

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY,  
LAHORE  
(ESTATE OFFICE)**



**FOR OPENING NEW BANK (BRANCH)  
IN UET ON (BUILD OPERATE  
TRANSFER) BOT BASIS**

**(GIVING SPACE ON RENT)**

## **THE BIDDING DOCUMENTS**

- A.** TENDER NOTICE
- B.** INSTRUCTIONS TO BIDDERS (ITB)
- C.** PROPOSED LOCATION/SITE
- D.** EVALUATION CRITERIA
- E.** EVALUATION METHODOLOGY
- F.** SUBMISSION OF BIDS
- G.** OPENING AND EVALUATION OF BIDS
- H.** QUALIFICATION & DISQUALIFICATION OF BIDDERS:
- I.** AWARD OF CONTRACT:

ANNEXURE-A. TECHNICAL PROPOSAL COVERING LETTER

ANNEXURE-C: AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

ANNEXURE-D: FINANCIAL PROPOSAL FORM

ANNEXURE-E: PRICE SCHEDULE

ANNEXURE-F: SITE AREA DRAWING

## **A. TENDER NOTICE**

University of Engineering & Technology (UET), Lahore invites bids from AA+ scheduled banks for opening a bank branch at its Lahore Campus on BOT basis. The interested Banks may obtain bidding documents immediately after publishing of advertisement in press & uploading on PPRA website from the office of the undersigned during working hours Monday to Friday till **24.02.2025**. The bids may be submitted till **24.02.2025** by 10:00 a.m. after that no bid shall be received nor entertained. The Tender/bids will be opened on same day at 10:30 a.m. in the Conference Hall adjacent to Vice Chancellor Office by the Central Procurement Cell in the presence of the representative of the participating banks who may wish to attend.



**Muhammad Asif**

Resident Officer/Registrar  
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**RESIDENT OFFICER**  
University of Engineering  
and Technology, Lahore

## **B. INSTRUCTIONS TO BIDDERS (ITB)**

### 1. ELIGIBLE BIDDERS:

This Invitation for **Bids** is open to all interested banks having AA+ credit rating on BOT basis.

### 2. COST OF BIDDING:

The bidder/Banks shall bear all costs associated with the preparation and submission of his bid, and the Procuring Agency shall in no case be responsible or liable for those costs.

### 3. THE BIDDING PROCEDURE

- **Single Stage –Two Envelopes** Bidding Procedure as per PPRA Rules shall be applied:

- 3.1 **All the procurement procedures will be done strictly in accordance with the PPRA Rules, 2014 (Amended to date). Single stage /two envelops bidding procedure shall be applied.** The Document/ sealed envelopes should be marked as **FINANCIAL PROPOSAL** and **TECHNICAL PROPOSAL** in bold and Capital letters. The Financial proposal found technically non- responsive shall be returned un-opened to the respective bidders/bank.
- 3.2 The Procuring Agency/Sub Committee shall evaluate the Technical Proposal, without reference to the price and may reject any proposal which does not conform to the specified requirements; during the technical evaluation. No amendments in the technical proposal shall be permitted.
- 3.3. The Financial Proposals shall be opened by the Procuring Agency on time, date and venue will be announced and communicated to the bidders/bank in advance.
- 3.4. After the evaluation and approval of the technical proposal, the Procuring Agency shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted banks/bids.
- 3.5. The procurement process shall be governed under the Punjab Procurement Rules PPRA 2014 (amended to date).

### **C. PROPOSED LOCATION/SITE**

The site is located at beside (By the side) of UBL, UET Branch, University Gate No. 02. (Site Map and View is annex).

Dimension: Land/Space 08 Marlas (**1800 square feet**) for the construction of bank building

Front side: G.T. Road and Back Side: Admin. Block, UET Lahore.

Construction Time Period: Completion period of civil work will be 9½ months from the date of issuance of work order, afterthat rent shall continue to charge.

**The bank obtaining highest score will be offered to establish its branch in UET facing GT road. The decision of UET Management shall be final and absolute on all, the Management withdrawal requests as per PPRA Punjab Rules.**



## **D. 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 UET. Details are given as under:

### **CRITERIA-1; SERVICES**

The detail of criteria-1, on which evaluation will be made is given in Table-1. *Please initial the "Yes" column*, if you desire to provide the listed service.

