شاه جلال اسلامي بنك ليميتيد

Shahjalal Islami Bank









Common Services Division

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:

SI	Name of items		Leaves per	Quantity		Sub Total	Grand Total
No			Book	Books	Leaves	(Leaves)	Leaves
01	Mudaraba Savings	SJIBL Branches	10 Leaves	1,00,000	10,00,000	20,00,000	20,00,000
	Cheque Books (MSD)		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	50 Leaves	40	2,000	7,000	
		Centers	100 Leaves	50	5,000		

Terms & conditions:

each item should be mentioned separately. 104 Price of cheque leaf and base printing: This should include cost of blank cheque leaves, chequisition slip, perforation, cover pages, binding, packing etc. including cost of base print. 105 Price of MICR encoding: This should include MICR printing with E-13B character as per Bangla Bank guidelines on each cheque Leaf. 105 Quoted Price must include VAT and TAX and any kind of charges thereof. 106 Printing will be made on the standard security papers Central Bank Specification-1 (CBS-1) a specification provided by Bangladesh Bank for MICR encoded cheques in all respect (i.e. standard of cheque leaves, printing, finishing, quality of paper etc.) Otherwise, the delivery of printed security will not be accepted. 107 Design: Designs as per requirement of Shahjalal Islami Bank Limited following the guideling Bangladesh Bank with front side four colour printing and back side single colour printing. Chebooks of the Branches and the Priority Centers of the Bank should be distinct. 108 Size: 7.5" × 3.5" (Original Cheque) & 2.5" × 3.5" (Counter Part) with 5/8" MICR area 109 Numbering: Two part normal numbering along with perforation (Starting and Ending number we 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 cover single colour printing							
Rate of base printing, Personalization, MICR Encoding with E-13B character & QR Code printing each item should be mentioned separately. Price of cheque leaf and base printing: This should include cost of blank cheque leaves, chequisition slip, perforation, cover pages, binding, packing etc. including cost of base print. Price of Personalization Printing: This should include personalization on cheque leaves, requisilip and cover page. Price of MICR encoding: This should include MICR printing with E-13B character as per Bangle Bank guidelines on each cheque Leaf. Quoted Price must include VAT and TAX and any kind of charges thereof. Printing will be made on the standard security papers Central Bank Specification-1 (CBS-1) as specification provided by Bangladesh Bank for MICR encoded cheques in all respect (i.e. standard of cheque leaves, printing, finishing, quality of paper etc.) Otherwise, the delivery of printed security will not be accepted. Design: Designs as per requirement of Shahjalal Islami Bank Limited following the guideling Bangladesh Bank with front side four colour printing and back side single colour printing. Chebooks of the Branches and the Priority Centers of the Bank should be distinct. Size: 7.5" × 3.5" (Original Cheque) & 2.5" × 3.5" (Counter Part) with 5/8" MICR area Numbering: Two part normal numbering along with perforation (Starting and Ending number we provided by Shahjalal Islami Bank Limited) Cover Page: 200 gsm Art Card with front side of front cover bi-colour printing and back side of cover single colour printing.	01	Quotations should be submitted in vendor's own letter head pad as per attached format					
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