

Tender Notice for BBB Insurance of Cash in Safe, Cash in Counter, ATM & Locker, electric items of Citizens Bank PLC. Sealed quotations are hereby invited from the bona fide Insurance Companies as per detailed below:

TYPE	:	BBB Insurance Policy
INSURED	:	Tk.25,00,00,000.00
ADDRESS	:	Citizens Bank PLC., Head Office: 76 Motijheel C/A, Dhaka
PERIOD	:	From 01.07.2026 to 31.06.2027 (May be changed)
OCCUPATION	:	Banking Business
LOCATIONS	:	All Branches/Sub-branches, Data Center, DR site, ATM & other premises
Sub Limit A) ATM B) Safe Deposit Boxes (Locker)	:	A. ATM- Tk.80,00,000.00 B. Locker- Tk.50,00,000.00

Limit of Liability (Section Wise):

SECTION A	:	Banker's Blanket Bond (BBB) -		Remarks	
Insuring Clause 1	:	Infidelity of Employees	Tk.50,00,000.00 (Fifty Lac)	Each and every loss and in the aggregate	Cash teller-49 persons & 40 more persons will join for upcoming branches
Insuring Clause 2	:	On Premises (CIS & COC) Branch & ATM	TK..30,00,00,000.00 (Thirty Crore)	In the aggregate	Existing 30 branches/sub-branches, ATMs, as well as upcoming all branches/sub-branches, ATMs will cover under this limit & duration
			TK.10,00,00,000.00	Each and every loss	
Insuring Clause 3	:	Cash In Transit (CIT) (Single Carry Limit)	TK.100,000,000.00 (Ten crore)	In the aggregate	For CIT bank will not engage any bank officer or Armed guard. Transit will be executed by third party vehicle, own vehicle or other four wheeler's support. Upcoming all branches/sub-branches/ATMS are entitled with this limit.
			TK.3,00,00,000.00	Each and every loss	
Insuring Clause 4	:	Forgery or Alteration	Tk.1,00,00,000.00 (one crore)	Each and every loss and in the aggregate	Forgery on customers Account: Forged/altered instruments, cheques, drafts etc.
Insuring Clause 5	:	Securities	Tk.1,00,00,000.00 (ONE CRORE)	Each and every loss and in the aggregate	Loss due to fraudulent handling of securities or lost/stolen
Insuring Clause 6	:	Counterfeited Currency	Tk.20,00,000.00 (TWENTY LAC)	Each and every loss and in the aggregate	Due to acceptance of counterfeited currency
Insuring Clause 7	:	Offices and Contents	Tk.20,00,000.00 (TWENTY LAC)	Each and every loss and in the aggregate	Losses of physical contents like cash, securities, or other valuables (as per list)
SECTION B	:	ELECTRONIC & COMPUTER CRIME (ECC)			
Insuring Clause 1	:	Computer System	Tk.12,00,00,000.00 (Twelve crore)	Each and every loss and in the aggregate	Such forgery/crime/infidelity all over in Bangladesh shall also undergo this insurance coverage
Insuring Clause 2	:	Electronic Computer Programs		Each and every loss and in the aggregate	
Insuring Clause 3	:	Electronic Data and Media		Each and every loss and in the aggregate	
Insuring Clause 4	:	Computer Virus		Each and every loss and in the aggregate	
Insuring Clause 5	:	Electronic & Tele-facsimile Communications		Each and every loss and in the aggregate	
Insuring Clause 6	:	Electronic Transmissions		Each and every loss and in the aggregate	
Insuring Clause 7	:	Electronic Securities		Each and every loss and in the aggregate	

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Insuring Clause 8	:	Voice Initiated Instructions	Each and every loss and in the aggregate
Insuring Clause 9	:	Clean Up Costs	Each and every loss and in the aggregate
Insuring Clause 10	:	Internet Banking	Each and every loss and in the aggregate
Insuring Clause 11	:	Extortion	Each and every loss and in the aggregate

Deductibles: 5% of each and every loss & minimum Tk.1.00 lac in section A & B

SECTION A	:	Banker's Blanket Bond (BBB)	
		Each and every loss basis	
Insuring Clause 1	:	Infidelity of Employees	Tk.2,50,000.00
Insuring Clause 2	:	On Premises	Tk.50,00,000.00
Insuring Clause 3	:	In Transit	Tk.15,00,000.00
Insuring Clause 4	:	Forgery or Alteration	Tk.5,00,000.00
Insuring Clause 5	:	Securities	Tk.5,00,000.00
Insuring Clause 6	:	Counterfeited Currency	Tk.1,00,000.00
Insuring Clause 7	:	Offices and Contents	Tk.1,00,000.00
SECTION B	:	ELECTRONIC & COMPUTER CRIME (ECC)	
		Each and every loss basis	
Insuring Clause 1	:	Computer System	Tk.60,00,000.00
Insuring Clause 2	:	Electronic Computer Programs	
Insuring Clause 3	:	Electronic Data and Media	
Insuring Clause 4	:	Computer Virus	
Insuring Clause 5	:	Electronic & Tele-facsimile Communications	
Insuring Clause 6	:	Electronic Transmissions	
Insuring Clause 7	:	Electronic Securities	
Insuring Clause 8	:	Voice Initiated Instructions	
Insuring Clause 9	:	Clean Up Costs	
Insuring Clause 10	:	Internet Banking	
Insuring Clause 11	:	Extortion	
ATM's	:	31 nos & more 20 nos will add within this year	
Safe Deposit Box's	:	12 nos & more 06 nos will add within this year	

Terms & Conditions:

1. Eligibility for the tender: At least 5 years work experience in Insurance Company at different Banks.
2. Address of the office submission of the tender bid General Services Department, Head Office, Dhaka (in the designated tender box placed in the reception)
3. Last date of submission of the tender bid: Date: **25/06/2026** ; Time : **12:00 Hours**
4. Opening date and time of tender bids: Date: **25/06/2026** ; Time : **12:30 Hours**
5. Papers/certificates to be enclosed with proposal
 - a. Photocopy of Trade License
 - b. Attested photocopy of proof of ownership of the tender.
 - c. Attested photocopy of TIN certificate
 - d. Attested photocopy of VAT certificate.
 - f. Performance certificate.
 - g. Credit Rating
 - h. Special instructions: a) Tender bids shall remain valid till 60 (sixty) days from the date of opening.
- d) The Bank reserves the right to accept or reject any or all the tender or any part thereof without assigning any reason whatsoever and reserves the right to further negotiate with any of the bidders. The Bank Authority also reserves the right to modify the above-mentioned specifications

Head of General Services & Logistics