

Tender Reference# CBBPLC./GSD/RFQ/2024/0053

Tender Title- RFQ (Request for Quotation) for BBB (Banker's Blanket Bond) Insurance Coverage of Cash in Safe, Cash on Counter, Cash in Transit at Branch, Sub-Branch, Collection Booths etc. of Community Bank Bangladesh PLC. for a period of 1 (one) year (September 14, 2024 to September 13, 2025)

Dear Sir,

Greetings!!

Community Bank Bangladesh PLC. is the 59th scheduled Bank in Bangladesh which is full owned by Bangladesh Police Kallyan Trust (BPKT). For insurance coverage of Cash in Safe, Cash on Counter, Cash in Transit at Branch, Sub-Branch, Collection Booths as well as ATM booths and cyber crime, infidelity, forgery, locker insurance, our Bank has adopt **Bankers blanket bond (BBB)** insurance coverage for the last 02 (two) years or so.

Currently Insurance Coverage Limit and its usage in the above mentioned categories is as under:

| Sl. | Number of Premises | Types of Insurance | Insured Limit (existing) | Highest Used Limit at the last 03 (three) months | Remarks |
|-----|-----------------------------|-----------------------|--------------------------|--|---|
| 1 | 18-Branch and 02 Sub Branch | Cash In Safe | BDT 250,000,000.00 | BDT 100,000,000.00 | Highest Amount Kept in safe in a single day |
| 2 | 18-Branch and 02 Sub Branch | Cash On Counter | BDT 50,000,000.00 | BDT 142,881,000.00 | Maximum Highest Transaction in a single day |
| 3 | 18-Branch and 02 Sub Branch | Cash In Transit | BDT 200,000,000.00 | BDT 200,000,000.00 | Total value of Cash In Transit in the last 01 (one) year |
| 4 | 7 Branches | Locker | BDT 500,000.00 | BDT 500,000.00 | Total Locker (total - 414 nos, sold - 178, unsold - 236, as on August, 2024), assuming BDT 500,000.00 for each locker |
| 5 | 130-ATM booth (187 ATM) | Cash In Safe (ATM) | BDT 8,000,000.00 | BDT 7,000,000.00 | Maximum Value of Cash Loaded for a single instance for each ATM machines |
| 6 | 130-ATM booth (187 ATM) | Cash In Transit (ATM) | BDT 200,000,000.00 | BDT 200,000,000.00 | Total value of Cash In Transit in the last 01 (one) year (2023~2024) (approx.) |

On a general note, aggregate risk value has been assessed as under:

Aggregate Risk Value:

i) Cash In Safe (Branch/ Sub-Branch)

| Sl. | Number of Premises | Base of the Sum | Proposed Aggregate Risk at any Branch/ Sub-Branch |
|-----|-----------------------------|--|---|
| 1 | 18-Branch and 02 Sub Branch | Highest Amount Kept in safe at any Branch per location | BDT 200,000,000.00 |

Remarks: Any CBBPLC. branches/ sub-branches opened in 2024~2025 shall also undergo this insurance coverage

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ii) Cash On Counter

| Sl. | Number of Premises | Base of the Sum | Proposed Aggregate Risk at any Branch/ Sub-Branch/ Collection Booth |
|-----|---|---|---|
| 2 | 18-Branch and 02 Sub Branch and 05 Collection Booth | Highest Amount of Transaction done on a single day at any Branch per location | BDT 150,000,000.00 |

Remarks: Any CBBPLC. branch/ sub-branch/ collection booth opened in 2024~2025 shall also undergo this insurance coverage

iii) Cash in Transit (Branch Branch/ Sub-Branch/ Collection Booth/ ATM booths/ Head Office)

| Sl. | Number of Premises | Base of the Sum | Proposed Aggregate Risk at any Branch/ Sub-Branch/ Collection Booth |
|-----|---|--|---|
| 3 | 18-Branch and 02 Sub Branch and 05 Collection Booth | Highest Amount of Transit done on a single day at any location | BDT 200,000,000.00 |

