

Common Services Division

Ref. No.: SJIBL/CHO/CSD/2021/1025

Date: October 11, 2021

Subject: Request for submission of Quotation for Printing & Supplying MICR encoded Payment Order Blocks for Shahjalal Islami Bank Limited with vendor's logo/universal logo.

Muhtaram,
Assalamu A'laikum Warahmatullah.

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 Payment Order (PO) Block	5,000 Blocks	5,00,000

Specification of the instruments:

Size	: 7.5" × 3.5" (Original PO) & (1.75"+1.75") × 3.5" (Counter Part) with 5/8" MICR area at the bottom of each leaf as per Bangladesh Bank Guideline
Leaf per block	: 100 leaves
Printing	: Front side four colour offset print & back side single colour offset print
Perforation	: Two vertical perforation
Serial Number	: Three parts normal number
Front & Back Cover	: 200 gsm Art Card with front side bi-colour printing and one solid colour
Binding & Packing	: 10 blocks bundle by thread/ribbon and packed by quality craft/offset paper
Other Specification	: As per bank approved design & specification

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 code printing on each leaf.
4	<u>Security Paper's Specification:</u> a) Chemically sensitized Security Paper CBS-1 (Clearing Bank Specification 1) b) Watermarked Security Paper with Vendor's Logo/Universal Logo (Double tone) c) Weight of security paper 95gsm (± 5%) d) Thickness of security paper 105-130 micrometers
5	<u>Additional Security Features & Security Controls on SJIBL Payment Order:</u> 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 e) Other security feature provided by the vendor



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Terms & conditions (Contd.):


6	Design: Designs as per requirement of Shahjalal Islami Bank Limited following the guidelines of Bangladesh Bank with front side four colour printing. Design should be completed by vendor.
7	Quotations should be submitted in vendor's own letter head pad addressing ' <u>The Member Secretary, Procurement Committee, Shahjalal Islami Bank Limited, Corporate Head Office, Dhaka.</u> '
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	Indemnity Bond: Successful bidder should execute an Indemnity Bond on Non Judicial Stamp Papers indemnifying the Bank from duplicate production of Payment Order 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	Security Deposit: Successful Bidder(s) should provide security deposit for at least 5% of the total work order amount through Performance Bank Guarantee/Payment Order in favour of Shahjalal Islami Bank Limited from any scheduled Bank against execution of respective work order.
12	Sample Copy: 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.
13	Completion of Base Print: Base print of security papers of total work order quantity should be completed within 30 (thirty) days inclusive of weekend or holidays from approval of final/machine proof.
14	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
15	Delivery of Payment Order blocks after MICR encoding, Personalization & QR Printing: Bank should place separate requisition time to time mentioning quantity of Payment Order Blocks and other required information for MICR encoding, Personalization & QR printing. After MICR encoding, Personalization & QR printing, Payment Order blocks would 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 and the delivery cost would be borne by the vendor.
16	Mode of Payment: i) Bills of base print, MICR Encoding, Personalization printing & QR code of delivered Payment Order blocks would be paid on monthly basis depending on actual consumption. ii) Advance payment is not allowed.
17	Penalty: 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(s). 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.
18	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.

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Terms & conditions (Contd.):

19	Quoted price shall remain valid for at least 01 (One) year because bank may go for reprinting of the item(s) as and when required basis through issuing successive work orders to successful bidder(s).
20	Proposal / Offer is to be submitted in sealed envelope to authorized officer of CSD (Mr. Muhammad Shahidul Islam, Phone: 01313480000 or Mr. Md. Shahed, Phone: 01755556050), Corporate Head Office of the undernoted address on or before 18.10.2021 within 2:00pm and be clearly marked "Quotation for (Name of Item)" at the top of the envelope.
21	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).
22	Following documents should be submitted along with quotation: <ul style="list-style-type: none"> i. Up to date Trade Licence ii. Vat Registration/BIN Certificate iii. E-TIN Certificate iv. List of major clients v. Proof of experience of similar item within last 3 (Three) years

Ma-assalam.
Sincerely yours,


11.10.2021

Md. Noor-A-Alam Hossain
Vice President
Common Services Division
Shahjalal Islami Bank Limited




11.10.2021

Md. Mahmudul Haque
SEVP & Member Secretary
Procurement Committee
Shahjalal Islami Bank Limited