

TENDER NOTICE

"Banker's Blanket Bond and Electronic & Computer Crime Insurance Policy (BBB & ECC)"

Ref: The Daily Amadersomoy & New Age, dated: 04 July, 2022

Prime Bank Limited (PBL), one of the well-recognized banks in Bangladesh intends to take **Banker's Blanket Bond and Electronic & Computer Crime Insurance Policy**. In this connection Sealed tenders are hereby invited in single envelope by Prime Bank Limited for taking of Insurance Coverage as per following Schedule: Detailed terms and conditions are as follows:

S I	Name of Work	Period of sale (Tender)		Last time and date of submission
		From	To	
1	"Banker's Blanket Bond and Electronic & Computer Crime Insurance Policy (BBB & ECC)"	04.07.2022	18.07.2022	18.07.2022 03.30 PM
Pre-bid Meeting		Time & Date: 11.00 am on July 06, 2022		

Terms and Conditions

1. The indenting Bidders have to apply in their letterhead pad. They should fulfill the following minimum qualifications and requirements:
 - a. At least 03 (three) years relevant experience in this line of business.
 - b. Have executed work order of minimum Tk30 (Thirty) Lac in a single transaction with any financial institution/reputed institution of the country.
 - c. Must Have updated/valid VAT, BIN and TIN Certificate.
 - d. Following papers/documents must be enclosed with the tender:
 - i. Valid Trade License
 - ii. Bank solvency certificate
 - iii. Credit Rating Certificate
 - iv. Client list and contact person with performance (maximum 03) certificate (If available)
 - v. Experience certificate of similar job-at least three company (If available)
 - vi. Photocopy of Original Money Receipt provided by Prime Bank to the bidder for purchase of the tender document.
2. Tender Schedule will be available from the Office of the undersigned on payment of Tk.2,000.00 (Taka Two Thousand) only for each schedule in the form of Payment Order (non-refundable) favoring Prime Bank Limited issued by any Scheduled Bank during office hours (10:00 am to 03.30 pm) on any working day as per mentioned schedule.
3. Earnest money (refundable) equivalent to **2.50% of the quoted value of works** in the form of pay order in favor of Prime Bank Limited issued by any scheduled Bank shall have to be furnished along with each tender document **without which the tender will be rejected outright**. No interest or markup will accrue on earnest money. Earnest money of unsuccessful bidders will be returned within 15 (fifteen) days of award of contract to the successful bidder(s).
4. The bidders must quote rates for items both in figures and in words clearly and legibly.
5. Tender is to be submitted in sealed envelope, which will be dropped in the Tender Box kept at the designated address **by 03:30 pm on 18 July, 2022** and be clearly marked '**Banker's Blanket Bond and Electronic & Computer Crime Insurance Policy**' on top of the envelope.
6. A bidder, who submitted a bid, cannot withdraw from the bidding process. Earnest money may be forfeited for violating this condition.



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 lead to forfeiture of earnest money.
8. Prime Bank Management reserves the right to accept, modify or reject any or all the tenders 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. All other terms and conditions are available in the Tender Document.
12. All pages of this tender schedule must be signed by the authorized person of the bidder and company seal must be affixed. Blank spaces must be filled in where applicable.
- 13. A pre-bid meeting (virtual) will be held on 06 July, 2022 at 11.00 am. The interested bidder may attend in the meeting, if desired. Zoom ID will be shared on demand.**
14. Tender 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 put signature at proper place of every page and failure to put signature or mark with seal where required.
 - ii) Failure to comply with Specifications annexed herewith.
 - iii) Any false statement or evidence of fraud.
 - iv) Failure to comply with any of the instructions for presenting the Tender.
 - v) Price quoted in words and figures, does not tally each other.
 - vi) Failure to furnish requisite Earnest Money.
 - vii) Failure to submit Tender before the specified closing time.
15. On submission of bill, it will be paid in accordance with the terms of the work order.
16. The intending Bidder must quote unit rate of each item (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.

A. TENDER SUBMISSION:

- The Tender shall be submitted to the following address:

Vice President

Facility Management Division

Prime Bank Limited, Head Office,
Facilities Tower, 6th floor, Kha-199/2
Maddya Badda, Pragati Sarani, Dhaka-1212

- No Tender document will be received by mail.

Note : For any insurance related clarification, Mr. Kamrul Hossain Bhuiyan, Senior Officer of Administration Division may be contacted over phone (Cell: +8801730781176)

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

AVP & Unit Head, Procurement
Facility Management Division
Tel: +880 (2) 55055005-12 (Ext.-616)