

SOUTH BANGLA AGRICULTURE & COMMERCE BANK LIMITED
GENERAL SERVICES DIVISION
HEAD OFFICE, DHAKA

TENDER SCHEDULE FOR PRINTING AND SUPPLYING SECURITY STATIONARY

SOUTH BANGLA AGRICULTURE & COMMERCE BANK LIMITED IS GOING TO PRINT SECURITY CHEQUE BOOKS WITH MICR ENCODING AND FDR BLOCK AS PER RECENT APPROVED GUIDELINE OF BANGLADESH BANK SPECIFICATION/GUIDELINE. QUOTATIONS ARE HEREBY INVITED FOR SUPPLYING THE FOLLOWING SECURITY CHEQUE BOOKS OF SBACBL AS PER STANDARD SPECIFICATION AND GUIDELINES OF BANGLADESH BANK WITH PROVISION FOR MICR ENCODING:

SL. NO.	NAME OF THE ITEM	LEAVES IN A BOOK	QUANTITY		COUNTER PART
01.	SAVINGS ACCOUNT CHEQUE BOOKS (SB)	25	41,00,000 LEAVES	1,64,000 BOOKS	ONE COUNTER PART
02.	FDR BLOCK	100	1,00,000 LEAVES	1000 BOOKS	ONE COUNTER PART
*PERSONALIZATION & MICR ENCODING WITH E-13B CHARACTER. PERSONALIZATION & MICR ENCODING CHARGE FOR EACH CHEQUE BOOK SHOULD BE MENTIONED SEPARATELY .					
** QUOTATIONS SHOULD BE SUBMITTED IN VENDOR'S OWN LETTER HEAD PAD AS PER FORMAT GIVEN BELOW.					
*** SB-25 BOOKS WILL INCLUDE COVER PAGE, BACK PAGE AND REQUISITION/REORDER SLIP. FDR BOOKS WILL ALSO INCLUDE COVER PAGE AND BACK PAGE.					

TERMS & CONDITIONS:

