



**PUBALI BANK LIMITED**  
CENTRAL ACCOUNTS DIVISION  
(SECURITY PRINTING SECTION)  
HEAD OFFICE  
DHAKA.

PBL/HO/CAD/SEC.PRITY/TNDER No. / 29 /17

Dated: 06.02.2017

All printers

Sub: Tender Schedule for Printing & Supply of MICR Cheque Books.

Dear Sir,

Sealed quotations are invited from the bonafide printers for printing & supply of 200000 (Two Lac) SB MICR cheque books of 25 leaves each and 50000 (Fifty Thousand) CA MICR cheque books of 100 leaves each with security features as per Bangladesh Bank's guidelines. The Sealed quotation should be dropped in the tender box, kept at the Establishment Division, 12<sup>th</sup> floor of Head Office premises of the Bank, latest by 11.00 AM on 15 Feb 2017. The quotation will be opened at 11-15 AM on the same day in presence of the tenderer if any. The quotation envelop should be marked prominently with Red ink "Quotation for printing & supply of MICR SB and CA Cheque Books.

**(Instructions, terms & conditions and information for tenderers)**

- 1. Qualification of Tender:** The Printers must have experience for printing & supplying of MICR Cheque Books with arrangement of Email cheque requisition receive system.
- 2. Quantity:**
  - (a) 200000 SB cheque books of 25 leaves each.
  - (b) 50000 CA cheque books of 100 leaves each.
- 3. (i) Specification of cheque books:** The cheque will be printed as per Bangladesh Bank's guidelines. Cheque leaves will be printed with the security features i.e. UV feature, micro print, Magnetic Ink, Erasable Ink(for cheque background), Erasable Invisible fluorescent, Chemical Sensitivity, Cheque digit and QR Code.
  - (ii) Size: SB25 : 10" (2.50" counter foil + 7.50" cheque leaf) X 3.50"  
CA100: 10" (2.50" counter foil + 7.50" cheque leaf) X 3.50"
  - (iii) 200 GSM foreign board to be used for cover and 70 GSM offset paper to be used for requisition slip which to be supplied by the printer.
  - (iv) **Security paper:** Necessary security papers (18" X 23") will be supplied by the Bank.
- 4. Price:** Price to be quoted per cheque book with total inclusive all costs viz. Cost of requisition slip, cover, binding, printing, MICR personalization, Income Tax, VAT, carrying cost, delivery cost, QR Code cost & others if any as per following table.

Item	Basic	Personalization	MICR	QR Code	Total

5. **Payment:** Payment will be made partly on part delivery or at a time against full delivery and Cheque acceptance certificate from Bangladesh Bank. No bill will be paid if cheque leaf is rejected by the Bangladesh Bank. No advance payment will be made to Printer.
6. **Packing:** Packing must be in strong / tight bundle with unbreakable / untenable feature till reaching at Bank's Godown / Branches.
7. **Validity:** The tender offer must be valid for acceptance within a period of 10 days from the date of opening of Tender.
8. **Delivery:** Delivery will be started after 10 days of issuing work order & receiving E-mail requisition from us. Delivery must be continued for every working day as per work order i.e. some to Head office and others to branches Inside Dhaka City.
9. **Quality:** Quality of Cheques must be up to the standard and acceptable to the Bank.
10. Numbering and perforation should be perfect in all respect.
11. After firm work order the supplier shall submit 05 leaves of cheque to Bangladesh Bank for testing under intimation to us. On receipt of clearance certificate from Bangladesh Bank and Email requisition from Head Office for Branches all over Bangladesh of our Bank you will print MICR / Personalization cheque books and supply it as per clause 2.

12. **Others details:**

- a) Cheque sample colour may be altered / changed if desired by the authority.
- b) Cheque book specimen for sample will be available at our section during office hours.
- c) It will not be binding on the part of Bank to accept the lowest rate offered by the printers.
- d) The bank reserves its right to accept or reject any or all quotations without showing any reason whatsoever.
- e) The Printer can store the Printing items in their Godwon for printing & personalization (if necessary) in this cases Godown fare not acceptable.

Sd/-  
Shahidullah Bhuiyan  
Assistant General Manager

Sd/-  
Mohammad Liton Miah FCA  
Division Head & CFO

CC to: 1. The member Secretary, Head Office Purchase Committee, Pubali Bank Ltd, Head Office, Dhaka.

✓ 2. The Division Head, Information Technology Division, for publication in our website [www.pubalibangla.com](http://www.pubalibangla.com).

  
Assistant General Manager

  
Division Head & CFO