

SONALI BANK LIMITED
COMMON SERVICES DIVISION
HEAD OFFICE, DHAKA

e-Tender Notice

e-Tender is hereby invited from the experienced and bonafied Printing Firms for printing of MICR Encoded security items on Security Cheque Paper (CBS-1) supplied by Bank. MICR Encoded security items must be printed with personalization as per existing design & specification supplied by the Bank under the terms and condition as stated below:

1.	Name of Procuring Entity	Sonali Bank Limited, Common Services Division (5 th floor), Head Office, 35-42,44 Motijheel Commercial Area, Dhaka – 1000.
2.	Invitation Ref. No. & Date	Ref. CSD/tender/2018/ 65 Date: 05.08.2018
3.	Procurement Method	Open Tendering Method (OTM)
4.	Budget and Source of Fund	Own
5.	Name of the Work	
	Description	Quantity
	Printing, personalization & Supply of MICR encoded Saving cheque Book contain 10 leaves each	300000
	Printing, personalization & Supply of MICR encoded Current cheque Book contain 10 leaves each	5000
	Printing, personalization & Supply of MICR encoded Current cheque Book contain 50 leaves each	60000
	Printing, personalization & Supply of MICR encoded Current cheque Book contain 100 leaves each	12000
	Printing, personalization & Supply of MICR encoded PO Book contain 100 leaves each	30000
	Printing, personalization & Supply of MICR encoded Demand Draft Book contain 100 leaves each	5000
6.	Token Collection, Closing & Opening	
	Tender Publication Date	05.08.2018
(a)	Last date of Token Collection	27.08.2018 up to office hour
(b)	Tender Closing Date and Time	28.08.2018 up to 15.00 hour
(c)	Tender Opening Date and Time	28.08.2018 at 15.15 hour
7.	Selling Tender Document	a) Intended Tenderer require to register first through bidders link of Sonali Bank Limited e-Tender System web portal: 114.130.43.25/home.html or www.sonalibank.com.bd . b) To download the respective tender schedule, registered Tenderer must collect a token number paying Tk=5,000/-(Five Thousand) in cash (Non refundable) from the following address : Common services Division, Sonali Bank Limited, Head Office (5 th Floor), 35-42,44Motijheel C/A, Dhaka-1000, Bangladesh. * Please Use Internet Explorer (IE) for better performance.
8.	Receiving Tender Document	a) Tenderer must submit tender only electronically through the web portal : 114.130.43.25/home.html or www.sonalibank.com.bd . b) In addition, Tenderer must submit hard copies of all forms (Price schedule, Technical Specifications etc.) & required documents including original tender security in a sealed envelope at 15.00 hour on 28.08.2018 at : Common Services Division , <i>Sonali Bank Limited, Head Office (5th Floor),35-42,44 Motijheel C/A, Dhaka-1000, Bangladesh.</i> Provided that without submitting the tender electronically, Tenderer offer will not be considered for evaluation.
9.	Place of Opening Tender document	Sonali Bank Limited, Common Services Division (5 th floor), Head Office, 35-42,44 Motijheel Commercial Area, Dhaka–1000 at 15.15 hour on 28.08.2018 by the tender opening committee of the bank in presence of the tenderers or their representatives (if any).

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10.	Eligibility of Tenderer	<p>(1) Tenderer must have minimum experience of printing & supply of MICR Encoded security items at least 3 schedule Banks in Bangladesh . Documentary evidence to be enclosed.</p> <p>(2) <u>The tenderer also have to be maintain high security standard such as:</u></p> <p>(a) All the operation & material storage must be in secured place.</p> <p>(b) The secured place must be in under surveillances of authorized forces.</p> <p>(c) Access control system at every place.</p> <p>(d) Every operation of cheque printing must be under CCTV coverage and have recording storage capacity of CCTV cameras at least 03 month</p> <p>(e) The printers must have fire detecting alarm and fire fighting system</p>
11	Disqualification :	<p>a). Tender with over-writing, cutting or erasing.</p> <p>b). Non-submission of Tender Security money.</p> <p>c). Failing to supply/ compliance of desired information/instruction.</p> <p>d) Failing to quote the rate in BDT .</p> <p>e) Failing to submit the tender electronically.</p>
12	Papers to be submitted duly attested with the tender	<p>a) In case of limited company certificate of Incorporation , copy of M/A and A/A .</p> <p>b) Recent income tax clearance certificate alongwith the copy of TIN certificate. (upto date)</p> <p>c) Copy of valid trade licence (Up to date).</p> <p>d) VAT registration certificate .</p> <p>e) Approval copy of government authorization for printing industry.</p> <p>f) Experience certificate issued from 3 different commercial bank for printing of Security items .</p> <p>g) Bank solvency certificate stating balance or credit limit .</p>
13	Tender security	Tk=4,00,000/= (Four lac) only (refundable) in the form of Payment Order from any branch of any schedule bank in Bangladesh or an irrevocable unconditional Bank Guarantee without any alteration, issued by any scheduled Bank of Bangladesh in favour of "Common Services Division, Sonali Bank Limited" must be submitted with tender schedule.
14.	Price of Token	Tk.5,000/- (Five Thousand)
15.	Name, Designation and Address of the official inviting Tender	Md. Anwar Kadir Chowdhury, Deputy General Manager, Common Services Division, Sonali Bank Limited, Head Office, Motijheel C/A, Dhaka-1000. Phone- 9552905.
16.	The bank is not bound to accept the lowest quotation and bank reserves the right to accept or reject any or all the Quotations / Tenders without assigning any reason whatsoever.	

(Md. Anwar Kadir Chowdhury)
Deputy General Manager,