



EXPRESSION OF INTEREST

Information Technology University is launching a call for Expression of Interest (EOI) for opening of Bank Branch in the main campus for which semi constructed building shall be offered by the University. The main objective is to extend banking facilities for Faculty, Staff & Students of the University. Therefore, expression of interest is invited from well reputed Banks meeting the following requirements:

1. The bank must have rating AA or above as enlisted by the State Bank of Pakistan.
2. Must be audited by Category "A" audit firm under section 35(1) of Banking Companies Ordinance 1962.
3. Must have digital and online Banking system.
4. Should be customer focused and customer service oriented.
5. The provision of NOC from Government departments, if required, shall be the sole responsibility of successful bank.
6. Covered area measuring 1,700 sqft ground floor shall be provided to the bank for construction of banking infrastructure. Construction of infrastructure will be the responsibility of the bank. However, after vacation of building, the interior shall be the property of the University.

General Instructions: -

- (i) The process shall be governed by Single Stage One Envelope procedure.
- (ii) Interested banks that fulfill the criteria as mentioned above can get the detailed TORs from Office of Procurement of ITU on producing bank challan (non- refundable) of Rs. 5,000/- in favor of Information Technology University Fund Account BOP.
- (iii) Sealed proposal are required to be submitted in the Office of the Procurement till 03:00 PM on 02.10.2024. The proposals shall be open on the same day at 04:00 PM in the Office of the Procurement in the presence of available authorized representatives of the competing banks.
- (iv) In case, the date of opening is declared as a public holiday by the Government or a non-working day due to any reason, the next official working day shall be deemed to be the date of submission and opening of bids, accordingly. The time and venue shall remain the same.
- (v) The Information Technology University has the right to reject all offers under the rules.

PURCHASE OFFICER

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EXPRESSION OF INTEREST

REQUEST FOR PROPOSALS FOR OPENING OF BANK BRANCH AT ITU MAIN CAMPUS BARKI ROAD, LAHORE



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1. TERMS & CONDITIONS

Information Technology University is launching a call for Expression of Interest (EOI) for opening of Bank Branch in the main campus for which semi constructed building shall be offered by the University. The building located on attractive commercial location of main Barki Road and will be accessible to general public in large number. The main objective is to extend banking facilities for Faculty, Staff & Students of the University. Therefore, expression of interest is invited from well reputed Banks meeting the following requirements:

- (i) The bank must have rating AA or above as enlisted by the State Bank of Pakistan.
- (ii) Must be audited by Category "A" audit firm under section 35(1) of Banking Companies Ordinance 1962.
- (iii) Must have digital and online Banking system.
- (iv) Should be customer focused and customer service oriented.
- (v) The provision of NOC from Government departments, if required, shall be the sole responsibility of successful bank.
- (vi) Covered area measuring 1,700 sqft ground floor shall be provided to the bank for finishing of grey structure. Finishing of grey structure will be the responsibility of the bank. However, after vacation of building, the interior shall be the property of the University.
- (vii) The process shall be governed by Single Stage One Envelope procedure.
- (viii) Interested Banks that fulfill the criteria as mentioned above can get the detailed TORs from Office of Procurement-ITU on producing bank challan (non- refundable) of Rs. 5,000/- in favor of Information Technology University Fund Account BOP.
- (ix) Sealed proposal are required to be submitted in the Office of the Procurement till **03:00PM** on **02.10.2024**. The proposals shall be open on the same day at **04:00PM** in the Office of the Procurement in the presence of available authorized representatives of the competing banks.
- (x) Only those Banks will be considered for competitive processes that fulfill the above criteria
- (xi) In case, the date of opening is declared as a public holiday by the Government or a non-working day due to any reason, the next official working day shall be deemed to be the date of submission and opening of bids, accordingly. The time and venue shall remain the same.
- (xii) The Information Technology University, reserves the right to cancel the bidding process and reject all Proposals, at any time prior to the award of the Contract, without incurring any liability in this regard.
- (xiii) Now that, this Expression of Interest is framed formally laying down the evaluation criteria and basis for giving on rent a building to the selected bank to start its services.

2. EVALUATION CRITERIA

The evaluation will be based on two criteria viz (1) the services offered by the bank and (2) Rental Value offered for the space provided by the University. Details are given as under:

2.1 Criteria – 1 (Services offered by the Bank)

The detail of criteria-1, on which the evaluation will be made, is given in Table-1&2. **Table-1** contains the **Mandatory Requirements** for eligibility. **Table-2** contains the **Selection Criteria** of eligible banks only. Please initial the “Yes” column, if you desire to provide the listed service.

