



Head Office, Suvastu Imam Square (L-6)  
65 Gulshan Avenue (Gulshan-1), Dhaka

Ref : MGBL/HO/BO/INSURANCE/2025  
Date : April 22, 2025

**Tender Notice for Insurance of Cash in Safe, Cash in Counter, ATM & Locker of Meghna Bank PLC.**

Sealed quotations are hereby invited from bona fide Insurance Companies for Meghna Bank PLC. as detailed below:

- 1) Tender Notice Ref. No. and Date : MGBL/HO/BO/Insurance/2025; 22/04/2025
- 2) Purpose of tender : Insurance of Cash in safe, Cash in Counter, ATM & Locker
- 3) Eligibility for the tender : At least 5 years of work experience in an Insurance Company at different Banks.
- 4) Address of the office for submission of the tender bid : General Services Department, Head Office, Dhaka (in the designated tender box placed in the reception)
- 5) Last date of submission of the tender bid : Date: 29/04/2025 ; Time : 12:00 Hours
- 6) Opening date and time of tender bids : Date: 30/04/2025 ; Time : 12:30 Hours
- 7) Details of works & specifications : **As attached [Annexure A]**
- 8) Name of Division/Department inviting tender : Business Operations Department, Head Office, Dhaka
- 9) Papers/certificates to be enclosed with the 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. Six months' Bank statement
- 10) Special instructions :
  - a) Tender bids shall remain valid until 45 (forty-five) days from the opening date.
  - b) If any holiday falls on the date of opening tender bids, then all bids shall be opened on the following working day.
  - c) Tender bids shall be declared ineligible if all papers/documents called for in serial No. 9 are not enclosed.
  - d) Besides all the above-noted conditions, all other terms and conditions mentioned in the tender schedule shall also apply.

- 11) The Bank reserves the right to accept or reject any or all the tenders 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 design, increase or decrease quantity or works, change color, quality, brand, etc.

Head of Operations

Annexure-A

## Summary of the Sum-Insured Amount

Sl. No.	Particulars	Amount of Taka
1	Insurance of Cash in Vault and Cash in Counter	1,403,500,000.00
2	ATM Insurance Policy	18,500,000.00
3	Insurance for Locker	37,500,000.00
<b>Total Sum-Insured Value</b>		<b>1,459,500,000.00</b>

## **ATM Insurance Policy**

Sl. No.	Type of Insurance	Cash in Safe of ATM
1	Principal Branch ATM	3,000,000.00
2	Motijheel Branch ATM	2,000,000.00
3	Chawkbazar Branch ATM	1,500,000.00
4	Uttara Branch ATM	1,000,000.00
5	Hatikumrul Branch ATM	2,000,000.00
6	Shathibari Branch ATM	3,000,000.00
7	Khulna ATM	1,000,000.00
8	Rangpur ATM	1,000,000.00
9	Barisal Sub Branch ATM	1,000,000.00
10	Zirabo Branch ATM	1,000,000.00
11	Mirpur ATM	2,000,000.00
<b>Total</b>		<b>18,500,000.00</b>