01.	PAPER & PRINT : PRINTING WILL BE MADE ON THE STANDARD SECURITY PAPERS CLEARING BANK SPECIFICATION- (CBS-1) AS PER SPECIFICATION PROVIDED BY BANGLADESH BANK AND PROVIDED FOR MICR ENCODING CHEQUE IN ALL RESPECT (I.E. STANDARD SIZE OF CHEQUE LEAVES, MULTI-COLOR PRINTING, FINISHING, QUALITY OF PAPER ETC.) OTHERWISE, THE DELIVERY OF PRINTED SECURITY ITEM(S) WILL NOT BE ACCEPTED. 8 COLOR (AS PER BANK'S APPROVED COLOR) WITH ONE COLOR REVERSE PRINTING AS PER BANGLADESH BANK SPECIFICATION.												
02.	<p>CHEQUE SIZE:</p> <table border="1"> <thead> <tr> <th>ITEMS</th> <th>TOTAL SIZE</th> <th>COUNTER FOIL</th> <th>CHEQUE PART</th> </tr> </thead> <tbody> <tr> <td>SAVINGS CHEQUE BOOK</td> <td>2.5" +7.5"X 3.5"</td> <td>2.5" X 3.5"</td> <td>7.5" X 3.5"</td> </tr> <tr> <td>FDR BLOCK</td> <td>2.5"+7.5"X 3.5"</td> <td>2.5"X 3.5"</td> <td>7.5"X 3.5"</td> </tr> </tbody> </table>	ITEMS	TOTAL SIZE	COUNTER FOIL	CHEQUE PART	SAVINGS CHEQUE BOOK	2.5" +7.5"X 3.5"	2.5" X 3.5"	7.5" X 3.5"	FDR BLOCK	2.5"+7.5"X 3.5"	2.5"X 3.5"	7.5"X 3.5"
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FDR BLOCK	2.5"+7.5"X 3.5"	2.5"X 3.5"	7.5"X 3.5"										
03.	COVER PAGE: THE FRONT SIDE OF COVER PAGE SHOULD BE PRINTED WITH BI-COLOR ON 200 GSM ART CARD TO BE SUPPLIED BY VENDOR.												
04.	DESIGNS: DESIGNS AS PER SOUTH BANGLA AGRICULTURE & COMMERCE BANK LIMITED REQUIREMENTS (SPECIMEN WILL BE SUPPLIED TO THE SELECTED VENDORS) AND SPECIFICATIONS AS PER GUIDELINE OF BANGLADESH BANK MUST BE SUBMITTED ALONG WITH THE QUOTATIONS.												
05.	REQUISITION SLIP: ONE REQUISITION SLIP IN 80 GSM OFFSET PAPER WITH FOUR-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. THIS PAPER IS TO BE SUPPLIED BY VENDOR.												
06.	<p>SECURITY CHEQUE PAPER'S SPECIFICATION:</p> <p>A) CHEMICALLY SENSITIZED SECURITY CHEQUE PAPER CBS-1 (CLEARING BANK SPECIFICATION)</p> <p>B) WATERMARKED SECURITY PAPER WITH VENDOR'S LOGO (DOUBLE TONE). PRINTED WATERMARK OR CHEMICALLY PRINTED WATERMARK WILL NOT BE ALLOWED</p> <p>C) ALL CHEQUE CONTAINING 95 GSM ± 5% (MORE OR LESS)</p> <p>D) THICKNESS OF CHEQUE PAPER 105-130 MICROMETERS</p>												
07.	<p>ADDITIONAL SECURITY FEATURES & SECURITY CONTROLS ON SBACBL CHEQUE:</p> <p>A) MICROLINE</p> <p>B) MICR COMPATIBLE CHEQUE</p> <p>C) ERASABLE INK (FOR CHEQUE BACKGROUND)</p> <p>D) ERASABLE INVISIBLE UV (ULTRA VIOLET) FLUORESCENT INK AS PER BANGLADESH BANK'S RECENT GUIDELINE</p> <p>E) SECURITY PRINTING DESIGN</p>												
08.	MICR ENCODING & PERSONALIZATION: MICR ENCODING AND TEXT PERSONALIZATION (ACCOUNT HOLDERS NAME, ACCOUNT NUMBER, ROUTING NUMBER & CHEQUE SERIAL NUMBER)												
09.	SPECIFICATION: ALL PRINTING JOBS TO BE CARRIED OUT UNDER BACH SPECIFICATION OF BANGLADESH BANK.												
10.	SERIAL NO: TWO PART NORMAL NUMBERING ALONG WITH PERFORATION (STARTING AND ENDING NUMBER WILL BE PROVIDED BY THE BANK).												
11.	SAMPLE COPY: UPON AWARD OF WORK ORDER SAMPLE OF ORIGINAL FULL SET CHEQUE BOOKS (EACH ITEMS CONTAINING 04-FOUR BOOKS) 25 LEAVES OF SB CHEQUE BOOK WITH FRONT COVER, BACK COVER & REQUISITION SLIP TO BE SUBMITTED TO THE BANK FOR OBTAINING FINAL APPROVAL OF BANGLADESH BANK. NO PAYMENT WHATSOEVER WILL BE MADE BY SOUTH BANGLA AGRICULTURE & COMMERCE BANK LIMITED BEFORE APPROVAL OF THE SPECIMEN SAMPLE BY THE BANGLADESH BANK.												

