



Social Islami Bank Limited
Logistic Support Division
Head Office, City Centre
90/1, Motijheel C/A, Dhaka-1000

For Bank Use Only	
Reg. No	2026/794-
Application Ref.	
PO No.	
PO date	
Bank & Branch Name	

Ref: SIBL/HO/LSD/2026/794

Date: 22.07.2026

IFT FOR PRINTING, ENCODING, PERSONALIZING & SUPPLYING MICR CHEQUES
(For web publication in <https://www.siblbld.com/home/tender>)

1	Name of the Bank	Social Islami Bank PLC		
2	Procuring Entity Name	Logistic Support Division		
3	Invitation for	Sealed Tenders are hereby invited from the authorized vendors for printing, personalizing, encoding MICR & Quick Response Code and supplying Cheque made with CBS1 security paper along with binding, packing, transporting and delivering to the ordering branches or sub-branches on daily basis in the form of books as specification of Bangladesh Bank Handbook for “Cheque Design Standard’s Specifications for Imageable MICR Encoded Cheques” and specific designs of the bank to be provided during proof approval.		
4.	Invitation for Quotation Ref. & Date	SIBL/HO/LSD/2026/794 date- 22.07.2026		
5	Procurement Method	Open Tendering Method		
6	Source of Fund	Social Islami Bank PLC		
7	Tender Last Selling Date	Not Applicable		
8	Date & Time for Submission, Closing & Opening of Tenders	Submission Date	Closing time	Opening Time
		22-07-2026 to 02.08.2026	3:30 pm	4:00 pm
9	Name and address of the Office for receiving tender(s)	Executive Vice President and Head Logistic Support Division Social Islami Bank PLC Level-29, City Centre, 90/1, Motijheel C/A, Dhaka-1000		
10	Tender Dropping Place	Social Islami Bank PLC Level-20, City Centre, 90/1, Motijheel C/A, Dhaka-1000		
11	Type of contract and expected tenure	The selected vendor may be asked for a framework contract renewable automatically for further time until finish of the ordered quantity or as per will of both intending parties.		
12	Place of opening tender documents	Social Islami Bank PLC, Level-20 or 29, City Centre, 90/1, Motijheel C/A, Dhaka-1000		
13	Eligibility of Tenderer (s)	The bidder must have the following documents and submit adequate proof in support of their eligibility in separate envelope- (a) Valid Bangladeshi Trade License & IRC (b) VAT Registration (c) Recent Tax Identification Number Certificate (d) Detail postal and email address of the bidder’s plant, office and business. (e) Manufacturer’s or principal’s authorization for reselling or redistribution etc.		

		(f) Government Authorization for security printing industry (g) ISO Certified Management Plant (h) ISO Certified information Security Management Plant (i) Dual tone Watermark Patent Certification of the vendor / manufacturer (j) CBS-1 Paper Certification (k) Proof of Experience for supplying MICR Cheque to 2 or more commercial banks in Bangladesh in latest 3 years. (l) Principal's postal and email addresses and website (m) The bidder must be solvent to execute the contract.
14	Price of tender document (non-refundable)	Tk.1,000/- (one thousand) in the form of Payment Order (non-refundable) favoring "Social Islami Bank PLC".
15	Tender Security (Refundable)	Tk. 70,000/- (Taka seventy thousand) in the form of Payment Order favoring "Social Islami Bank PLC". The interested bidders shall have to submit Tender Security in separate envelope with eligibility papers or documents.
16	Address of Official Inviting Tender	The Head, Logistic Support Division Social Islami Bank PLC Level-29, City Centre, 90/1, Motijheel C/A, Dhaka-1000
17	Contact Details	Telephone No. 09677716491- Ext 50302, email: micr@sibl-bd.com
18	Performance Security:	Successful bidder should submit required Performance Security money in the form of Bank Guarantee/ PO from any schedule commercial bank for an amount equivalent to 10% of the contract amount rounded in nearest thousand within 15 days from the date of receipt of the notice of award (NoA). The bank guarantee should be kept valid up to the end date of latest renewal or delivery which comes later.
19	Price	All unit prices shall be independently executable and inclusive of applicable VAT & Tax and all other costs of storage, transportation and delivery.
20	Validity of tender	45 days.
21	Mode of payment	No advance will be allowed. After supplying daily orders of cheques, the supplier can submit bill on monthly basis and bank would pay the bills without detail report of receipts from the branches or sub-branches. Reconciliation of mismatches found or intimated by the beneficiary branches or sub-branches in the later periods shall be continued up end of supply.
22	Special Instruction	The Tender Bidding Policy of the bank will be prevailed for conducting the procurement. Other specific instructions and terms & conditions mentioned in the bank's website www.siblbld.com will also be enforced where applicable. The Bank Authority reserves the right to reject any or all quotations without assigning any reason and is not bound to select the lowest bidder. The bidder/supplier shall have no right to challenge the decision of the Bank's authority in any court of law or to any arbitrator.