Table-1. Mandatory Requirements

Sr. No.	Description	Yes	No
1.	The bank must have rating AA or above as enlisted by the State Bank of Pakistan.		
2.	Must be audited by Category “A” audit firm under section 35(1) of Banking Companies Ordinance 1962.		
3.	Must have digital and online Banking system		
4.	Should be customer focused and customer service oriented		
5.	The provision of NOC from Government departments, if required, shall be the sole responsibility of successful bank		
6.	Covered area measuring 1,700 sqft ground floor shall be provided to the bank for finishing of banking infrastructure. Finishing of infrastructure will be the responsibility of the bank. However, after vacation of building, the interior shall be the property of the University.		

Note: Please attach valid proofs of above mentioned requirements or undertaking (whichever is applicable).

Table-2. Selection Criteria based on Services offered

Sr. No	Description of Services	Total Marks
1.	Issuance of free cheque books against all University official accounts	10
2.	Preprinted Cheque Books	5
3.	No annual/renewal charges against cheque books	5
4.	Free bank statement of all university accounts (On demand) / Duplicate Account Statement	5
5.	In case of on-site account opening. No initial Deposit /minimum balance is required by the University.	5
6.	Free online fund transfer, internet banking (IBFT}/LFT) etc/Intra Branch Transaction	10
7.	Help Desk for foreign currency trade transactions, Opening or Letter of Credit (LC), Remittance to examiners, reviewers, and other issues	10
8.	Free Bank Certificates (All types)	5

9.	All approvals related to the State Bank of Pakistan will be arranged by the bank: however, ITU will provide necessary documents for the transaction.	10
10.	2-3 working days turnaround time for account opening extendable to a maximum of 5 days (individual and corporate accounts both).	5
11.	Student Fee Collection through Cash Management Software free of cost and report on a daily basis	5
12.	Facilitation of students through digital products (Mobile, internet, wallet account equivalent)	5
13.	Customized challan/deposit slip/cheque book/instrument will be provided by the bank free of cost to ITU	10
14.	For all ITU Accounts, the bank will be responsible for the Creation, delivery and updating of all required MIS as and when required by ITU. Moreover, reconciliation will be the sole responsibility of the bank.	10
15.	Subsidized Corporate banking rates will be offered for ITU official Accounts	5
16.	Free of cost Inter Branch Transaction (Cash Deposit and Withdrawal) and Intra Branch Transaction (Cash Deposit and Withdrawal)	5
17.	Collection of funds through SBP/NBP Cheques	5
18.	Standing Order Issuance/amendments	5
19.	Free of-cost cancellation of banker Cheque/Pay Order for ITU	5
20.	Stop Payment Charges waiver (any type)	5
21.	Delivery of Cheque book by mail	5
22.	Cash withdrawal charges waiver	5
23.	Online/Local Funds transfer	5
24.	Issuance/Cancellation of CDR from Accounts	5
25.	Issuance/Cancellation of duplicate CDR from Accounts	5
26.	Free of cost Opening and Cancellation of LC	10
27.	Free online fund transfer, internet banking (IBFT)/LFT) etc/Intra Branch Transaction	5
28.	Issuance of free bank draft/Pay order etc. for ITU	5
29.	Special Accounts for University employees with no annual charges and free of cost ATM, Cheque Books, Demand Drafts, funds transfer bank statements etc.	10
30.	Free of cost collection of University Dues from students, affiliated colleges, etc. across the country.	10
31.	Discounted offers to University students and employees	5
Total Marks (Criteria-1=C1)		200

Note: Please attach valid proofs of above mentioned requirements or undertaking (whichever is applicable).

2.2 Criteria - 2 (Rental value)

Information Technology University will provide Covered area measuring 1,700 sqft. ground floor shall be provided to the bank for finishing of grey structure. After vacation of building, the interior shall be the property of the University. The interested banks are required to quote their rental bid per month.

The lowest bid value for rent is fixed at Rs.150 per sqft. of covered area per month. All bids lower than this value will be rejected.

3. Evaluation Methodology

50% weightage will be given to services and 50% to the rental value quoted by the bank the points in services will be continued as obtained. The financial score will be calculated as explained below:

- **The format of calculation total score in criteria 1 & 2 will be as under:**

C1= Criteria-1 (%age marks of services)

C2= Criteria-2 (%age marks of rental value)

**C2= Financial Score = Financial bid quoted by the bidder X 100
highest bid received**

Total score in criteria-1 and 2 = C1 x 0.5 + C2 x 0.5

Bank getting highest overall marks will win the bid. In case a single bank takes part in the bidding process. It will be offered to provide the services.

4. Contract Agreement

A contract agreement will be signed initially for a period of ten (10) years (with 10% annual increase in rent), extendable in case of satisfactory services with mutual consent containing the conditions of contract between the Information Technology University and the Bank.

Information Technology University may provide current account/PLS to the successful bank as per rules. The amount will be decided by Information Technology University.

The successful bidder shall also deposit a refundable security equivalent to twelve months' rent as per the bid amount; in favor of Information Technology University.