12.	BACK SIDE PRINT: BACK SIDE PRINT OF CHEQUE LEAF AS PER GUIDELINES OF BANGLADESH BANK .
13.	EARNEST MONEY: EARNEST MONEY (REFUNDABLE) AT THE RATE OF 2.5% OF THE TOTAL QUOTED PRICE ALONG WITH THE TENDER HAS TO BE DEPOSITED THROUGH PAY-ORDER ALONG WITH SOUTHBANGLA AGRICULTURE AND COMMERCE BANK LIMITED FROM ANY SCHEDULED BANK. ALL THE WORKS (ALL THE PAGES OF THE CHEQUE BOOK MENTIONED IN THE WORK ORDER AND FDR BLOCK PROPERLY PRINTED AND DELIVERED) WILL BE DEPOSITED TILL SATISFACTORY EXECUTION AS PER THE PAY-ORDER WORK ORDER OF THE SELECTED / SUCCESSFUL PRINTING COMPANY. EARNEST MONEY IS REFUNDABLE AFTER PERFORMING ALL TASKS SATISFACTORILY.PAY-ORDERS FROM OTHER (UNSELECTED / UNSUCCESSFUL) COMPANIES WILL BE RETURNED AFTER SELECTION OF PRINTING AND SUPPLYING COMPANY.
14.	SECURITY INDEMNITY TO BE ISSUED FOR ANY DUPLICATE PRODUCTION OF SBACBL CHEQUES.
15.	THE SUCCESSFUL BIDDER SHOULD SUBMIT THEIR OFFER LETTER 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
16.	PRICING: A) <u>COST OF BOOKS INCLUDING (I) COVER (II) CHEQUE REQUISITION/REORDER SLIP AND (III) BINDING FOR SB-25 CHEQUE BOOK (IV) BINDING FOR FDR BLOCK.</u> B) MICR ENCODING AND PERSONALIZATION COST
17.	PROJECT SCHEDULE: PLEASE SUBMIT A DETAIL PROJECT SCHEDULE FOR PRINTING AND PRESERVATION OF CHEQUE BOOKS
18.	GODOWN / WAREHOUSE RENT SHALL HAVE TO BE BORNE BY THE VENDOR
19.	PAYMENT: A) AGAINST COST OF LEAVES & BASE PRINTING: BILL SHALL BE PAID AT ACTUAL QUANTITY BASIS UPON EXECUTION OF AN "INDEMNITY BOND" AND AFTER HAVING A SATISFACTORY INSPECTION REPORT BY AN INSPECTION TEAM OF THE BANK. VAT INVOICE 6.3 HAS TO BE SUBMITTED ALONG WITH THE BILL OF THE ORGANIZATION RECEIVING THE WORK ORDER, OTHERWISE THE BILL WILL NOT BE PAID BY THE BANK. B) THE COST OF MICR AND PERSONALIZATION WILL BE PAID ON MONTHLY BASIS AGAINST THE TOTAL DELIVERY OF MICR ENCODED CHEQUE BOOKS FOR A MONTH. MONTHLY STOCK REPORT MUST BE SUBMITTED ALONG WITH THE BILL. C) CHOSEN VENDOR MUST MAINTAIN A CURRENT ACCOUNT AT ANY BRANCH OF SOUTH BANGLA AGRICULTURE & COMMERCE BANK LIMITED WHERE THE BILLS WILL BE TRANSFERRED TO . D) IN CASE OF FDR BLOCK, THE COMPLETE BOOK (1000 PIECES) WILL BE PRINTED AND THE BILL WILL BE PAID AFTER DELIVERY TO THE BANK. E) VAT & AIT (IF APPLICABLE) SHALL BE DEDUCTED FROM THE BILLS AT SOURCE AS PER GOVT. RULES.
20.	THE OFFER WILL NOT BE VALID UNTIL APPROVAL FROM BANGLADESH BANK REGARDING ITS DESIGN & OTHER SPECIFICATION IS OBTAINED.
21.	THE QUOTATION IS TO BE DROPPED IN THE TENDER BOX KEPT AT GENERAL SERVICES DIVISION OF SOUTH BANGLA AGRICULTURE & COMMERCE BANK LIMITED, HEAD OFFICE, DHAKA, MENTIONING"QUOTATION FOR MICR ENCODED SECURITY CHEQUE BOOKS" AND FDR BLOCK ON TOP OF THE ENVELOPE WITHIN 4:00 PM UP TO 25 OCTOBER, 2020. THE TENDER BOX WILL BE OPENED ON THE SAME DAY AT 4:30 PM IN PRESENCE OF THE INTENDING BIDDER(S) (IF ANY).
22.	SUPPLY SHOULD BE STARTED WITHIN 15 (FIFTEEN) DAYS FROM THE DATE OF ISSUANCE OF WORK ORDER AND 7 (SEVEN) DAYS FROM THE DATE OF RECEIVING APPROVAL FROM BANGLADESH BANK. DELIVERY OF THE INSTRUMENTS MUST BE ENSURED WITHIN THE SCHEDULED TIME TO BE MENTIONED IN THE WORK ORDER.
23.	WATERMARK: DOUBLE TONE WATERMARK USING <u>VENDOR'S "LOGO"</u> .
24.	ARRANGEMENTS RELATING TO STORAGE: A) STORAGE CAPACITY B) SECURITY ARRANGEMENT & C) INSURANCE COVERAGE NB: SUPPORTING COLOUR PHOTOGRAPHS SHOULD BE SUBMITTED ALONG WITH THE QUOTATION
25.	DETAILS OF CHEQUE REQUISITION PROCESS (DIAGRAM/FLOWCHART)
26.	DETAILS OF CHEQUE DISTRIBUTION PROCESS (DIAGRAM/FLOWCHART)
27.	COMMUNICATION DETAILS WITH THE BANK (DIAGRAM/FLOWCHART)
28.	THE BANK AUTHORITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL THE QUOTATION PARTLY/FULLY WITHOUT ASSIGNING ANY REASON WHATSOEVER. THE BANK AUTHORITY IS NOT BOUND TO PRINT THE ITEMS FROM THE LOWEST BIDDER(S) AND ALSO RESERVES THE RIGHT TO CANCEL, EXTEND THE TIME PERIOD, CORRECT OR CHANGE ANY CLAUSE OF THE TENDER SCHEDULE WITHOUT INFORMATION. THE BANK AUTHORITY ALSO RESERVES THE RIGHT TO REVISE/MODIFY TERMS AND CONDITIONS OF TENDER SCHEDULE.
29.	BIDDERS MUST PROVIDE UPDATED TRADE LICENSE, VAT / BIN AND E-TIN / INCOME TAX CERTIFICATE.

