

INVITATION FOR TENDER
Schedule No. 08/2019

Price: Tk.1,000/-
(Non-refundable)

TENDER SCHEDULE FOR PRINTING & SUPPLYING OF
02 (TWO) CATEGORIES MICR ENCODED CHEQUE BOOKS OF IBBL

Sealed quotations are invited from the bonafide Security Printing Firms for printing & supplying of 02 (Two) categories MICR encoded Cheque Books of the Bank with security features as per Bangladesh Bank's guidelines and specifications. The sealed quotations should be dropped in the Tender Box, to be kept at the Common Services Division, Islami Bank Bangladesh Limited, Head Office, 20 Dilkusha C/A (6th Floor), Dhaka 1000 within **27.02.2019 upto 3.00 P.M.** The Tender will be opened on the same day at 3.10 P.M. in presence of the Tenderers or their Representatives (if any). The envelope containing quotation should be marked prominently "Quotation for printing & supplying of MICR encoded Cheque Books" as per Bangladesh Bank's specifications.

Descriptions:

Sl. #	Items	Quantity	Specification
01	Mudaraba Savings Account (MSA) Cheque Book of 10 leaves each	1,50,000 Books	With front cover and back cover and a requisition slip after 7 th Cheque leaf of each book
02	AI Wadeeah Current Account (AWCA) Cheque Book of 20 leaves each	10,000 Books	With front cover and back cover and a requisition slip after 15 th Cheque leaf of each book

Terms & conditions:

Special Instruction:

The Cheque should be designed and printed as per guidelines of Bangladesh Bank for Automated Clearing House System for implementation of MICR (Magnetic Ink Character Recognition) encoded Cheques.

Specification & Size:

Sl. #	Particulars	:	Measurement
01	Size of Cheque leaf	:	10"x3.50" (Counter Foil Part: 1.50"x3.50" Token Part: 1"x3.50" and Original Cheque Part: 7.50"x3.50")
02	Printing	:	Front page multi color computer compose and Offset printing, back page single color reverse printing as per Bangladesh Bank's specification.
03	Color	:	As per Bank's approved color.
04	Design	:	As per Bangladesh Bank's approved design & specification.
05	Paper	:	95 GSM watermarked Security paper (CBS-1) as per Bangladesh Bank guidelines.
06	Serial No. for Cheque Books	:	Three parts numbering along with perforation.
07	Front Cover	:	170 GSM Indonesian color board with both side single color printing.
08	Back cover	:	170 GSM Indonesian color board with one side single color printing.
09	Color of Cover Board	:	Yellow for MSA Cheque; Blue for AWCA
10	Requisition Slip for Cheque Book	:	Both side single color printing on 80 GSM Basundhara offset paper with personalization.
11	Specification	:	All printing job to be carried out under BACH specification of Bangladesh Bank.
12	Ink	:	The best quality Ink to be used as per Bangladesh Bank guidelines.

Security Cheque paper's specification:

1	Cheque Paper	:	CBS-1 paper (Clearing Bank Specification 1)	As per Bangladesh Bank's guidelines
2	Grammage	:	Not less than 95 GSM	
3	Thickness	:	Minimum 105 micrometers	
4	Chemically Sensitivity	:	Acid, Alkali, Oxidizer and Polar organic Substances	
5	Other Specifications	:	Roughness, Stiffness, Reflectance, Air Resistance, UV Dull, Tear Resistance & Folding Endurance	

Cheque's Physical Security Standard:

1	Water Mark of Supplier's or Bank's own Logo should not be visible at normal day light	As per Bangladesh Bank's guidelines
2	Micro print	
3	Magnetic ink	
4	Erasable ink on the surface of the Cheque leaves	
5	Invisible UV fluorescent	

Pricing:

1	Rates should be quoted for Bank's own Logo Security Paper supplied by the Firm.
2	Price to be quoted inclusive of all cost viz, cost of Cheque papers, requisition slip, cover, binding, printing, Income Tax, Vat & carrying cost etc.
3	Rate should be quoted per security instrument mentioning number of Cheque leaves without MICR and Personalization.
4	Cost of MICR to be quoted per Cheque Book mentioning number of cheque leaves separately.
5	Cost of Personalization with front cover page and requisition slip to be quoted per Cheque Book separately. Laser printer must be used for Personalization.

Earnest Money:

Earnest money @Tk.2.50% of the total quoted amount (refundable) for printing of Cheque Books in the form of Payment Order purchased from any scheduled Bank of Bangladesh favoring "ISLAMI BANK BANGLADESH LIMITED" Head Office, Dhaka. Payment Order must be accompanied with the quotation; otherwise the quotation will not be entertained.

Rate for printing of the items must be quoted in printer's/supplier's own pad along with forwarding.

Approval	:	Approval of sample of Cheque to be obtained from Bangladesh Bank.
Payment	(a)	The Bill of basic printed sheets will be paid after having a satisfactory inspection report from an inspection team of the Bank along with satisfactory Test Report of the paper. The basic printed sheets will be kept at supplier's vault against execution of an Indemnity Bond and an Agreement and will be consumed as per client's requisition.
	(b)	The Bill of MICR and Personalization will be paid on Monthly basis against the total delivery of MICR encoded Cheque Books of a month.
Country of origin & shipment	:	Country of origin must be mentioned from where the security paper will be manufactured and Country of Shipment also be mentioned from where the above manufactured CBS-1 security paper will be imported.
Quality	:	Quality for printing of Cheque must be up to the standard and acceptable to the Bank strictly as per Bangladesh Bank's Guidelines and approved by them.
Preparation of Bids	(a)	Quotation is to be submitted with specimen of 05 (five) lucrative leaves of each category of items of separate color & design.
	(b)	ISO certificate to be submitted.
	(c)	APACS certificate to be submitted.
	(d)	Certificate from PIRA International, UK (in case of European country) or any other Authorised Authority (for other country) to be submitted in respect of genuineness of CBS-1 cheque paper.
	(e)	Watermark patent certificate to be submitted.
	(f)	Up to date VAT Certificate & Valid Trade License is to be enclosed with the tender schedule.
	(g)	List of corporate clients with certificate, if available.
	(h)	Experience certificate of MICR cheque printing internationally, if available.
	(i)	Certificate of Authorised dealer/agent (if applicable)
	(j)	The Supplier will submit 4 (Four) sample of 95 GSM CBS-1 paper of Supplier's & Bank's Own Logo as water mark on which the MICR Encoded Security Instrument will be printed.
Others	(i)	Micro print to be printed with the name of "ISLAMI BANK BANGLADESH LIMITED". Numbering and perforation should be perfect in all respect.
	(ii)	The printer shall supply the Cheque Books directly to our Bank's Central Store & Stationery Supply Department (CSSSD) at 196 Motijheel C/A, Dhaka or as directed by the Authority at your own cost.
	(iii)	Bangladesh Bank's guidelines may be altered/changed if desired by Bangladesh Bank Authority.
	(iv)	Bangladesh Bank guidelines, format, specimen and sample will be available at Printing & Security Stationery Department (PSSD), Common Services Division (CSD), Islami Bank Bangladesh Limited (IBBL), Head Office (HO), 20 Dilkusha C/A (6 th Floor), Dhaka 1000, during office hours.
	(v)	It will not be binding on the part of the Bank to accept the lowest rate offered by the printers/suppliers.
	(vi)	IBBL Authority reserves the right to accept or reject any or all quotations without assigning any reasons whatsoever.