

**Request for Proposals
FOR OPENING NEW BANK (BRANCH)**

Dated: -----

Quaid-i-Azam University, Islamabad
Purchase & Store Section

Table of contents

1. Introduction.....	3
2. Provision of Space.....	3
3. Mandatory requirements.....	4
4. Contract Agreement.....	6
5. General Terms and Conditions of the Tender.....	6

1. Introduction

Quaid-i-Azam University (QAU), Islamabad, was established in July 1967 under an Act of the National Assembly and initially commenced teaching and research programs for PhD and M.Phil degrees. Subsequently, the University expanded its scope to include graduate and undergraduate programs. Presently, the University comprises three faculties and nine other teaching and research institutes, centers, and schools, with an overall enrollment of more than 11,000 students. In order to facilitate its faculty, staff, and students, QAU intends to invite Expression of Interest (EOI) from reputed and financially sound scheduled banks for the establishment of bank branch within the University premises. The main objectives are as follows:-

- i. To provide efficient and accessible banking facilities within the campus for all faculty members, staff, and students.
- ii. To Install a minimum of four ATM machines
- iii. Provision and Integration of Online Fee Collection and Reconciliation through API with University ERP

2. Provision of space

A piece of space measuring **1,846 sq. ft.** shall be provided to the bank by the University. The construction of ATM machine rooms, along with security arrangements, will be the sole responsibility of the bank. However, upon vacation, the building and its interior shall become the property of the University. The successful bank shall coordinate with the Director Works, Quaid-i-Azam University, for site identification and construction of the ATM machine rooms.

3. Mandatory requirements

The bank shall fulfill the following mandatory requirements to qualify for further process.

Sr#	Description	Yes	No
1.	Registered with FBR (NTN and STN)		
2.	The bank (Public/Private/Islamic) must have minimum rating in short term A-1 ⁺ and in long term AAA/AA ⁺ or above as enlisted by the State Bank of Pakistan.		
3.	Must be audited by Category "A" audit firm under section 35(1) of Banking Companies Ordinance 1962.		
4.	Affidavit of Blacklisting on stamp paper which shows that the Bank is not blacklisted in Pakistan		
5.	Bid security amounting to Rs 200,000 in shape of CDR in the name of Treasurer QAU, Islamabad		
6.	Tender Fee amounting to Rs 5000/- (non-refundable)		
7.	Must have digital and online Banking system		

Note: Attach all necessary documents and affidavit as mentioned in the mandatory requirement otherwise your proposal shall be rejected and not considered for further process.

The proposals of the banks shall be evaluated based on the services offered to all faculty members, non-teaching staff, and students of Quaid-i-Azam University, proposed monthly rent, Services related to trade, LC and Remittance to foreign examiners/ reviewers and offer under Corporate Social Responsibility, either monetary term or in shape of in kind.

Note: The University shall not provide any current deposits to the successful bank.

Services related to all faculty members, all non teaching employees and all students of Quaid-i-Azam University.

Sr.No	Description	All Faculty members (free of cost or any charges specify)	All Non-teaching employees (free of cost or any charges specify)	All Students (free of cost or any charges specify)
1	Issuance of cheque books against all University official accounts			
2	Issuance free visa Gold Card/Platinum Card			
3	No annual/ renewal charges against cheque books			
4	Free SMS Service			
5	Free bank statement of all university accounts(On demand)/Duplicate Account Statement			
6	Account opening and funds transfer Interbank or Intra Branch Transaction			
7	Student Fee Collection through Cash Management Software and report as required			
8	Discount offers for loans, car financing and house building advance to the University faculty members and non-teaching employees			
9	Provision of locker facility to all faculty members and non teaching staff			

Note: If you want to provide any other services free of cost please used separate page

- i. Services related to Facilitate trade transaction, Opening of Letter of Credit (LC), Foreign Remittance to foreign examiners/ reviewers (free of cost or any charges please specify)
- ii. "What will your bank offer under Corporate Social Responsibility (CSR)? Please specify the amount (in monetary terms or in shape of kind) and indicate the frequency (e.g., annually, biannually, etc.)."
- iii. Rental value offered: The minimum bid value for rent is fixed at Rs. 136 per sqft of covered area 1846 sqft per month. The rent must be increased 10% on every year. All bids lower than this value will be rejected

