

**Facility Management Division**

Prime (HO)/FMD/Proc.-BBB &amp; ECC-Con./2024/273

May 8, 2024

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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 Bank's Branches except Islamic Banking Branches.**

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 PLC. for taking the Insurance Coverage. Detailed terms and conditions are as follows:

**Terms and Conditions**

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

1. At least 10 (ten) years relevant experience in this line of business.
2. Has experienced for minimum 05 (five) years for providing BBB & ECC Insurance policy to any bank/financial institution/ reputed institution of the country with a work order of minimum TK15 (Fifteen) Lac in a single transaction.
3. Must Have updated/valid Trade License, VAT, BIN and TIN Certificate.
4. Following papers/documents must be enclosed with the tender:
  - a. License copy from IDRA.
  - b. Valid Trade License, Certificate of Incorporation, TIN, BIN Certificate
  - c. Bank solvency certificate
  - d. Updated Credit Rating Certificate
  - e. Reinsurance company rating with rating agency name.
  - f. Copies of work orders or valid documents for executing the same policy with different commercial banks.
  - g. Client list and contact person with performance certificate (If available)
  - h. Experience certificate of similar job at least one bank/financial institution.
  - i. Annual report for the year 2022 and 2023.

**5. RFQ submission:**

5.1 All RFQ including supplementary data and information shall be in English. The 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. 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. The RFQ shall be marked with **"Insurance – BBB & ECC (Traditional/Conventional Banking)"**.

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

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

→ No quotation will be received by mail.

5.2 The RFQ shall be dropped in the tender box kept at the address mentioned in SL # 5.1 above. No RFQ shall be entertained after the specified time and date. RFQ Documents must be properly filled in, sealed and signed by authorized official with bidder's name, address, etc.

5.3 Schedule of submission of technical proposal, proposal forms and financial proposal is as under:

Proposal form (if require) along with forwarding letter and required documents submission by bidders to the following address: <b>Head of Administration Division</b> <b>Prime Tower (10<sup>th</sup> Floor)</b> <b>Plot No. 35 &amp; 08, Nikunja-2 C/A, Airport Road, Khilkhet, Dhaka-1229</b>	:	By 12 May 2024
Administration Division of Prime Bank will provide the filled up proposal forms to bidders.	:	By 14 May 2024
RFQ (Technical and Financial Proposal) submission by the bidders by 03:00 pm in the Tender Box kept in the above mentioned address	:	On 20 May 2024
RFQ (Technical Proposal) will be opened at 03:30 pm on the same day in presence of Bidders or their nominated representatives who may remain present.	:	On 20 May 2024

6. 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.
7. Prime Bank Management reserves the right to accept, modify or reject any or all the offers without assigning any reason whatsoever.
8. The Bank shall not be bound or under any obligation to accept the lowest quotation.
9. Manipulation or any kind of unusual approach may lead to disqualification of the proposal.
10. The Sector-wise Aggregate insurance limit is as under:

**Sector-wise Aggregate and Sub (each & every loss) insurance limit (BDT):**

Policy type	Sl.	Name of the Insurance Sector	Aggregate Limit (TK)	EEL limit (TK)	Deductible (TK) (if applicable)
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	450,000,000	To be mentioned by bidder
	c.	In transit (Cash-In-Transit)	300,000,000	300,000,000	To be mentioned by bidder
	d.	Forged Cheque 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	9,000,000	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	To be mentioned by bidder
	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
i.	Cyber Security	100,000,000	100,000,000	To be mentioned by bidder
j.	Electronic Crime	100,000,000	100,000,000	To be mentioned by bidder

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

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

### Financial Offer

#### Premium of Insurance for the year September 08, 2024 to September 08, 2025


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

**Figure in Taka:**

12. 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:
- Failure to comply with Specifications annexed herewith.
  - Any false statement or evidence of fraud.
  - Failure to comply with any of the instructions for presenting the Tender.
  - Price quoted in words and figures, does not match each other.
  - Failure to submit RFQ before the specified closing time.
13. On submission of bill, it will be paid in accordance with the terms of the work order.
14. The interested 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.

**N.B.** For any insurance related clarification, Mr. Kamrul Hossain Bhuiyan, Executive Officer Cell: +8801730 781176 or Abdullah Al Mamun, Sr. Asst. Vice President & Head of General Service Cell: 01714097778 of Administration Division may be contacted over phone.

Regards,



**Kazi Sohel Masud**  
AVP & Unit Head-Procurement  
Facility Management Division



**Shah Jishan Md. Ataul Kadir**  
VP & Head of Administration Division