

**Facility Management Division**

PBL/HO/P/MICR/2022/253

March 28, 2022

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**Sub: Request for Quotation (RFQ) for MICR Security instruments (on CBS-1 Paper) with Text Personalization & MICR Encoding for Prime Bank Limited.**

Dear Sir,

We are pleased to request you to submit your quotation for the following item under the terms and conditions mentioned hereunder:

A	B	C	D	E	F	G=(CXD)	H=(CXF)
Sl. No	Item Description:	Qty (Book)	Base Cheque (Per Book)	MICR Encoding & Text Personalization (Per Book) BDT	Total Cost (Per Book) BDT	Amount (Tk.) (Only Base Cheque) BDT	Total Price with MICR & Pers. BDT
1.	Card Cheque Book (10 Lvs per book) (1+6+1+4+1)	10,000					
2.	Pay Order (PO-100) 100 Lvs Per Book (1+100+1)	4,500					
3.	MICR Encoding (day to day job)	Per Leaf					
4.	Text Personalization (day to day job)	Per Leaf					
Total Amount: (BDT-In figure):							
Total Amount: (BDT-In word):							

**N.B. # The price of Front Cover, Back Cover and Reorder Slip for Card Cheque, Binding Tape with Pin is to be included with Complete Book price.**



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**Specifications: -**

A	B	C	D
Sl. No.	Item Description:	Features:	Required Specification:
1.	Card Cheque Book	Physical Specifications:	<b>Size of the leaf:</b> <b>Cheque &amp; Security Deposit Receipt:</b> (2.5"+7.5") x 3.5" with 0.625" MICR area and one vertical perforation; <b>Colour:</b> 4-6 colour(As per Bank's approved colour) with one colour reverses printing as per Bangladesh Bank specification <b>Design:</b> As per Bangladesh Bank approved design <b>Front cover with window dy-cutting:</b> 200 gsm mat card with four colour printing and single colour reverse printing <b>Back cover:</b> 200 gsm mat card with single colour printing <b>Binding:</b> Best quality self adhesive tape as per Bank's approved colour
	Pay Order (PO-100)		<b>Size of the leaf:</b> <b>Pay Order:</b> (2"+2"+7.5") x 3.5" with 0.625" MICR area and two vertical perforation; <b>Colour:</b> 4-6 colour(As per Bank's approved colour) with one colour reverses printing as per Bangladesh Bank specification <b>Design:</b> As per Bangladesh Bank approved design <b>Front cover:</b> 200 gsm mat card with four colour printing and single colour reverse printing <b>Back cover:</b> 200 gsm mat card with single colour printing <b>Binding:</b> Best quality self adhesive tape as per Bank's approved colour
2.	Paper of the Cheque Leaf:	Cheque Paper Specification	The paper on which instruments are printed must conform to the CBS1 (Clearing Bank Specification 1). The paper is to be free from an excessive tendency to curl and from any magnetic inclusions. Other properties, including security features, must be as normal for this grade of paper. Grammage: 95.0 g/m <sup>2</sup> (± 5%); Thickness: Minimum – 105 micrometers, Maximum – 130 micrometers
3.		Physical Security Standards of Cheque Paper:	<b>Physical Security Standards of CBS1 Paper:</b> A cheque is a security document. It shall be designed and printed in such a way that attempts to alter, or to counterfeit any given cheque, shall be as difficult as possible. The following physical security measures have been adopted for use in cheques: 1. Watermark: Watermark is to be applied at least three levels, i.e. the base paper thickness, and thinner (lighter) and thicker (darker) parts in the design. 2. Microprint: Size: less than 0.010 of an inch tall. This will be