- All pages of tender documents should be signed and rubber-stamped by the bidder before submission.

A. Financial Offer MICR encoded cheques:

SN	Description	Type of Cheque	Element Price per leaf	Price per leaf	Leaf Qty.	Price Amount
1	Paper cost up to Base Printing	MSD			5,00,000 lvs. (Five Lac)	Tk. In words:
2	Cheque Book Binding					
3	Delivery (courier) Cost					
4	MICR + Personalization					
5	Q.R Code (Quick Response Code)					

Signature of the Bidder:

Name of the Bidder:

Designation of the Bidder:

Company Seal:

B. Technical Specification MICR encoded cheques:

- i. **Type of cheque:** Mudaraba Savings Deposit (MSD) Cheque
- ii. **CBS 1 Paper Specifications Standard:** All printing jobs of the MICR Encoded Cheques and other security instruments must conform to the standard, design and specifications of Bangladesh Bank's Hand Over for "Cheque Design Standards Specification for Imageable MICR Encoded Cheques" dated 24.02.2009 for BACH standard cheques. Any omission or commission or deviation from the set Guidelines of Bangladesh Bank will make the supplier liable for compensation that will be decided by the management & each cheque must be readable by MICR reader cum scanner machine as per Bangladesh Bank Guideline.

- All pages of tender documents should be signed and rubber-stamped by the bidder before submission.

iii. **Manufacturing country of the CBS1 papers and additional security and manufacturing Process:** [to be mentioned by the bidder]

Description	Bidder's Response
Manufacturing Country:	
Additional features:	

iv. **Cheque Printing and physical security standards. All printing jobs should be done as per Bangladesh Bank's latest Guidelines:**

SL	Required	Remarks
1	Watermark	Bidder's own patent or manufacturer's double tone Fourdrinier watermark impressed CBS1 paper during paper manufacturing process shall be used for making the cheques and the bidder shall ensure that no other supplier of Bangladesh other than the bidder have the right to make cheque using that paper or trading the paper.
2	Microprint	Microprint security text in all lines, normally invisible text lines and shall be evadible when at least 10 times magnified (less than 0.010 of an inch tall) as per Bangladesh Bank's Guidelines.
3	Magnetic Ink	As per Bangladesh Bank's Guidelines
4	Erasable Inks (for Cheque Background)	As per Bangladesh Bank's Guidelines
5	Invisible & Erasable UV Fluorescent	As per Bangladesh Bank's Guidelines
6	Chemical Sensitivity	As per Bangladesh Bank's Guidelines
7	MICR Security Ink, MICR Encoding and personalization	MICR Encoding (Account Number, Routing Number & Cheque Serial Number, Transaction Code) must be done through MICR Security Ink and personalization contains A/C holder's name, A/C Number, Routing Number & Cheque Serial Number.

v. **Size/Dimensions:**

Size of Cheque leaf (MSD)	Total Size: Length 10" x width 3.50" Original Cheque: Length 7.50" x width 3.50" Counterfoil: Length 2.50" x width 3.50"
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vi. **Cover Paper:**

1	Paper	Art Card
2	Weight	200 gsm
3	Base-background	Permanent ink printed background as per proof to be approved By the bank.
4	Design print	Best looking design as per proof to be approved by the bank.

