

Facility Management Division

Prime (HO)/FMD/Proc./2023/463

July 04, 2023

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Subject: Request for Quotation for Submission of Price Proposal for Property Damage All Risks Insurance Coverage against Bank's Assets.

Dear Sir,

We are pleased to invite sealed Quotation from reputed Insurance Companies which is to be forwarded as under in cover letter for the items on the basis of as per specifications and terms & conditions mentioned below:

Financial Proposal :

Figure in Taka

| Description of Property | Risk Cover | Sum Insured Amount (BDT) | Rate | Actual Premium | VAT | Total premium including VAT | Remarks |
|---|--|--------------------------|------|----------------|-----|-----------------------------|---------|
| Bank's Assets. (Furniture & Fixture and Office Equipment & Machineries) located at Head Office, Branches and ATM Booths (all over the country). | Property Damage All Risks Insurance Coverage [Fire & lightning, RSD, MD, Flood, Explosion, Earthquake (fire & Shock), Cyclone, Electric Clause - B, Aircraft Damage, Busting over Flowing Water Tank & Pipe and Burglary & House Breaking] | 907,626,768/- | | | | | |

Terms & Conditions:

- 1. Delivery Place:** The insurance company will deliver/handover the policy to Administration Division, Prime Bank Ltd., Head Office, Dhaka.
- 2. Payment:** Payment will be made within 5 (five) days from receipt of bill from the Insurance Company.
- 3. Period of insurance:** 01.08.2023 to 01.08.2024.



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4. **Paper & Documents:** The bidder has to submit the following paper & documents:
- Valid Registration/ownership document, VAT & TIN/BIN certificate, up-to-date Trade License, and up-to-date Bank Solvency Certificate.
 - Annual Report for the year 2022.
 - Credit Rating Report.
 - Copies of Work-Orders or valid documents of executing same policy with different Commercial Banks.
5. 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. 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".
6. Prime Bank Management reserves the right to accept, modify or reject any or all the quotations without assigning any reason whatsoever.

After going through the terms & conditions, if you are interested to participate in the bidding process, please submit your proposal at the tender box kept at the Ground Floor of designated address from **10.30 am to 2:30 pm on 11 July, 2023** and be clearly marked '**Property Damage All Risk Insurance Policy**' on top of the envelope. No quotations shall be dropped before or after this time period. To avoid mass gathering bidders may not be invited during the opening. However, the bidding position to be informed to the qualified bidders through mail communication.

For any query please feel free to contact with Mr. Kamrul Hossain Bhuiyan, Cell: **01730 781176** and/or e-mail address: **kb060118@primebank.com.bd**

RFQ Submission Address:

Prime Bank Ltd.
Facility Management Division
Prime Tower (Ground floor-Central Despatch)
Plot # 8 & 35, Nikunjo-2 C/A, Airport Road
Khilkhet, Dhaka-1219

N.B. No quotation will be received by mail.

Thanking you.



Kazi Sohel Masud
AVP & Unit Head, Procurement
Cell: 01730 028367