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			<p>required on all lines on the face of the cheque.</p> <p>3. Magnetic Ink: Required for use in the MICR codeline</p> <p>4. Erasable Inks (for Cheque Background): The area of cheque should be covered by the erasable ink(except the MICR area).</p> <p>5. Invisible UV Fluorescent: UV Inks must be used in accordance with the following provisos:</p> <p>a. The UV ink must fluoresce with a color other than blue, preferably yellow.</p> <p>b. The ultra violet feature must be a separately designed feature that will fluoresce and be immediately visible under low ambient light levels when illuminated by a UV lamp.</p> <p>c. It must not be printed as a solid block.</p> <p>d. The invisible UV design must be made up of intricate fine line patterns.</p> <p>e. The fine lines must be sufficiently close together for any attack on the vulnerable areas on a cheque – even one of only a few millimeters – to cause damage to several lines of the UV printing.</p> <p>F. Have to be complied recent guideline of Bangladesh Bank.</p>
4.		Chemical Sensitivity	The paper must be sensitized to acids, alkalis, bleach and polar organic solvents. The chemical sensitivities, for which the results of testing has to be specified as per requirements of Bangladesh Bank.
5.		Paper Quality	The CBS1 paper to be used for printing cheque is required to be certified by Pira International or any bonafide testing authority so that the paper quality meets the specified standard mentioned by Bangladesh Bank.

**Terms & Conditions:**

- a. Quotation must be submitted in sealed envelope. Quoted Price must be included TAX & VAT and any kind of charges thereof.
- b. The rate on total amount is to be quoted both in figures and in words. The quoted rate must be for finished job including wastage, carriage and local handling of materials, incidental charges, overhead, all types of taxes, contractor's profit carrying cost, manual labor charge and any kind of charge thereof.
- c. Delivery lead-time:
  - i. Artwork: To be approved within three days after confirmation of the order;
  - ii. Sample approval: To be approved within seven days after approving the artwork;
  - iii. Final delivery: To be delivered within 30 days after the machine proof approval from Bank/Central Bank.
- d. Penalty @0.50% per day will be imposed on the value of the supplied item(s), if supplied beyond the above scheduled time.
- e. Delivery is to be done at Bank's mentioned address (In Dhaka City) within 20 hours after data sending.
- f. In the event of supply of any items, which do not match with the required specification, quantity or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the




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- goods, and the supplier will have to take back those at their own cost and will replace with acceptable quality within 20 (twenty) days from the date of rejection.
- g. Product price shall remain valid for six months.
- h. Detail Technical Specifications along with country of origin of the paper along with the information where the printing will done must be mentioned in the offer and all the relevant documents including Catalog and Brochures must be attached with offer. Following papers/documents must be sent with the proposal:
- Valid Trade License, VAT Registration certificate, Up-to-date TIN certificate, Up-to-date copy of TAX payment receipt
  - Bank solvency certificate/documents
  - Client list with goodwill certificate (If available)
  - The certificate of Pira International or any bonafide testing authority regarding the CBS1 paper so that the paper quality meets the specified standard mentioned by Bangladesh Bank.
- i. Mode of payment:
- a. Payment for base leaf will be released after printing of base leaves and storing those at the vendor's vault. The aforesaid payment will be released after having a satisfactory inspection report from an inspection team of the Bank.
  - b. Cost of MICR Encoding & Text Personalization will be paid once in every month on submission of invoice by the vendor.
- j. **Country of Origin:** Detail Technical Specifications along with **country of origin of the paper along with the information where the printing will be done** must be mentioned in the offer and all the relevant documents including Catalog and Brochures must be attached with offer. Bank can ask or request to submit of all the relevant documents related with production and import for further clarification.
- k. Complete proposal/offer along with the sample of the CBS1 paper and the photocopy of this RFQ, which is duly endorsed with date by the authorized representative of the company, as agreed and fully complied with the terms and conditions and specification required by the Bank.
- l. Prime Bank Management reserves the right to accept, modify or reject any or all the quotations without assigning any reason whatsoever.
- m. The Bank shall not be bound or under any obligation to accept the lowest quotation.
- n. After going through the terms & conditions, if you are interested to participate in the bidding process, please submit your proposal in your company's letterhead pad as per above mentioned format duly signed by your company's authorized representative in the tender box kept at FMD, Facilities Tower (6<sup>th</sup> Floor), Kha-199/2, Maddhya Badda, Pragati sarani, Dhaka-1212 **by 12.30 PM on April 05, 2022** and be clearly marked "**Quotation for MICR Security instruments (on CBS-1 Paper) with Text Personalization & MICR Encoding for Prime Bank Limited**" at the top of the envelope.
- o. For any types of clarifications in regard to products related clarifications only please contact to **Mr. Sahadev Mondal, Cell # 01713 277697**

Please treat the matter as "MOST URGENT".

**For Prime Bank Limited.**



**Syed Ibne Sharif**  
SAVP & Head of FMD