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Subject: Request for Quotation for Submission of Price Proposal for Banker's Blanket Bond and Electronic & Computer Crime Insurance Policy for Prime Bank.

Dear Sir,

We are pleased to invite sealed Quotation from reputed Insurance Companies to take **Banker's Blanket Bond and Electronic & Computer Crime Insurance Policy**. In this connection Sealed offers are hereby invited in single envelope by Prime Bank Limited for taking of Insurance Coverage. Detailed terms and conditions are as follows:

Terms and Conditions

The indenting Bidders have to apply in their letterhead pad. They should fulfill the following minimum qualifications and requirements:

1. At least 03 (three) years relevant experience in this line of business.
2. Have executed work order of minimum TK15 (Fifteen) Lac in a single transaction with any financial institution/reputed institution of the country.
3. Must Have updated/valid, Trade License, VAT, BIN and TIN Certificate.
4. Following papers/documents must be enclosed with the tender:
 - a. Valid Trade License, TIN, BIN Certificate
 - b. Bank solvency certificate
 - c. Credit Rating Certificate
 - d. Client list and contact person with performance certificate (If available)
 - e. Experience certificate of similar job-at least one bank/financial institution.
 - f. Annual report for the year 2022.
5. The bidders must quote rates for Insurance Premium both in figures and in words clearly and legibly.
6. 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, which will be dropped in the Tender Box kept at the Ground Floor of designated address **by 02:30 pm on 11 July, 2023** and be clearly marked '**Banker's Blanket Bond and Electronic & Computer Crime Insurance Policy**' on top of the 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".
7. 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.
8. Prime Bank Management reserves the right to accept, modify or reject any or all the offers without assigning any reason whatsoever.
9. The Bank shall not be bound or under any obligation to accept the lowest quotation.
10. Manipulation or any kind of unusual approach may lead to disqualification of the proposal.



11. The Sector-wise Aggregate insurance limit is as under:

Sector-wise Aggregate insurance limit (BDT):

Policy type	Sl.	Name of the Insurance Sector	Aggregate Limit	EEL limit	Deductible (if any)
BBB	a.	Infidelity of Employees	100,000,000	100,000,000	To be mentioned by bidder
	b.	On Premises (Cash-In-Safe + Cash-On-Counter)	600,000,000	500,000,000	To be mentioned by bidder
	c.	In transit (Cash-In-Transit)	500,000,000	450,000,000	To be mentioned by bidder
	d.	Forged Cheques i.e. Forgery on Customers Account	50,000,000	50,000,000	To be mentioned by bidder
	e.	Counterfeited Currency	5,000,000	5,000,000	To be mentioned by bidder
	f.	Securities	50,000,000	50,000,000	To be mentioned by bidder
	g.	Office & Contents	5,000,000	5,000,000	To be mentioned by bidder
	h.	Cash-in-ATM	50,000,000	6,000,000	To be mentioned by bidder
	i.	Safe Deposit Locker	50,000,000	50,000,000	To be mentioned by bidder
	ECC	a.	Computer System	100,000,000	100,000,000
b.		Electronic Computer Programs	100,000,000	100,000,000	To be mentioned by bidder
c.		Electronic Data & Media	100,000,000	100,000,000	To be mentioned by bidder
d.		Computer Virus	100,000,000	100,000,000	To be mentioned by bidder
e.		Electronic & Tele facsimile Communication	100,000,000	100,000,000	To be mentioned by bidder
f.		Electronic Transmissions	100,000,000	100,000,000	To be mentioned by bidder
g.		Electronics Securities	100,000,000	100,000,000	To be mentioned by bidder
h.		Voice Initiated Instructions	100,000,000	100,000,000	To be mentioned by bidder

Note: Annual Aggregate limit BDT= 60/- crore (combined for all clauses of BBB & ECC).

Deductible amount may be removed or, quoted offer will be deductible or without deductible.

12. Financial offer will be quoted as per following format:

Financial Offer

Premium of Insurance for the year August 08, 2023 to August 08, 2024

Sl. No.	Item Description:	Actual Premium	VAT	Total Premium (including VAT)	Figure in BDT	
					Remarks	
a	b	c	d	e (c+d)	f	
1.	BBB					
2.	ECC					
Total Amount (Tk)						

Figure in Taka :



13. Offer may be marked disqualified for any one of the reasons listed herein under. Decision of the Delivering entity will be final in this regard and no appeal will be accepted:
- i) Failure to comply with Specifications annexed herewith.
 - ii) Any false statement or evidence of fraud.
 - iii) Failure to comply with any of the instructions for presenting the Tender.
 - iv) Price quoted in words and figures, does not tally each other.
 - v) Failure to submit RFQ before the specified closing time.
14. On submission of bill, it will be paid in accordance with the terms of the work order.
15. The intending Bidder must quote unit rate of each items (where applicable) in local currency both in words and in figures and this must be free from any over writing. In case any correction is made, it must be with the full signature of the bidder, otherwise it will be subject to rejection.

RFQ SUBMISSION:

→ The quotation shall be submitted in the tender box kept at the following address:

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

→ No quotation will be received by mail.

N.B. For any insurance related clarification, Mr. Kamrul Hossain Bhuiyan, Executive Officer of Administration Division may be contacted over phone (Cell:+8801730781176) or e-mail address: kb060118@primebank.com.bd

The Bank reserve the right to reject in whole or in part, any or all proposals, to waive any technical deficiencies in the proposals.



Kazi Sohel Masud
AVP & Unit Head
Procurement, FMD
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