Remarks: All cash move from Central Bank/ Sonali Bank/ Any other Schedule Bank to all CBBPLC. Branch/ Sub-Branch/ Collection Booth/ ATM booths/ Head Office and vice versa

iv) Cash in Transit (ATM)

| Sl. | Number of Premises | Base of the Sum | Proposed Aggregate Risk at any ATM |
|-----|----------------------------------|--|------------------------------------|
| 4 | 130-ATM booth (187 ATM machines) | Highest Amount of Transit done on a single day at any location | BDT 200,000,000.00 |

Remarks: All cash move from Central Bank/ Sonali Bank/ Any other Schedule Bank to all CBBPLC. Branch/ Sub-Branch/ Collection Booth/ ATM booths/ Head Office and vice versa. Any CBBPLC. ATM booths opened in 2024~2025 shall also undergo this insurance coverage

v) Cash in Safe (ATM)

| Sl. | Number of Premises | Base of the Sum | Proposed Aggregate Risk at any ATM |
|-----|----------------------------------|---|------------------------------------|
| 5 | 130-ATM booth (187 ATM machines) | Highest Amount Kept in safe in a single loading | BDT 8,000,000.00 |

Remarks: Any CBBPLC. ATM booths opened in 2024~2025 shall also undergo this insurance coverage

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vi) Locker Insurance:

| Sl. | Number of Premises | Base of the Sum | Proposed Aggregate Risk at any Single Locker at any Branch |
|-----|--|---|--|
| 6 | 7 Branches (Corporate, Gulshan, Uttara, Dhanmondi, Nawabganj, Khulna, Khulna, Anderkilla Branches) | Total 07 Branch have Locker services in CBBPLC. | BDT 500,000.00 |

Remarks: Any CBBPLC. branch/ sub-branch opened in 2024~2025 shall also undergo this insurance coverage.

vii) Locker Insurance:

| Sl. | Number of Premises | Base of the Sum | Projected Amount of asset for any single occurrences | Proposed Aggregate Risk for any single occurrences |
|-----|---|---------------------------|--|--|
| 7 | Electronic Computer Crime (Cyber Crime) | Projected amount of Money | BDT 50,000,000.00 | BDT 50,000,000.00 |
| 8 | Infidelity (own employee) | Projected amount of Money | BDT 10,000,000.00 | BDT 10,000,000.00 |
| 9 | Cheque Forgery | Projected amount of Money | BDT 10,000,000.00 | BDT 10,000,000.00 |

Remarks: Such forgery/ crime/ infidelity all over in Bangladesh shall also undergo this insurance coverage.

Based on the above information, you are therefore requested to submit **your Financial Offer as well as your last Credit Ratings (Short Term and Long Term)** based on the Proposed Aggregate Risk mentioned above as well as Bank's set up. We would like to mention the following in this regard –

- I. **The Upcoming Branches/ Sub-Branches to be opened in the said tenure i.e. (September 14, 2024 to September 13, 2025) as mentioned above alongwith our existing set up (as mentioned above) will automatically undergo in this insurance coverage.**
- II. **For Cash In Safe and Cash On Counter Insurance Coverage, Bank shall not provide Gunman/ Fire Arm Service. Only regular arrangement (CCTV and Security Guard) will be available for Branch/ Sub-Branch/ Head Office/ ATM booth/ Collection Booth security. Bank shall ensure the said security through our BBB Insurance Coverage as per Bank's convenience and discretion. Hence, you are request to submit your offer accordingly.**
- III. **"BBB Insurance Coverage" for our Bank may be shared among the Insurance Company i.e. one of the Company shall engaged as "Leader", the others shall be "Co-Insurer"**

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on August 27, 2024** addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBPLC./GSD/RFQ/2024/0053)

Regards,

(SM Shahin Iqbal)
VP & HoGSD
Member Secretary, Purchase Committee
Community Bank Bangladesh PLC