## Insurance of Cash in Vault and Cash in Counter

Sl. No.	Name of the Branch	Branch Address	Total Insurance Coverage of Vault (in Crore)	Cash in Counter (in Crore)
1	Agrabad	Aziz Court (Ground & 1st floor), Plot no: 88, 89 & 90, Commerce College Road, Ward no: 28, Chattogram City Corporation, Thana: Double Mooring, Chattogram	2.00	0.50
2	Aganagar	Aganagar Tower (1st Floor), Holding No: 953, Lobasadur Road, Mouja: Zinzira, Ward no: 01, Union: Aganagar, Thana: South Keraniganj, Dhaka	1.50	0.30
3	Aman Bazar	Sanowara Convention Hall (1st Floor), Daag no: 19012, 19013, Khatian no: 4103, Mouza & Union: Chickondondi, Thana: Hathazari, Chattogram	1.00	0.20
4	Ananda Bazar	1st Floor, Daag no: SABEK-896 & Hal-684, Khatian no: 291, Mouza: Ramdaspur, Union: 12 no Farajikandi, Thana: Matlab Uttar, Chandpur	0.85	0.20
5	Anowara	Anu Miya Market (1st Floor), Daag no: BS 1528, Khatian no: BS 924, Mouza: Bondor, Union- Boirag, Upazilla- Anowara, Chattogram	0.85	0.20
6	Banani	Autograph (2nd Floor), Holding no: 67 & 68, Kamal Ataturk Avenue, Ward no: 19, Dhaka North City Corporation, Thana: Banani, Dhaka-1213	5.00	0.50
7	Bandura	SD Shopping Complex(1st Floor), Daag no: R.S-933, Khatian: R.S-425, Mouza: Puraton Bandura, Union: Bandura, Thana: Nawabgonj, Dhaka	0.50	0.20
8	Bangshal Sub Branch	Holding no: 90 (Old 17), Malitola Lane, 1st Floor, Shaheed Syed Nazrul Islam Sarani (North South Road), Ward no: 35, Dhaka South City Corporation, Thana: Bangshal, District: Dhaka	1.00	0.20
9	Barisal	Holding no: 116 (Old) & 559 (New) (1st Floor), Road: Sadar Road (Old), Bir Shrestha Captain Mohiuddin Jahangir Sarak (New), Ward no: 17, Thana: Barishal Sadar, Barishal City Corporation, Barishal	1.20	0.30
10	Barishal Sher-E-Bangla Medical College Hospital Sub Branch	Holding no: 114 & 774 (Ground Floor), Band Road, Ward no: 11, Barishal City Corporations, Thana: Barishal Sodor, District: Barishal	1.00	0.20
11	Badarganj Sub Branch	Holding no: 133 (1st Floor), Badarganj Main Road, Ward no: 02, Badarganj Pourashava, Thana: Badarganj, District: Rangpur	0.50	0.20

12	Bhulta	Purbachal New Garden City Market (1st Floor), Village: Golakandail, Daag no: SA-103, RS-45, Khatian no: RS-612, SA-247, Mouza: Golakandail, Union: Golakandail, Thana: Rupganj, Narayanganj	1.00	0.20
13	Bogra	Rabu Tower (Ground Floor), Holding no: 739/A, Bogura-Rangpur Sarak, Borogola, Ward no: 3, Pourashava: Bogura, Thana: Bogura Sadar, Bogura	1.50	0.50
14	Bormi	Pal Market (1st Floor), Daag no: 246, Khatian no: C.S-81, Mouza: Pathantek, Union: Bormi, Thana: Sreepur, Gazipur	1.00	0.20
15	Chawkbazar	Hazi Matiur Rahman Bhaban (1st Floor), Holding no: 189, Water Works Road, Ward no: 29, Dhaka South City Corporation, Thana: Chawkbazar, Dhaka	2.50	0.30
16	Chehelgazi	Hajee Mohammad Danesh Science and Technology University (Ground Floor), Academy Building-2, Mouza: Subra & Cornai, Union: Chehelgazi, Thana: Dinajpur Sadar, Dinajpur	0.70	0.20
17	Choyani Bazar	Abul Kashem Plaza (1st & 2nd Floor), Daag no: 387, Khatian no: 511, Mouza: Lakshmipur, Union: Choyani, Thana: Begumgonj, Noakhali	0.75	0.20
18	Comilla	Razzak Mansion Complex (1st Floor), Holding no: 63, Nazrul Avenue, Ward no: 10, Thana: Cumilla Sadar, Cumilla City Corporation, Cumilla	1.50	0.50
19	DEPZ	A R Tower (1st Floor), Holding no: 186/52, Baipail, Daag no: 4506, Khatian no: 10306, Mouza: Baipail, Union: Dhamsana, Thana: Ashulia, Dhaka	1.00	0.20
20	Dhanmondi	Holding no: 48/8 (1st & 2nd Floor), Road: 9/A, Vasha Shainik Towaha Sarak, Ward No: 15, Dhaka South City Corporation, Thana: Dhanmodi, Dhaka	3.00	0.50
21	Dinajpur Sub Branch	Green Super Market, 1st Floor, 1119/1079, Goneshtola Road, Ward no: 03, Dinajpur Pourashava, Thana: Kotwali, District: Dinajpur	1.00	0.20
22	Feni	Kamal & Rafiq Plaza (1st Floor), Holding no: 327, S S K Road, Ward no: 10, Pourashava: Feni, Thana: Sadar, Feni	1.50	0.30
23	Fatikchari	Ayub Centre (1st Floor), Village: Nanupur, Daag no: BS-10981, RS-6953, Khatian no: BS-4296, RS-102, Mouza: Nanupur, 14 no nanupur union porishod, Thana: Fatikchari, Chattogram	0.70	0.20
24	Gazipur Chowrasta	Chandona Plaza (1st Floor), Holding no: 48, Dhaka Road, Ward: 17, Gazipur City Corporation, Thana: Joydebpur, Gazipur	2.00	0.30
25	Hatikumurul	Janata Complex (1st Floor), Daag no: R.S-1948, 1953, Khatian no: R.S-197, 548, Mouza: Coriya, Union: Hatikumrul, Thana: Salanga, Sirajganj	1.00	0.20

