

Common Services Division

Reference: SJIBPLC/CHO/CSD/2025/ 1277

Date: September 17, 2025

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

Muhtaram,
Assalamu A'laikum.

We are pleased to request local vendors (Security Instrument Printers) to submit sealed quotation for the following items as per terms and conditions mentioned hereunder:

Sl No	Name of items	Leaves per Book	Quantity		Sub Total (Leaves)
			Books	Leaves	
1	Mudaraba Savings Deposit (MSD) Cheque Books	10 Leaves	90,000	9,00,000	19,00,000
		50 Leaves	20,000	10,00,000	
2	Al-wadiah Current Deposit (AWCD) Cheque Books	25 Leaves	2,800	70,000	6,45,000
		50 Leaves	2,500	1,25,000	
		100 Leaves	4,500	4,50,000	
3	Mudaraba Special Notice Deposit (MSND) Cheque Books	25 Leaves	200	5,000	55,000
		50 Leaves	600	30,000	
		100 Leaves	200	20,000	
Grand Total			1,20,800	26,00,000	

Terms & conditions:

1	Quotations should be submitted in vendor's own letter head pad
2	Complete proposal/offer must be signed with date by the authorized representative of the company addressing the Member Secretary, Procurement Committee, Shahjalal Islami Bank PLC, Corporate Head Office, Gulshan Avenue, Dhaka-1212.
3	Rate of base printing, Personalization, MICR Encoding with E-13B character & QR Code printing for each item should be mentioned separately.
4	<u>Price of cheque leaf and base printing:</u> This should include cost of blank cheque leaves, cheque requisition slip, perforation, cover pages, binding, packing etc. including cost of base print. <u>Price of Personalization Printing:</u> This should include personalization on cheque leaves, requisition slip and cover page. <u>Price of MICR encoding:</u> This should include MICR printing with E-13B character as per Bangladesh Bank guidelines on each cheque Leaf. <u>Price of QR:</u> This should include QR Code printing on each Cheque Leaf as per approved design of our Bank
5	Price should be quoted excluding VAT (VAT would be borne by the Bank) and including TAX and any kind of charges thereof.
6	Quoted rate should be valid for at least one year because Bank may go for reproduction of the item(s) as and when required basis through issuing successive work orders to successful bidder(s) based on exhaustion of the stock of the items within the time frame.
7	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.
8	<u>Design:</u> Designs as per requirement of Shahjalal Islami Bank PLC following the guidelines of Bangladesh Bank with front side four colour printing and back side single colour printing to be done by successful bidder.
9	<u>Size:</u> 7.5" × 3.5" (Original Cheque) & 2.5" × 3.5" (Counter Part) with 5/8" MICR area.
10	<u>Numbering:</u> Two-part normal numbering along with perforation.
11	<u>Cover Page:</u> 200 gsm Art Card with front side of front cover bi-colour printing and back side of front cover single colour printing.
12	<u>Requisition/Reorder slip:</u> 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.
13	<u>Packing:</u> Cheque Books of each branch should be packed separately with proper labeling.



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Terms & conditions (Contd.):

14	Security Cheque Paper's Specification: a) Chemically sensitized Security Cheque Paper CBS-1 (Clearing Bank Specification 1) b) Watermarked Security Paper with Vendor's Logo/Universal Logo (Double tone) c) Weight of cheque paper 95gsm ($\pm 5\%$) d) Thickness of cheque paper 105-130 micrometers
15	Additional Security Features & Security Controls on SJIBPLC Cheque: a) Micro Print Security Texts b) MICR Compatible Cheque c) Erasable Security Ink on the surface of the cheque leaves d) Invisible & erasable UV (Ultra Violet) Fluorescent ink as per Bangladesh Bank guideline e) QR barcode printing f) Other security feature provided by the vendor
16	<u>Sample Copy</u> : Sample of Original full set Cheque Books (03-three Leaves of each item) with Front Cover, Back Cover & Requisition Slip to be submitted to the Bank for obtaining final approval of Bangladesh Bank.
17	<u>Bank Guarantee</u> : Successful Bidder(s) should submit Performance Bank Guarantee in favour of Shahjalal Islami Bank PLC (SJIBPLC) for at least 5% of the total Work Order amount from any scheduled Bank for a period of 1 (One) year which may be extended for further period depending on the completion of the work.
18	Security Indemnity Bond to be issued for any duplicate production of SJIBPLC Cheques.
19	Agreement: An Agreement on non judicial stamp should be made between the Bank and the successful Bidder mentioning the following features in detail: a) Detail process of Cheque requisition, printing and delivery b) Time schedule regarding Cheque Book requisition and delivery process c) Stock management d) Security arrangement e) Insurance coverage f) Upkeeping and cleaning arrangement g) Arrangement with courier service for delivery of Cheque Books to the branches h) Compensation in case of fraud & forgery i) Penalty in case of late delivery
20	<u>Project Schedule</u> : A detail project schedule for printing and preservation of cheque books should be submitted along with quotation
21	<u>Delivery of Cheque Books after MICR encoding, Personalization & QR Printing</u> : <u>Normal Delivery</u> : Selected bidder should deliver the cheque books after MICR encoding, Personalization & QR printing to bank's designated Courier Service their Head Office at at Dhaka within 48 hours from the time of requisition received from the bank. <u>Urgent Delivery</u> : Selected bidder should have arrangement of urgent delivery i.e. delivery within 24 hours from the time of requisition received from the bank.
22	<u>Store</u> : The cheque leaves 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 NB: Supporting colour Photographs should be submitted along with the quotation
23	<u>Mode of Payment</u> : i) Payment of Base Cheque Leaves would be given through Payment Order or directly to vendor's account maintained with the SJIBPLC after inspection of base printed cheque leaves by representatives from the bank subject to submission of bill. ii) Bills of MICR Encoding & Personalization printing would be paid on monthly basis.

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Terms & conditions (Contd.):

24	Advance payment: Advance payment amounting maximum 20% of base print value may be paid by the Bank covered by Bank Guarantee of same amount issued by any scheduled Bank favouring SJIBPLC which would be recovered from the bill of the base print.
25	Delivery Point: Bank's Designated Courier Service will take delivery of Cheque books from the office of Vendor at Dhaka.
26	Proposal / Offer is to be submitted in sealed envelope to authorized officer (Mr. Md. Shahidul Islam, JAVP, Mobile: 01313-480000 / Mr. Md. Shahed, EO, Mobile: 01755-556050) of CSD, Corporate Head Office at the undernoted address on or before 29.09.2025 (Monday) within 12:00pm and be clearly marked "Quotation for (Name of Item)" at the top of the envelope.
27	Estimated time/period to be required for completion of base printing and MICR encoding, Personalization and QR printing should be clearly mentioned in the quotation.
28	Bank may award work order in favour of two or more vendors.
29	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).

Please attach the copies of following documents along with your quotation:

01. Watermark patent Certification.
02. (CBS-1) paper certification.
03. Valid Trade License.
04. TIN & BIN Certificate.
05. List of Clients (Banks & Financial Institutions).
06. Organogram, strength of organization, country-wide support setup in brief.

Ma-assalamah.
Sincerely yours,


Abul Bashar Md. Zafry
Senior Vice President and Head of CSD

