

Subject: Request for submission of financial offer for A4 Size MICR Compliance Security Cheque Leaves (on CBS-1 Paper) with Text Personalization & MICR Encoding for Prime Bank PLC.

Dear Concern,

We are pleased to invite sealed Quotation for supplying A4 Size MICR Compliance Security Cheque Leaves (on CBS-1 Paper) with Text Personalization & MICR Encoding. In this regard interested bidders are requested to submit financial offer in their letterhead pad with sealed envelope. The envelope must be marked as "A4 Size MICR Cheque" as per specifications, Terms & Conditions stated below:

Specifications: -	
A. Physical Specifications	<p>Size of the total leaf: A4(8.27"X11.69")</p> <p>Cheque Size : (0.768"+7.5") x 3.5" with 0.625" MICR area</p> <p>Perforation : One horizontal and two vertical perforations.</p> <p>Color : 4-6 color (As per Bank's approved color) with one color reverses printing as per Bangladesh Bank specification.</p> <p>Design : As per Bangladesh Bank approved design.</p> <p>Serial Number : Pre printed serial number is required as per instruction of the Bank.</p> <p>Packing : 500 leaves per packet (by 72 lbs craft paper with leaf serial number).</p>
B. Cheque Paper Specification:	As per cheque printing guideline of Bangladesh Bank.

BOQ/Financial Proposal: Financial offer will be quoted as per following format:

						Figure in BDT
Sl. No.	Item Name	Quantity (Leaves)	Rate for Base Cheque (Per leaf)	Rate for MICR Encoding & Text Personalization (Per leaf)	Total Cost (Per leaf)	Total Amount with MICR & Personalization
a	b	c	d	e	f = (d+e)	g = (c x f)
1	A4 Cheque Leaves (with Text Personalization & MICR Encoding)	100,000				

Note : Price including VAT, Tax and delivery charge.

Minimum qualifications and requirements for eligibility:

- Interested bidders must have at least 5 (Five) years relevant experience in this line of business & they must have the infrastructure of MICR encoding job with efficient technical team to execute the work within the stipulated time.
- Has/ Have executed work order of minimum Tk10 (ten) lac in a single transaction.



List of papers/documents to be submitted :

Following papers/documents must be sent with the proposal:

- i. Valid Trade License
- ii. Bank solvency certificate/documents with Bank Statement of last six months
- iii. VAT Registration certificate, Up-to-date TIN certificate and Up-to-date copy of TAX payment receipt
- iv. Client list with goodwill certificate (If available) and Experience certificate/Work Order (If available)
- v. If the bidder is an authorized dealer/distributor of the said product they will provide the document of dealership/distributorship of the Manufacturer.
- vi. 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.

RFQ submission:

All RFQ including supplementary data and information shall be in English. The RFQ is to be submitted in 2 (two) envelope system i.e. one **"Technical Proposal"** and another **"Financial Proposal"** mentioning Technical/Financial proposal on the top of each envelope. These two proposals will be submitted together in a sealed envelope. All the envelopes will contain the full name and address of the participant company. The name, address and telephone number of the contact person should be mentioned in the forwarding letter both of the "Technical Offer" and the "Financial Offer". The RFQ shall be marked with **"A4 Size MICR Cheque"**.

→ The RFQ shall be submitted in the tender box kept on 13 November 2024 by 3:00 PM at the following address:

Prime Bank PLC, Head Office
Prime Tower (Ground Floor)
Plot No. 35 & 08,
Nikunja-2 C/A, Airport Road, Khilkhet, Dhaka-1229

→ No quotation will be received by mail.

The RFQ shall be dropped in the tender box kept at the address mentioned above and open in the same day same place at 3:30 PM. No RFQ shall be entertained after the specified time and date. RFQ Documents must be properly filled in, sealed and signed by authorized official with bidder's name, address, etc.

Successful bidder, to whom work order will be issued, must execute the work within the time stipulated in the work order. Failure to execute the work as per conditions of work order may be fall under penalty.

Prime Bank Management reserves the right to accept, modify or reject any or all the offers without assigning any reason whatsoever.

The Bank shall not be bound or under any obligation to accept the lowest quotation.

Manipulation or any kind of unusual approach may lead to disqualification of the proposal.

For details information, you may communicate with **Mr. Shahadev Mondal**, Executive Officer, Administration Division, **Cell # 01713277697**

Regards



Kazi Sohel Masud
AVP & Unit Head-Procurement