

Request for Proposal

Quotation

November 2, 2020

Sub: Quotation for MICR Compliance Security Instruments Printing & Supply on Watermark CBS –1 Security Paper.

SL No.	Name of Items	Leaves	Purchase Requirement Qty. (Book)	Unit Price (Per Book)	Total Amount (Per Book)
01	Savings Cheque Book	10 Lvs.	60,000		
		25 Lvs.	20,000		
02	Savings Cheque Priority Book	25 Lvs.	5,000		
03	Current Cheque Book	50 Lvs.	20,000		
		100 Lvs.	20,000		
04	CC Cheque Book	50 Lvs.	1,000		
		100 Lvs.	1,000		
05	SND Cheque Book	50 Lvs.	5,000		
		100 Lvs.	5,000		
06	SOD Cheque Book	50 Lvs.	1,000		
		100 Lvs.	1,000		
07	OD Cheque Book	50 Lvs.	500		
		100 Lvs.	500		
08	Card Cheque Book	10 Lvs.	5,000		
09	P.O. Block	100 Lvs.	500		
10	FDR Block	100 Lvs.	500		
11	MIS Block	100 Lvs.	200		
12	DBS Block	100 Lvs.	200		
	Total Books		146,400		

Price for MICR encoding & text personalization:

MICR encoding per leaf	
Text personalization per leaf	

Size of SB, CD : (Counter foil: 2.5" + Cheque Part: 7.5") X 3.5

Reverse Printing : one color back side/ reverse printing

Serial No : Two parts normal numbering.

Color : As per Bank's given design.

Perforation : One vertical perforation.

Front cover : 180 GSM Art Card (4C X 1C)

Back Cover : 180 GSM Art Card (1C X 0C)

Reorder : 80 GSM Offset paper.

Security cheque paper's specification:

1. Chemically sensitized security cheque paper, CBS- 1
2. Watermarked 95 GSM CBS-1, security paper.
3. Weight of cheque 95 GSM (+ - 5%)
4. Thickness of cheque paper 110 mm (+ - 5%)

Additional security features and controls on cheque leafs:

1. Erasable security Ink on the surface of the cheque leafs.
2. Erasable UV (ultra violet) Ink as per Bank's required area.
3. Micro print security text.
4. Security printing design.
5. MICR design cheque.

** The price includes all costs, duty, VAT, TAX, and Improper related cost etc.

General Terms and Conditions:

1. Purchaser's Right: The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The Purchaser is not obliged to purchase the lowest offer or any offer at all. The Purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Purchaser reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.
2. Bid Submission/ Closing Date: The Quotation shall be mail to the below mentioned address: Chairman Purchase Committee, CSD Division 7th Floor, Modhumoti Bank Limited, 94, Gulshan Avenue, Khandker Tower, Gulshan Dhaka, Dhaka by 12:00 PM (Bangladesh Standard Time) **November 08, 2020**. The Purchaser reserves the right to reject any Quotation submitted after the Closing Date. The Purchaser reserves the right to change the Time schedule at any time.
3. Required Content of the Quotation: Quotation must be submitted as per prescribed form as instructed below:
 - i. Proposal must be addressed for "Chairman Purchase Committee" of Modhumoti Bank Limited.
 - ii. Complete proposal/offer must be signed with date by the authorized representative of the company.
4. Quotation Validity: The Quotation shall be valid for 1 year (360) calendar days from the Quotation submission/ closing date.
5. Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.

Commercial Terms and Conditions:

1. Price: The quoted price should **include applicable VAT**. The rate of VAT should be mentioned in the quotation.
2. Delivery Place: Gulshan, Dhaka, Bangladesh.
3. Payment Terms: Payment will be made after Final Acceptance (FAC will be given after successful delivery) & upon submission of the bill with work order & original challan which is duly signed by authorized personnel (Name & Seal, if available). Payment will be made through Bank Account only.
4. Price Submission: The bidder shall have to submit the price in the letter head pad.
5. The Bidder shall have to submit their proposal as per the format attached with the RFQ. Any proposal not following the format will be considered as disqualify and will not consider for evaluation.