- All pages of tender documents should be signed and rubber-stamped by the bidder before submission.

vii. Requisition Slip paper:

1	Paper	Offset, single colour both side printing duly approved by bank. Requisition slip shall be placed after 80 th , 15 th , 5 th and 4 th leaf of 100, 25, 10 and 5-leaf cheque books respectively.
2	Weight	80 gsm
3	Form print	Invariable/ fixed characters/texts/ numbers/ picture/logo are to be printed on the both side of the cover paper with single color permanent ink to be approved by the bank.
4	Customization print	Single colour printing of Branch Name ,Routing Number, Clients name(if applicable), Clients A/C Number etc.

viii. Perforation, Binding, Packing and Delivery:

a	Perforation	There must be a single separable perforation(s) between parts of cheques. Best quality perforations to be cut so that the easy tear off are possible.
b	Binding:	MSD: Number of Cheque leaves- as per requisition + 2covers + 1 requisition slip, auto binding as per specimen sample approved by the bank. Auto binding as per specimen sample approved by the bank.
c	Packing	The cheques shall be delivered in a secured paper cartoons with proper labeling and mentioning all information of contents, delivery address and sender's address, invoice numbers etc shall be mentioned for each branch or sub-branches and the carton shall be further poly- packed to ensure prevention of weather penetrations.
d	Delivery	Secured Delivery shall be made under your strict supervision and management through your own arrangements or by the Govt. Postal Services or reputed Courier Service enlisted with your Company to the respective branches duly signed the packing slip by your authorized officer mentioning the type of cheques, series numbers, packet numbers etc. within 4.00 pm of the following working day within Dhaka and within 3 working days outside Dhaka. We will place the cheque book requisition to you by 4.00 to 6.00 pm on regular working days through a designated email account. You will be liable for any delay in delivery or non-delivery, shortfall in the quantity and missing of the cheque book/Packets etc as per decision Bank authority.

ix. Cheque Design and approval:

The new cheques will require to be approved by the Bangladesh Bank before final printing. The Security features of the cheque and the overall design, compliance and acceptability with regard to watermarks MICR encoding, image and quality of the cheque will be tested and verified by the Bangladesh Bank and the management of our Bank. As such the selected vendor have to do all artworks before presenting sample proof of cheque with intimation to bank's Brand Management and Communication Division within 3 (three) working days and submit the final proof/machine proof of MICR Encoded Cheques on approved CBS1 security paper as per Bank's order within 7 (seven) days from the date of initial approval of artwork for obtaining final approval of printing cheques from Bangladesh Bank.

- All pages of tender documents should be signed and rubber-stamped by the bidder before submission.

- x. **The following General Terms & Condition guidelines should, however be noted for strict compliance:**

1	Supply should be made to the branches or sub-branches against the daily order placed to the selected bidder.
2	Indemnity Bond: The selected bidder shall have to execute an Indemnity Bond on appropriate-value Non Judicial Stamp indemnifying for any loss to the Bank that may happen due to duplicate production of cheques, wrong delivery, non-delivery, missing, fraudulent use of cheque or papers, negligence made by the supplier or any other person involved in the process of printing, storing and delivery of the cheques.
3	Storage: cheque should be stored in a well-protected /guarded Warehouse/ vault dedicated to Social Islami Bank Limited. The security, environment etc of the warehouse /vault to be ensured by as per Bangladesh Bank's guidelines. You shall not charge any vault rent of holding Cheque leaves in your vault during the contract period.
4	Penalty: The Bank reserve the right to charge you any penalty as it deems fit in case of any information is leaked from your end and incase of failure to comply with terms and condition of this work order or for any delay in delivery or shortfall in the quantity of security items as per decision of the Bank authority.
5	Data transfer: Data will be provided in excel format as email attachment via dedicated official email.
6	Destruction Certificate: The selected vendor must submit required destruction certificate with regard to mutilated/wrongly printed/unusable leaves and wastage cut off papers time to time when asked for stock position or after end of supply of entire order.
7	The selected vendor will be fully responsible to bear the cost of MICR instrument as demurrage, if any Cheques are rejected by other member bank of BACH and Bangladesh Bank.
8	The contract would be cancelled instantly in case of any major breach of contract of this procurement.
9	Interested bidders are asked to write a request letter mentioning number, date, bank and branch names of the payment order for document price and reference number of the tender for purchasing tender document.
10	Interested bidders are also asked to write a forwarding letter mentioning number, date, bank and branch names of the payment order for tender security money along with tender reference and given registration number by the bank.
11	All pages of tender documents should be signed and rubber-stamped by the bidder before submission.
12	The Bank reserves the right to bring any change or increase/ decrease the quantity or cancel this order without any reason whatsoever.

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