You're offer per month rent: in figures _____

In words _____

4. **Contract Agreement**

A contract agreement will be signed initially for a period of **10 years** (with 10% annual increase in rent) extendable for 1 year in case of satisfactory services containing the conditions of contract between the Quaid-i-Azam University Islamabad and the bank. The successful bidder shall also deposit a refundable security equivalent to twelve months' rent in favor of Treasurer, Quaid-i-Azam University Islamabad. The draft agreement is also at Annex-A.

5. **General Terms and Conditions of the Tender**

- i. This proposal in shall reached in **original in the office of Purchase & Store Section of Quaid-i-Azam University.**
- ii. For this tender PPRA's Rule number 36(a) Single-stage one envelope bidding procedure will be followed for evaluation.
- iii. Proposals should be submitted on the basis of free delivery at the University Campus. Proposals on the basis of ex-go down/shop will not be accepted.
- iv. Sealed proposals must reach this office by _____ **2025 at 11:00 A.M** and will be opened on the **same day at 11:30 A.M** in the Committee Room,

Admin Block, QAU, and Islamabad in the presence of bank or their representatives who may like to attend the opening of proposals. **The proposals received after the due date and time will be straightaway rejected.**

- v. Telegraphic and conditional proposal will not be accepted. The disfiguring, overwriting/manipulation and cutting in the proposals will be the desecration of evaluations committee to reject or accept. **Changes or revisions in rates after the opening of the proposals will not be entertained and this may disqualify the original offer.**
- vi. The proposal must be furnished with Bid Security (Rs.200,000/-) **in shape of CDR/ demand draft in favour of Treasurer, Quaid-i-Azam University, Islamabad**, will be acceptable. The bidder shall also submit Rs.5,000/- of proposal document fee (non-refundable). **Proposal not accompanied by Bid Security/earnest money/ or less Bid Security will not be entertained and straightaway rejected.** Bid Security of two lowest bidders will be retained and rest will be returned. If lowest bidder is withdrawn or non-provision of full or partial supply before the expiry of its validity, the Bid Security will be forfeited in time.
- vii. Proposals must be in sealed cover and on the Envelope, it must be written in bold letters **“Proposal ON _____ .2025”** should be sent to the Purchase & Store Officer (not by name).
- viii. The University reserves the right to accept / reject the proposal by conveying the reasons on request of bidders. The decision of the University on all matter relating to this tender shall be final.
- ix. The bid was found highest in terms of services offered plus rent will be accepted for the award of the contract subject to the approval of the Competent Authority.

Draft
AGREEMENT OF LEASE

**This Agreement of Lease is made at this _____ day of _____
by and between:-**

M/s Quaid-i-Azam University, Islamabad, through its Registrar, hereinafter referred to as "the Lessor", which term shall include its successors and assigns, on the one part and Habib Bank Limited. Quaid-i-Azam University branch, Islamabad. Having its register head office at Karachi, acting through Attorney duly authorized and enabled in this behalf, hereinafter referred to as "the Lessee" which term shall include its successors and assigns on the other part.

1. The lessor is an university, a body corporate, established under Administrative control of the Quaid-i-Azam University, Islamabad Act 1973 (Act No.XXVIII of 1973) and is competent to enter into the lease agreement with the lessee for the premises measuring covered area 1846 square feet (Approximately) Adjoining, the University Cafeteria, hereinafter referred to as "the Property".

2. The Lessor has agreed to lease and the lease has agreed to take on lease the property measuring 1846 sq. ft. at the Quaid-i-Azam University, Islamabad, hereinafter referred to as "the demised premises". Provided that the lesser may, in its sole discretion, vacate the demised premises on three month's prior notice during the subsistence of this agreement.