26	Hemayetpur Sub Branch	Madani Tower (1st floor), Village: Hemayetpur, Daag no: 118,120,121, Khatian no: 18257, Mouza: Bilamalia, Union: Tetuljhora Union Parishad, Thana: Savar, District: Dhaka	0.50	0.20
27	Jessore	Holding no: 20 (1st Floor), R.N. Road, Ward no: 08, Pourashava: Jashore, Thana: Kotwali, Jashore	1.20	0.30
28	Joypurhat	Tazim Plaza (1st Floor), Holding no: 72 (New), 84(Old), Block: A, Sadar Road, Ward no: 08, Pourashava: Joypurhat, Upazila: Joypurhat Sadar, Joypurhat	1.50	0.30
29	Jubilee Road	Haque Tower (2nd Floor), Holding no: 923/A/1103 (New), Jubilee Road, Ward no: 22, Chattogram City Corporation, Thana: Kotwali, Chattogram	1.50	0.50
30	Kalampur	Jahanara Super Market (1st Floor), Daag no: 2041 & 2042, Khatian no: SA- 239, Mouza: Valum, Union: Sanora, Thana: Dhamrai, Dhaka	1.00	0.20
31	Khulna	Holding no: 19 (1st Floor), KDA Avenue, Ward no: 20, Thana: Sonadanga, Khulna City Corporation, Khulna	1.20	0.30
32	Kulshi	Triangle Tower (1st floor), Holding no: 10, Zakir Hossen Road, Ward no: 13, Chittagong City Corporation, Thana: Khulshi, Chattogram	1.50	0.30
33	Kushtia	Holding no: 72 (1st Floor), N.S. Road, Ward no: 03, Pourashava: Kushtia, Thana: Kushtia Sadar, Kushtia	1.50	0.30
34	Kishoreganj	Amzad Bhuiyan Plaza (1st & 2nd Floor), Holding no: 370, Ward no: 06, Pourashava: Kishoregonj, Thana: Kishoregonj, Kishoregonj	2.00	0.30
35	Kapilmuni Sub Branch	Gandheswari (1st Floor), Village: Nasirpur, Daag no: 414, 415, Khatian no: 49, Mouza: Nasirpur, Kapilmuni Union Parishad, Thana: Paikgachha, District: Khulna	0.50	0.20
36	Khatungonj Sub Branch	Chowdhury Chamber (1st floor), Holding no: 39, Ramjoy Mohajon Lane, Ward no: 35, Chattogram City Corporation, Thana: Kotwali, District: Chattogram	0.50	0.20
37	Kolatia Sub Branch	Bajrangboli Shopping Mall, Village/Area: Shomsherpur, Daag no: C.S - 479, Khatian no: R.S - 381, S.A - 499, Mouza: Kalatia, Kalatia Union, Thana: Keranigonj, District: Dhaka	0.50	0.20
38	Laldighir Par	Bakht Center (1st Floor), Holding no: 2837-00, Ward no: 14, Thana: Kotwali, Sylhet City Corporation, Sylhet	2.00	0.50
39	Lalbagh Sub Branch	Affan Plaza (1st floor), Holding no:70, Haranath Ghosh Road, Ward no: 28, Dhaka South City Corporation, Thana: Lalbagh, District: Dhaka	0.50	0.20
40	Madambibir Hat	E. N Plaza (1st Floor), Village: Chairmanghata, Madambibirhat, Daag no: B.S-1030, 1031, Khatian no: B.S-844, 861, Mouza: Khadempara, Union: Bhatiari, Thana: Sitakunda, Chattogram	2.00	0.20