30.	EACH BOOK OF SB-25 MICR CHEQUE WILL HAVE 25 CHECK PAGES AND 1 REQUISITION SLIP AND FDR BLOCK BOOK WILL HAVE 100 LEAVES.
31.	THE BIDDERS CAN COLLECT/ DOWNLOAD THE SCHEDULE FROM THE WEBSITE OF THE BANK. THE BIDDERS WILL HAVE TO SUBMIT THE APPLICATION FORM ADDRESSING THE HEAD OF GSD IN THEIR COMPANIES LETTER HEAD PAD WITH A PAY ORDER OF TK.5,000 (FIVE THOUSAND) AS FEE FAVOURING SBAC BANK LTD. THE TENDER SCHEDULE WILL BE CANCELLING IF THIS PAY ORDER IS NOT SUBMITTED.
32.	THE BIDDERS HAVE TO SUBMIT TENDERS WITHIN 14 (FOURTEEN) DAYS OF PUBLICATION OF THE NOTIFICATION. THE QUOTED PRICE WILL INCLUDE VAT AND AIT AS PER GOVERNMENT RULES. NOTED THAT BIDDING COMPANIES MUST SUBMIT TENDER FOR BOTH CHEQUE BOOK AND FDR BLOCK ITEMS, OTHERWISE THE BANK RESERVES THE RIGHT TO CANCEL THE TENDER. THE BANK MAY SELECT THE LOWEST BIDDER OVERALL FOR TWO ITEMS I.E. CHEQUE BOOK AND FDR BLOCK OR THE LOWEST BIDDER FOR ANY ONE OF THE ITEMS. IN THIS CASE, THE DECISION OF THE BANK WILL BE FINAL.
33.	THE BANK RESERVES THE RIGHT TO CANCEL THE TENDER / WORK ORDER WITHOUT ANY REASON AND THE BANK IS NOT BOUND TO ISSUE WORK ORDER TO THE LOWEST BIDDER.
34.	BIDDERS ARE REQUIRED TO SUBMIT A COPY OF THE WORK ORDER (RELATING TO THE TENDER) WORTH AT LEAST TK.1,00,000,000 / - (TK. ONE CRORE ONLY) TO ANY BANK AND CERTIFICATE OF SUCCESSFUL COMPLETION OF THE WORK.
35.	THE PAGE OF THE CHEQUE BOOK SHOULD BE PRINTED IN THE SECURITY INDICATORS MENTIONED IN THE BLUE-BOOK OF BANGLADESH BANK.
36.	OTHERS CONDITION: BASE PRINTING PAGES MUST BE STORED IN THE VAULT OF THE RECEIVING ORGANIZATION (INCLUDING INSURANCE).
37.	CHEQUE BOOK DELIVERY: THE SUPPLIER WILL HAVE TO SEND THE CHEQUE BOOK WITH MICR ENCODING AND PERSONALIZATION WITHIN 24 HOURS OF SENDING THE REQUISITION FROM THE HEAD OFFICE OF THE BANK. OTHERWISE, A PENALTY OF UP TO 25% WILL BE CHARGED AGAINST THE BILL OF MICR ENCODING AND PERSONALIZATION FOR MONTHLY CHEQUE BOOK DELIVERY.
38.	IF THE PRICE OF ANY MATERIAL RELATED TO PRINTING AND SUPPLY OF CHEQUE LEAVES INCREASES, THE APPLICATION FOR INCREASE IN THE PRICE OF CHEQUE LEAVES WILL NOT BE CONSIDERED.
39.	NO MOBILITY EXPENSES / ADVANCE BILLS WILL BE PAID FOR PRINTING AND DELIVERY OF CHEQUE LEAVES.

