



APPLICATION FOR INSURANCE COVERAGE OF THE BANK'S ASSETS

PROCEEDINGS BY:

**LOGISTICS AND GENERAL SERVICES DIVISION
Southeast Bank PLC.
Head Office**

Ref : SEBPLC./HO/INSURANCE/2025/

Date :

The Head of Logistic and General Services Division (LGSD)

Southeast Bank PLC.
Head Office (Level # 06)
52-53 Dilkusha C/A,
Dhaka.

SUBJECT: Invitation for Quotation for Insurance Coverage of the Bank's Assets

Dear Sir,

I/We are pleased to submit our quotation/offer to your end for the following item(s) as per following specifications.

Insurance coverage of the Bank's assets

SL	Insurance Policy	Sum Insured	Premium rate	Actual premium	VAT	Total premium including VAT	Remarks
01.	Property All Risks (PAR): Bank Assets, including Burglary	Buildings= Tk.1,102,885,882.x00 Furniture & Fixture= Tk.581,318,124.00 Electrical Appliance= Tk.321,284,953.00 Office Appliance= Tk.1,205,718.00 Computer= Tk.217,242,069.00 Data Centre and Disaster Recovery Centre= Tk.52,308,365.00 ATM machines & Electrical Appliance= Tk.571,858,312.00 Total= Tk.2,848,103,422					
02.	Money Insurance: Cash in Vault, Counter, Transit, and ATM	Cash in vault= Tk. 5,680,500,000.00 Cash on counter= Tk.964,300,000.00 Cash in ATM= Tk.3,021,500,000.00 Cash in Transit Annual total turnover= Tk.127,769,780,442.00 Cash in Transit Single Highest transit= Tk.1,016,400,000.00 Note: Cash in transit includes movement of cash from any Branch to another Branch, from Branch to ATM, from ATM to Branch, from Branch to other Bank branches, and to or from Cash Booths.					

SL	Insurance Policy	Sum Insured	Premium rate	Actual premium	VAT	Total premium including VAT	Remarks
03.	Safe Deposit Boxes (Locker): Small, Medium, and Large Lockers	Small locker: (1391*150,000) = Tk.208,650,000.00 Medium locker: (1951*250,000) = Tk. 487,750,000.00 Large locker= (581*350,000) = Tk.203,350,000.00 Total= Tk.899,750,000.00 Note: As the contents of the locker are not disclosed to the Bank, the customer is entitled to the full sum insured applicable (depending on the size of the locker), irrespective of the items kept inside the locker.					
04.	Agent Banking Outlets: Vault/Safe, Counter, Fire & Burglary on Assets	<u>For 148 Agent Banking Outlets:</u> Cash in vault= Tk. 37,000,000.00 Cash on counter= Tk.7,400,000.00 <u>Fire insurance & Burglary on assets:</u> <u>Fire insurance on assets-</u> IT Equipment= Tk. 22,200,000.00 Furniture= Tk.7,400,000.00 <u>Burglary insurance on assets-</u> IT Equipment= Tk. 22,200,000.00 Furniture= Tk.7,400,000.00					
05.	Vehicle Insurance: Vehicles of the executives of the Bank, Bank's owned vehicles/staff buses	For 328 Vehicles Sum insured= Tk.504,641,104.00					

Information of Bidder

Date of Submission	:	
Name of the Bidder	:	
Address of the Bidder (with contact number)	:	
Quoted Price (in Taka) (including VAT)	:	Property All Risks (PAR): Money Insurance Policy: Safe Deposit Boxes (Locker): Agent Banking Outlet: Vehicle Insurance:
Quoted Price (in Word) (including VAT)	:	Property All Risks (PAR): Money Insurance Policy: Safe Deposit Boxes (Locker): Agent Banking Outlet: Vehicle Insurance:

Following terms & conditions need to be followed:

1. Quoted price shall include VAT separately and submitted as per prescribed format. If there are any other kinds of charges those should be mentioned separately.
2. All interested providers must meet the eligibility requirements and submit their quotation as specified below:

Eligibility Criteria-

- a. At least 10 (ten) years of relevant experience in the insurance industry.
 - b. At least 5 years of experience in providing insurance coverage for banks, financial institutions, or reputable organizations within the country.
 - c. Must Have updated/valid Trade License, VAT, BIN and TIN Certificate.
 - d. Insurance companies forming consortium having good credit ratings may be given preference where one company will act as the lead arranger.
3. Insurance providers must include the following documents with their EOI submission-
 - a. License from the Insurance Development and Regulatory Authority (IDRA)
 - b. Valid Trade License, Certificate of Incorporation, TIN and BIN certificates
 - c. Bank solvency certificate
 - d. Recent Credit Rating Certificate (must have validity)
 - e. Reinsurance company ratings with the name of the rating agency
 - f. Copies of work orders or supporting documents indicating experience with similar policies at other commercial banks
 - g. Annual Report for the year 2023 and 2024
 4. Complete proposal/offer must be signed with date by the authorized representative of the company with **contact number as well as valid address.**
 5. Proposal/Offer must have to be submitted in sealed envelope, which will be dropped in the Tender Box kept in at Eunoos Trade Center, 52-53 Dilkusha C/A, Level # 06, Dhaka **December 3, 2025 to December 7, 2025** (during office hours, last time is 4:00 P.M) and be clearly marked "**Expression of Interest (EOI) for Insurance Coverage**" at the top of the envelope.
 6. No quotations will be accepted outside of this period.
 7. Submission of an EOI does not guarantee selection. Southeast Bank PLC. reserves the right to accept/reject any or all submissions without assigning any reasons whatsoever.
 8. Bank also reserves the right to relax any of the eligibility criteria mentioned above and may request additional requirements as deemed necessary by the Bank.
 9. Insurance service execution delivery process may be agreed mutually.
 10. Please contact with Branches & General Banking Division (B&GBD) (Level-13) for any types of clarifications in regard to insurance related matters.
 11. Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.

Note:

- **All quotations must clearly state the applicable deductibles (if any), along with any specific circumstances under which claims may not be admissible. Please also provide cost for coverage without deductibles.**
- **All quotations must explicitly outline the risks covered as well as the risks excluded.**
- **For comprehensive Vehicle Insurance, please quote 02 quotations, one excluding Flood, Cyclone & Earthquake risks and another one covering these risks.**

Declaration of Bidder:

I hereby declare that I've read and accepted all the above-mentioned terms and conditions without any influence of others. I'm submitting all the above mentioned quotations by abiding all laws of the Bank authority. I also declare that if any dispute occurs in future, I'm bound to accept all the decisions of Southeast Bank without any bargaining.

Thanking you,

Name and Signature of the Bidder with Date