41	Madhabdi	Haji Siraj Tower (1st & 2nd Floor), Holding no: 193, College Road, Ward no: 2, Pourashava: Madhabdi, Thana: Narsingdi Sadar, Narsingdi	1.25	0.20
42	Maijdee Sub Branch	Ahsan Bhaban (1st Floor), Holding no: 0648-1, Abdul Malek Ukil Road, Ward no: 05, Noakhali Pourashava, Maijdee Court, Thana: Sadar, District: Noakhali	0.50	0.20
43	Mirpur	Islam Plaza (1st Floor), Holding no: 07, Road: 3, Harun Mollah Road, Ward no: 06, Thana: Pallabi, Dhaka North City Corporation, Dhaka	2.00	0.30
44	Motijheel	Jibon Bima Bhaban (Ground Floor), Holding no: 10, Dilkusha, Ward no: 09, Dhaka South City Corporation, Thana: Motijheel, Dhaka	5.00	0.50
45	Munshirhat	Amir Hossain Dealer Market (1st Floor), Vill/Area: Munshirhat Bazar, Daag & Khatian no: Bangladesh Jarip-382, Mouza: Meshtoli, Union: 8 no Munshirhat, Thana: Chauddagam, Comilla	1.00	0.20
46	Mograpara Sub Branch	Al-Madina Shopping Complex (1st Floor), Village: Mograpara Chowrasta, Sonargaon, Daag no: RS-159, 163, Khatian no: RS-641, Mouza: Habibpur, Mograpara Union Parishad, Thana: Sonargaon, District: Narayanganj	0.50	0.20
47	Monirampur Sub Branch	Holding No: 03, Daag no: 514, Khatian no: 617, Monirampur Main Road, Ward no: 03, Monirampur Pourashava, Thana: Monirampur, District: Jashore	0.50	0.20
48	Nalchity	J.R. Complex (1st Floor), Holding no: 11, Station Road, Ward no: 05, Pourashava & Upozila: Nalchity, Jhalakathi	0.75	0.20
49	Narayanganj	Hazi Hashem Trade Center (2nd Floor), Holding no: 55/A, S.M. Maleh Road, Ward: 15, Narayanganj City Corporation, Thana: Narayanganj, Narayanganj	2.50	0.50
50	Nawhata Bazar Sub Branch	Mondal market (1st floor), Village: Nawhata, Daag no: RS-192, 194, Khatian no: RS-363, 741, Mouza: Nawhata, Union: Nawhata, Thana: Paba, District: Rajshahi	0.50	0.20
51	Noajishpur Sub Branch	F S Tower (1st floor), Daag no: BS-5091, 5249, Khatian no: BS-1847, 1679, 1458, 1794, 1772, Mouza: Fatenagar, Union: 15 no Noajishpur, Ward no: 4, Natunhat, Thana: Raozan, District: Chattogram	0.50	0.20
52	Nimtola Sub Branch	Sukher Thikana new market (1st floor), Village: Nimtola, Daag no: RS-359, 360, SA-673, Khatian no: RS-228, 345, SA-46, Mouza: Borihazi, Union: Keyain, Thana: Sirajdikhan, District: Munshiganj	0.50	0.20
53	Noapara Sub Branch	Holding no: 21, Khulna-Jessore Road, Ward no: 05, Nawapara Pourashava, Thana: Abhaynagar, Jashore	0.50	0.20

