

**Facility Management Division**

Prime (HO)/FMD/Proc./BBB &amp; ECC/2025/359

June 1, 2025

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

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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 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 ten (10) 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. Have executed work order of minimum TK15.00 Lac (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, Certificate of Incorporation.
4. Following papers/documents must be enclosed with the tender:
  - a. License copy of IDRA
  - b. Bank solvency certificate
  - c. Proof of credit rating of Insurance Company
  - d. As per Section 17 of the Insurance Act, 2019, the insurance company must ensure 50% of the total sum insured (SI) is reinsured locally with Sadharan Bima Corporation. The remaining 50% of the sum insured may be reinsured from Sadharan Bima Corporation or local and international recognized reinsurers, and the insurer must submit all relevant supporting documents to the bank as proof of reinsurance arrangements.
  - e. The minimum acceptable credit rating of reinsurers for insurance coverage must be B+ or higher. These ratings must be issued by internationally recognized rating agencies, such as AM Best, S&P (Standard & Poor's), or Moody's, and valid rating reports/ Updated Credit Rating Certificate must be submitted along with the proposal.
  - f. Reinsurance Company rating, along with rating agency name.
  - g. Copies of work orders or valid documents showing execution of similar policies with other commercial banks
  - h. Client list and contact person with performance (maximum 03) certificate (If available)
  - i. Experience certificate of similar job-at least one bank/financial institution.
  - j. The insurance company must specify the claim settlement timeline
  - k. List of Reinsurer Company with credit rating, rating date, validity period, rating company's name, country of origin.
  - l. Annual report for the years 2023 and 2024.



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5. The bidders must quote rates for Insurance Premium both in figures and in words clearly and legibly.

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 Central Dispatch Prime Tower (Ground Floor), Plot No. 35 & 08, Nikunja-2 C/A, Airport Road, Khilkhet, Dhaka-1229 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".

5.1 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 17 June 2025
Administration Division of Prime Bank will provide the filled up proposal forms to bidders.	:	By 19 June 2025
RFQ (Technical and Financial Proposal) submission by the bidders by 03:00 pm in the Tender Box kept in the above mentioned address	:	On 24 June 2025
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 24 June 2025

- 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.
- Prime Bank Management reserves the right to accept, modify or reject any or all the offers without assigning any reason whatsoever.
- The Bank shall not be bound or under any obligation to accept the lowest quotation.
- Insurance policies must comply with the latest regulatory and compliance guidelines applicable in Bangladesh.
- Manipulation or any kind of unusual approach may lead to disqualification of the proposal.
- The insurer must provide the information related to the insurance/reinsurance with Prime Bank PLC. as and when required.
- 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 (TK)	EEL limit (TK)	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	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





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	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	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: Annual Aggregate limit BDT= 60.00 crore (combined for all clauses of BBB & ECC).**

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

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

### Financial Offer

#### Premium of Insurance for the year 08 September 2025 to 07 September 2026

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

**BDT in word:**

14. 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 tally each other.
- Failure to submit RFQ before the specified closing time.

15. On submission of bill, it will be paid in accordance with the terms of the work order.



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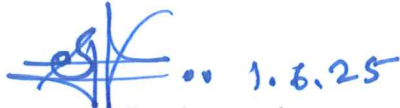
16. Insurance policies must comply with the latest regulatory and compliance guidelines applicable in Bangladesh.
17. The intending Bidder must quote unit rate of each items (where applicable) in local currency both in words and in figures and this must be free from any over writing. In case any correction is made, it must be with the full signature of the bidder, otherwise it will be subject to rejection.

→ No quotation will be received by mail.

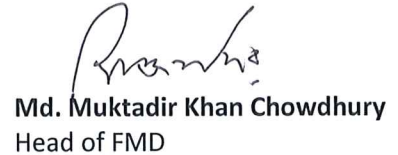
N.B. For any insurance related clarification, **Mr. Abdul Based, Senior Executive Officer, Cell: 01708 466543 of Administration Division** may be contacted over phone.

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

Regards,



**Sayem Uddin Ahammed**  
In Charge of Administration



**Md. Muktedir Khan Chowdhury**  
Head of FMD

