



# **National Skills University Islamabad**

Faiz Ahmed Faiz Road, Sector, H-8/1, Islamabad

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

**Submission of Bids: 13<sup>th</sup> April,2026 at 10:30**

**Opening of Bids: 13<sup>th</sup> April,2026 at 11:00**

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## Section 1. Letter of Invitation

National Skills University Islamabad, a Federally Chartered Public Sector University, invites sealed bids from well-established/reputed firms, having offices in Nationwide, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for **“For Opening new Bank - Branch”**.

2. Interested eligible bidders prepare documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. Hard copy of CDR's of Bid Security i.e. **Rs.200,000** & **Rs. 10,000 processing fees** in favor of **Treasurer National Skills University Islamabad (FTN 9011011-7)** must be submitted physically along with sealed bidding documents on or before **13<sup>th</sup> April,2026 at 10:30**.

3. The period of Contract shall be effective for a period of Ten (10) years starting from the date of signing of Contract Agreement. Single Stage – Single Envelop (36-a) procedure will be adopted. The bids must be submitted on or before **13<sup>th</sup> April,2026 at 10:30**. Bids will be opened on the same day on **13<sup>th</sup> April,2026 at 11:00**.

This advertisement is also available on the NSU website at [www.nsu.edu.pk](http://www.nsu.edu.pk) and on PPRA website [www.ppra.gov.pk](http://www.ppra.gov.pk)

**National Skills University reserves the right to reject any or all bids as per PPRA rule.**

**Assistant Director – Purchase & Store**

National Skills University,  
H-8/1 Islamabad, Pakistan  
E-mail: [Imran.hanif@nsu.edu.pk](mailto:Imran.hanif@nsu.edu.pk)

## 1. Introduction

National Skills University (NSU), established with the aim of facilitating the higher education sector to serve as Socio-Economic Engines for the development of Pakistan. The NSU is the first federal technical university in the country to impart skills in the youth of Pakistan. The President of Pakistan approved NSU Charter on March 12, 2018.

The National Skills University Islamabad is highly dynamic and driven by national statistics related to demands for skilled manpower in the country. With innovative teaching methodologies focusing on skills for contemporary and emerging technologies, world-class training tools, and instructors with deep expertise in their field, we help shape our students as the workforce highly sought by employers within the country and abroad.

To augment its vision, NSU has always believed and encouraged technology as a tool for the higher education sector to leapfrog and catch up with the pace of socio-economic development of the developed world. The NSU with mandate of Engineering Technology has always given special focus to “skill education” of the youth for the enablement and employability in the country.

NSU 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 an ATM machines

- iii. Provision and Integration of Online Fee Collection and Reconciliation through API with University System.

## 2. Provision of space

A well-established place of measuring **3,000 - 3,500 sq. ft.** shall be provided to the bank by the University. The renovation of 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.

## 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 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.	Updated Affidavit of Blacklisting & Bankruptcy on Rs. 100 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 NSU, Islamabad		
6	Tender Fee amounting to Rs 10,000/- (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 National Skills University Islamabad, 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 National Skills University Islamabad.

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 chares 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. 320/- per sq. ft. of covered area 3,000 – 3,500 sq. ft. per month**. The rent must be increased 10% on every year. All bids lower than this value will be rejected.

Your offer per sq. ft. 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 National Skills University Islamabad and the bank. The successful bidder shall also deposit a refundable security equivalent to one month rent and advance rent of three months in favor of Treasurer, National Skills University Islamabad. The draft agreement is also at Annex-A.

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

- i. This proposal shall be reached in **original in the office of Purchase & Store Section of National Skills University Islamabad.**
- ii. For this tender PPRA's Rule 36(a) Single-stage one envelope bidding procedure will be followed for evaluation.
- iii. Proposals should be submitted by hand or by courier on or before the

deadline. Validity period of the bid shall be 90 days.

- iv. Sealed proposals must reach this office by **13<sup>th</sup> April,2026 at 10:30 A.M** and will be opened on the **same day at 11:00 A.M** in the NSU Committee Room, 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 rejected straightaway.**
- 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, NSU, Islamabad**, will be acceptable. The bidder shall also submit Rs.10,000/- 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.**
- vii. Proposals must be in sealed cover and on the Envelope, it must be written in bold letters "**Proposal on Opening New Bank-Branch**" should be sent to the Purchase & Store Officer.
- 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 matters relating to this tender shall be final.
- ix. The bid was found to be 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:-**

National Skills University, Islamabad, through its Registrar, hereinafter referred to as “the Lessor”, which term shall include its successors and assigns, on the one part and \_\_\_\_\_ National Skills 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 a university, an autonomous body, established under Administrative control of the Ministry of Federal Education and Professional Training and is competent to enter into the lease agreement with the lessee for the premises measuring covered area 3,000 - 3,500 square feet (Approximately) near boys Hostel-C, hereinafter referred to as “the Property”. The area is already constructed having two rooms, two halls, one attach bathroom and a store.
2. The Lessor has agreed to lease and the lessee has agreed to take on lease the property measuring 3,000 – 3,500 sq. ft. at the National Skills University Islamabad. Provided that the lessor 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 3,000 – 3,500 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 expense 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 sub-meter of Electricity & Sui gas and may maintain sufficient air-conditioning equipment's 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 National Skills University Islamabad and the lessee/Management of the \_\_\_\_\_ National Skills 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.

Lessor (Sign. & Official Seal) Registrar National Skills University Islamabad	Lessee (Sign & Official Seal) For & on behalf of Lessee. The Authorized Signatory Mr. Manager, _____, UBL, National Skills University Branch 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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