TABLE - A

QUOTATION FOR PRINTING AND SUPPLYING OF MICR ENCODED CHEQUE BOOKS

COST OF CHEQUE BOOKS:

SL#	ITEMS	QUANTITY (BOOKS)	QUANTITY (LEAVES)	BASE PRINTING COST/BOOK	MICR & PERSONALIZATION COST/BOOK	TOTAL COST/BOOK	TOTAL COST
1.	SAVINGS ACCOUNT CHEQUE BOOKS (SB-25)	1,64,000	41,00,000				
GRAND TOTAL							
IN WORDS:							

****PRICE OF COVER PAGES, CHEQUE REQUISITION/REORDER SLIP AND BINDING WILL BE INCLUDED IN EACH BOOK.**

TABLE - B

QUOTATION FOR PRINTING AND SUPPLYING OF MICR ENCODED FDR BLOCK

COST OF FDR BLOCK:

NAME OF THE ITEM	PARTICULARS	TENDER QUANTITY	UNIT RATE	TOTAL COST
FDR BLOCK	PAPER: 95 GSM (± 5%) CBS-1 SECURITY PAPER, WITH VENDOR'S WATER MARK LOGO. SIZE: TOTAL SIZE : 2.5"+7.5"X3.5" COUNTER PART : 2.5"X3.5" CHEQUE PART : 7.5"X3.5" COLOR: AS PER BANK'S APPROVED COLOR (4CX1C INCLUDING UV) PAGES:100 LEAVES COVER: 200 GSM ART CARD	1000 PCS		
GRAND TOTAL				
IN WORDS:				

**** THE PRICE SHOULD BE INCLUSIVE OF VAT & AIT.**

TOTAL COST FOR TABLE - A	
TOTAL COST FOR TABLE - B	
GRAND TOTAL TK=	

Signature of The Vendor With Date:

Full Name of authorized person :

Name of the Vendor's Organization :

Seal, Address and Contact Number :

- **The table for must be filled with related information by the vendor him/herself.**

Please attach the attested copies of following certificates:

01. Government Authorization for Security Printing Industry (Domestic and/or Foreign).
02. Watermark patent certification (Manufacturer)
03. (CBS-1) paper certification.
04. Updated Trade License
05. Valid TIN, BIN & VAT Certificate.
06. Proof of Experience
07. List of Corporate Clients with Certificates along with valid work order copies and experience certificate pertaining to MICR Instruments. **Details of contact personnel of client Bank's must be enclosed which may be verified.**
08. Certificate of Authorized Dealer / Supplier etc (if any).
09. Authorization Certificate from Security MICR Ink Manufacturer.
10. Organogram, strength of organization, country-wide support setup in details.
11. The following issues associated with printing, import, storage, personalization supply etc. of the cheque books to be clarified:
 - i) Storage capacity & maintenance arrangement.
 - ii) Personalization process of printing and requisition handling.
 - iii) Security measures being taken in each and every step.
 - iv) Insurance coverage.

Sd/-

Mohammad Shafiul Azam

VP & Head of GSD