NOWHEREFORE, IT IS HEREBY AGREED BETWEEN THE PARTIES AS UNDER:-

1. That the lessor hereby demises the aforesaid property/premises 'measuring 1846 sq. Ft. (Approximately) to the lessee for a term of 10 years beginning from ----- end ending on ----- both dates inclusive, on a monthly rent of Rs ----- per months, hereinafter referred to as "the rent".

2. The rent shall begin from the date of possession of the demised premises. The rent shall be payable each time in advance for a period of every year, which will be adjusted against the monthly rent decided to be paid Rs. ----- per month.

3. The rent shall be increased to 10% of the running/rent after every year.

4. On successful completion/expiry of the lease term, the lease can only be renewed/ extended with mutual consent of both the parties.

5. The lessee is hereby authorized at his own expenses to furnish/renovate the demised premises in the manner satisfactory to him without affecting the building structure. The lessee will be entitled to remove and take away all such fixtures and fittings installed by him at the time of handing over the possession of the demised premises to the Lessor after clearance of all dues/liabilities and without damaging the building structure and its original fittings/fixtures.

6. The lessee shall keep the demised premises in good condition except normal wear and tear and damage caused naturally by Acts of God over which the lessee has no control.

7. The lessee shall be responsible for the damage caused to the demised premises willfully or due to carelessness of the lessee or agents or employees.
8. The Lessee agrees to permit the Lessor or its authorized agent to enter the demised premises, provided 24 hours prior notice is served in this regard on the lessee, so as to view the condition thereof. For any defect for which the lessee is liable under this Agreement, a written notice shall be given to the lessee by the Lessor at the demised premises.
9. The lessee agrees to use the demised premises for the purpose of the lessee's business of banking and allied or ancillary purposes in connection with this business.
10. Separate counter window and services will be made available for the University to provide special banking.
11. The lessee will arrange/install electricity supply connection meter through the WAPDA/IESCO. and may maintain sufficient air-conditioning equipments and any equipment ancillary thereto as shall be necessary to maintain the temperature inside the demised premises at its own risk and cost and will pay its bills directly to the quarter concerned regularly.
12. The lessee shall pay all rents, taxes, assessments and other legal liabilities including water, electricity and Sui gas bills relating to the demised premises to the quarters concerned.
13. The Lessor shall permit the lessee to take measures to ensure its privacy, security and independence at its own cost without affecting interest of the University.
14. The lessee shall have the right to put up its sign boards, name plates, logo, emblem or flag in or anywhere in the demised premises so as to be visible from outside the property.
15. The Lessor hereby, covenant with the lessee that the lessee performing its obligation hereunder, shall peacefully enjoy the demised premises without any unnecessary hindrance or interruption from the Lessor or any person claiming through, under or in trust for the Lessor
16. If during the term of the lease or any renewals thereof, the demised premises or part thereof is appropriated by the Government or University authority or under the orders of a court or otherwise vacated, then this lease shall be terminated and the Lessor shall refund to the lessee the rent proportionate to the remaining period of the lease for which it was paid.
17. Any dispute arising out of this lease agreement or any of its renewals, shall be settled/resolved by the mutual consultation/negotiation of the management of the Quaid-1-Azam University Islamabad and the lessee/Management of the Habib Bank Limited Quaid-i-Azam University Branch, Islamabad. However, the decision of the university competent authority shall be final and binding upon parties.
18. The demised premises will remain property of the University and the University authority will have full right to get it vacated and take its possession on three months prior notice, without assigning any reason, in the interest of the University.

IN WITNESS THEREOF, both the parties have hereunder set their hands on the day and year first mentioned above before the court of competent jurisdiction ac Islamabad.

Lessor (Sign. & Official Seal) Registrar Quaid-i-Azaim University, Islamabad	Lessee (Sign & Official Seal) For & on behalf of Lessee. The Authorized Signatory Mr. Manager, HBL, Quaid-i-Azaim University, Islamabad
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WITNESS No.1 Signature _____ Name _____ NIC _____ No. _____ Address _____	WITNESS No.2 Signature _____ Name _____ NIC _____ No. _____ Address _____
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