security Ink on the surface of the each leaf c) Invisible & erasable UV (Ultra Violet) Fluorescent ink as per Bangladesh Bank guideline d) QR Barcode on each leaf e) Other security feature provided by the vendor
6	Design: Designs as per requirement of Shahjalal Islami Bank Limited following the guidelines of Bangladesh Bank with front side four colour printing should be completed by vendor.
7	Quotations should be submitted in vendor's own letter head pad addressing 'The Member Secretary, Procurement Committee, Shahjalal Islami Bank Limited, Corporate Head Office, Dhaka.'
8	Complete proposal/offer must be signed with date by the authorized representative of the company.
9	Work Order would be issued in favour of successful bidder(s).
10	<u>Indemnity Bond:</u> Successful bidders should submit an Indemnity Bond on Non Judicial Stamp Papers indemnifying the Bank from duplicate production of Foreign Currency (FC) Demand Draft blocks and any loss or misuse in any form due to the negligence of the supplier or others involved in the process of printing, storing and delivery of the instruments.
11	<u>Sample Copy:</u> At least 5 leaves of the instrument with Front Cover & Back Cover to be submitted to the Bank for obtaining final approval from Bangladesh Bank.
12	<u>Completion of Base Print:</u> Base print of security papers of total work order quantity should be completed within 15 (Fifteen) days inclusive of weekend or holidays from approval of final/machine proof.
13	Store: The security papers should be preserved at the vendor's Godown/Warehouse and no rent shall be given by the bank in this regard Arrangements relating to storage: a) Adequate storage capacity b) Security arrangement c) Insurance coverage d) Humidity control measures e) Fire protection system
14	<u>Delivery of FCDD blocks after MICR encoding, Personalization & QR Printing:</u> Bank should place separate requisition time to time mentioning quantity and other required information of Foreign Currency (FC) Demand Draft block for MICR encoding, Personalization & QR printing. After MICR encoding, Personalization & QR printing, FCDD blocks should be delivered at Common Services Division, Corporate Head Office, Shahjalal Islami Bank Limited, Shahjalal Islami Bank Tower (2 nd floor), Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1214 within 72 hours from the time of requisition placed from the bank.

[Handwritten Signature]

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15	<u>Mode of Payment:</u> i) Bills of base print, MICR Encoding, Personalization printing & QR code printing of delivered Foreign Currency (FC) Demand Draft blocks would be paid on monthly basis depending on actual consumption. ii) Advance payment is not allowed
16	<u>Penalty:</u> In case of failure to make delivery of the item within stipulated time, penalty will be imposed at the rate of BDT1,000.00 on daily basis upto BDT10,000.00 only and to be deducted from running bill. Bank must be informed for any foreseeable delay due to uncontrolled situations prior to exceed the delivery lead time which may be considered by the Bank if situation justify such delay and the decision of CSD will be final in this regard.
17	In the event of supply of the said item which does not match with the required specification, quantity, quality or is of substandard quality, the Bank reserves the right for outright rejection of the product and the supplier will have to take back their supplied product at their own cost and will replace with acceptable quality within the time frame as mutually agreed upon by the bank and by the supplier.
18	Proposal / Offer is to be submitted in sealed envelope to authorized officer of CSD (Mr. Muhammad Shahidul Islam, Phone: 01717170390 or Shuchona Yeasmin, Phone: 01988166948), Corporate Head Office of the undernoted address on or before 13.10.2020 (Tuesday) within 2:00pm and be clearly marked "Quotation for (Name of Item)" at the top of the envelope.
19	Bank reserves the right not to purchase the item(s) from the lowest bidder(s) and to accept or reject any or all of the quotations with or without assigning any reason whatsoever. Bank also reserves the right to negotiate with the participating vendors regarding price, warranty and specification of the item(s).

Ma-assalam.
Sincerely yours,


Md. Noor-A-Alam Hossain
Vice President, CSD

