



Reference: SJIBL/HO/CSD/2016/1645

Date: 29 November, 2016

Subject: **Request for Quotation for Printing & Supplying MICR encoded Cheque Books (MSD and ACD) for Shahjalal Islami Bank Limited with vendor's logo/universal logo.**

Muhtaram,
Assalamu A'laikum.

We are pleased to request you to submit your quotation for the following items as per attached format under the terms and conditions mentioned hereunder:

Sl No	Name of items		Leaves per Book	Quantity		Sub Total (Leaves)	Grand Total Leaves
				Books	Leaves		
01	Mudaraba Savings Cheque Books (MSD)	SJIBL Branches	10 Leaves	1,00,000	10,00,000	20,00,000	20,00,000
			50 Leaves	20,000	10,00,000		
02	Al-wadiah Current Cheque Books (AWCD)	SJIBL Branches	25 Leaves	3,000	75,000	8,75,000	8,82,000
			50 Leaves	4,000	2,00,000		
			100 Leaves	6,000	6,00,000		
		SJIBL Priority Centers	50 Leaves	40	2,000	7,000	
100 Leaves	50		5,000				

Terms & conditions:

01	Quotations should be submitted in vendor's own letter head pad as per attached format
02	Complete proposal/offer must be signed with date by the authorized representative of the company
03	Rate of base printing, Personalization, MICR Encoding with E-13B character & QR Code printing for each item should be mentioned separately.
04	Price of cheque leaf and base printing: This should include cost of blank cheque leaves, cheque requisition slip, perforation, cover pages, binding, packing etc. including cost of base print. Price of Personalization Printing: This should include personalization on cheque leaves, requisition slip and cover page. Price of MICR encoding: This should include MICR printing with E-13B character as per Bangladesh Bank guidelines on each cheque Leaf.
05	Quoted Price must include VAT and TAX and any kind of charges thereof.
06	Printing will be made on the standard security papers Central Bank Specification-1 (CBS-1) as per specification provided by Bangladesh Bank for MICR encoded cheques in all respect (i.e. standard size of cheque leaves, printing, finishing, quality of paper etc.) Otherwise, the delivery of printed security item(s) will not be accepted.
07	Design: Designs as per requirement of Shahjalal Islami Bank Limited following the guidelines of Bangladesh Bank with front side four colour printing and back side single colour printing. Cheque books of the Branches and the Priority Centers of the Bank should be distinct.
08	Size: 7.5" x 3.5" (Original Cheque) & 2.5" x 3.5" (Counter Part) with 5/8" MICR area
09	Numbering: Two part normal numbering along with perforation (Starting and Ending number will be provided by Shahjalal Islami Bank Limited)
10	Cover Page: 200 gsm Art Card with front side of front cover bi-colour printing and back side of front cover single colour printing
11	Requisition slip: 80 gsm offset paper with bi-color printing on front side and single color printing on back side including numbering & perforation in all respects is to be provided in each book.

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