54	Panchlaish	Design Foyez Menor (1st Floor), Holding no: 10/73, Panchlaish-Mirzarpul Road, Ward no: 08, Chattogram City Corporation, Thana: Panchlaish, Chattogram	1.00	0.20
55	Pangsha	Maya Super Market (1st Floor), Daag no: 311/407, Khatian no: 143, Mouza: Narayanpur, Ward no: 04, Pourashava: Pangsha, Upazila: Pangsha, Rajbari	0.75	0.20
56	Pagla	Zakir Super Market (1st Floor), Daag no-R.S. No- 91, Khatian no: R.S.-43, Delpara Road, Mouza: Dhopatita, Union: Kutubpur, Thana: Fatullah, Narayanganj	0.70	0.20
57	Patherhat	Noapara School Market (1st Floor), Daag no: R.S-4753, B.S-7609, Khatian no: R.S-6420, B.S-3284, Mouza: Noapara, Union: 13 no Noapara, Thana: Raozan, Chattogram	0.80	0.20
58	Pirganj Sub Branch	Hazi Boyen Uddin Market, 1st Floor, Holding no: 102, Dr. M A Wazed Miah Road, Ward no: 02, Pirganj Pourashava, Thana: Pirganj, District: Rangpur	0.50	0.20
59	Principal	Suvastu Imam Square (Ground Floor), Holding no: 65, Gulshan Avenue, Ward: 19, Thana: Gulshan, Dhaka North City Corporation, Dhaka	30.00	0.50
60	Rajshahi	Prince Tower (1st Floor), Holding no: 25, Ward no: 12, Thana: Boalia, Rajshahi City Corporation, Rajshahi	1.20	0.30
61	Rampal	Sufia plaza (1st Floor), Daag no: 265,267, 268, 269, 270, 271, Khatian no: 515 & 592, Mouza: 30 no Khanka, Union: Rampal, Thana: Munshiganj Sadar, Munshiganj	0.85	0.20
62	Rampur Bazar	Gawsia Tower (1st Floor), Daag no: 408/425, Khatian no: 680, Mouza: Rampur, Union: Kalcho South, Upazila: Hajigonj, Chandpur	0.50	0.20
63	Rangpur	Khan Bahadur Abdur Rouf Plaza (1st Floor), Holding no: 01, Road: 01, Station Road, Ward no: 24, Thana: Rangpur Sadar, Rangpur City Corporation, Rangpur	1.20	0.50
64	Senbagh	Amir Ali Market (1st Floor), Holding no: 242 & 243, Mouza: Arjuntola, Ward: 03, Pourashava: Senbagh, Upazila: Senbagh, Noakhali	1.00	0.20
65	Shathibari	Suvash Palace (1st Floor), Holding no: 495, Shathibari Bazar, Union: 14 no Durgapur, Thana: Mithapukur, Rangpur	1.20	0.20
66	Shah Bondegi Sub Branch	Hamchayapur, 1st Floor, Daag no: 2496, 2470, Khatian no: 6279, Mouza: Sherpur, Union: Shah Bondegi, Thana: Sherpur, Bogura	1.00	0.20
67	Shah Makdum Sub Branch	Shonim Tower (1st floor), Holding no: 55, Shah Makdum Avenue, Ward no: 51, Thana: Uttara, District: Dhaka	0.50	0.20
68	Sonargaon Road	Anchor Tower (Ground Floor & Mezzanine Floor), Holding no: 108, Sonargaon Road (Old), Bir Uttam C. R. Dutta Sarak (New), Ward no: 16, Dhaka South City Corporation, Thana: Kalabagan, Dhaka	3.00	0.50



69	Shahjalal University of Science & Technology Gate Sub Branch	Ahmad Trade Center, Village/Area: Akhaliaghat, Daag no: 3555, Khatian no: 455, Mouza: Kumargaon, 6 no Toker Bazar Union (Purboton), Sylhet City Corporation, Thana: Jalalabad, District: Sylhet	0.50	0.20
70	South Surma	Niamah tower (1st Floor), Chondipul Point, Daag no: 2287, Khatian no: 1708, Mouza: Boldi, Union: 3 no Tetli, Thana: Dakhin Surma, Sylhet	0.50	0.20
71	Takerhat	Shahabuddin Molla Complex (1st Floor), Daag no: 277, 278, 279, 280, 407 & 437, Khatian no: 132 & 829, Mouza: 51 no Shormongol, Union: Rajoir pourashava (Sreeni-GA), Thana: Rajoir, Madaripur	2.00	0.20
72	Uttara	Heera Bhabon, (Ground & 1st Floor), Road: 07, Sector: 04, Ward no: 01, Dhaka North City Corporation, Thana: Uttara, Dhaka.	3.00	0.50
73	Zamindarhat	Oman Market (1st Floor), Daag no: Sabek-483, Hal-590, Khatian no: 918, Mouza: Sabek-327 no & Hal-314 no Latifpur, Union: 13 no Rasulpur, PO: Zaminderhat, Thana: Begumgonj, Noakhali	0.85	0.20
74	Zirabo	Jalil Complex (1st Floor), Daag no: 119, Khatian no: 57, Mouza: Zirabo, Union: Yearpur, Thana: Ashulia, Dhaka	0.85	0.20
<b>Total</b>			<b>120.35</b>	<b>20.00</b>

## Insurance for Locker

SL	Branch	No of Locker	Value of Each Locker	Value of Insurance
1	Principal Branch	50	300,000.00	15,000,000.00
2	Uttara Branch	22	300,000.00	6,600,000.00
3	Dhanmondi Branch	24	300,000.00	7,200,000.00
4	Banani	18	300,000.00	5,400,000.00
5	Khulshi	11	300,000.00	3,300,000.00
<b>Total</b>		<b>125</b>		<b>37,500,000.00</b>