**TABLE 1: SERVICES AND MARKS ASSIGNED TO EACH SERVICE**

<b>Sr No.</b>	<b>Description of service</b>	<b>Yes</b>	<b>Marks</b>
1.	Issuance of free cheque books against all university official accounts.		5
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.	On site account opening, No initial deposit/minimum balance by the University.		5
6.	Free online fund transfer, internet banking (IBFT), (LFT) etc/Intera Branch Transaction.		5
7.	Issuance of free bank draft/Pay order/Banker Cheque etc.		10
8.	Help Desk for foreign currency trade transaction, Opening of Letter of Credit (LC), Foreign Remittance to examiners, reviewers, other issues etc.		15
9.	Free Bank Certificates (All types)		5
10.	All approvals related to State Bank of Pakistan will be arranged by the bank, however, UET will provide all necessary documents for the transaction.		5
11.	2-3 working days turnaround time for account opening extendable to a maximum of 5 days (individual and corporate accounts both).		5
12.	Student Fee Collection through Cash Management Software		5

Sr No.	Description of service	Yes	Marks
13.	Facilitation of students through digital products (Mobile, internet, wallet account or		5
14.	Customized challan/deposit slip/cheque book/instrument will be provided by the bank free of cost to UET		5
15.	For all UET accounts, bank will be responsible for creation, delivery and updation of all required MIS as and when required by UET. Moreover, reconciliation will be the sole responsibility of the bank		5
16.	Subsidized corporate banking rates will be offered for UET Official Accounts.		5
17.	Inter Branch Transaction (Cash Deposit and Withdrawal) and Intra Branch Transaction (Cash Deposit and Withdrawal)		5
18.	Issuance of SBP/NBP Cheques		5
19.	Standing Order Issuance/amendments		5
20.	Cancellation of banker Cheque/Pay Order		5
21.	Stop Cheque Charges		5
22.	Stop Payment Charges (any type)		5
23.	Delivery of Cheque book by mail		5
24.	Cash withdrawal charges		5
25.	Online/Local Funds transfer		5
26.	Issuance/Cancellation of CDR from Accounts		5
27.	Issuance/Cancellation of duplicate CDR from Accounts		5
28.	Free of Opening and Cancellation of LC Charges		5
29.	Issuance of Free Cheque Book/ATM Card to all UET Employees, Free on site delivery of ATM Card and cheque book to UET		10
30.	No Renewal/Annual Charges of Cheque Book/ATM Card.		5
31.	Free bank statement of all university Employees.		5
32.	On site account opening, No initial deposit/minimum balance demand to the University Employees.		5

Sr No.	Description of service	Yes	Marks
33.	Internet banking to all UET employees		5
34.	Free online fund transfer, internet banking (IBFT), (LFT) etc/Intera Branch Transaction.		5
35.	Issuance of free bank draft/Pay order etc.		5
36.	Debit Card/Debit Card Replacement/Supplementary		5
	<b>Total</b>		<b>200</b>

**MARKS OBTAINED IN CRITERIA-1 = C1**

**CRITERIA-2: RENT VALUE**

UET will provide a Land/space 08 Marlas (**1800 square feet**) for the construction of bank building (single story) to the successful bank, facing GT road. Please quote your rental bid per month. The construction will be made by the successful bank. The layout plan, drawings and construction material will be shared with UET B&W Section for its approval. The cost of construction (as per MRS rates of the quarter in which construction starts) will be recoverable by the bank through a deduction of 50% rent, till all the said cost is recovered to the bank. After that the building will be the property of UET and full quoted rent will be charged. In addition, cost estimate and bill of quantities related to the building cost will also be shared with B&W Section and cost will be duly verified by B&W Department. Cost incurred on civil work (Gray Structure) & verified by B&W Section shall be adjustable against the rent but cost incurred on finishing and interior of bank shall not be adjustable. However, after vacation of building, the building and interior shall be the property of University.

**The lowest bid value for rent is fixed at Rs. 350,000/- per month. All bids lower than this value will be rejected.**

**NOTE:**

**Bank/Bidder will submit Bid Security Rs. 1,26,000/- @ 3% of estimated value (Annually) drawn in the name of Treasurer, University of Engineering and Technology, Lahore. Please attach your bid security with technical proposal.**



## **E. EVALUATION METHODOLOGY**

30% weight age will be given to services and 70% to the rental value quoted by the bank. The points in services will be counted 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)

$$C2= \text{Financial Score} = \frac{\text{Financial bid quoted by the bidder}}{\text{highest bid received}} \times 100$$

$$\text{Total score in criteria-1 and 2} = C1 \times 0.3 + C2 \times 0.7$$

**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**

- 4.1 A contract agreement for a period of 4 years (with 10% annual increase in rent), extendable in case of satisfactory services containing the conditions of contract will be signed between the UET and the bank. UET will provide current account/PLS/fix deposit to the successful bank as per rules. The amount will be decided by UET.
- 4.2 The successful bidder/bank shall also deposit a refundable security equivalent to six months' rent in favour of Treasurer, UET Lahore.

### **5. CLARIFICATION OF BIDDING DOCUMENTS:**

- 5.1 A prospective bidder/bank requiring any clarification of the bidding documents may notify the Procuring Agency in writing at the Procuring Agency's address mentioned in the Request for Proposal/Invitation for **Bids**. The Procuring Agency shall respond in writing to any request for clarification of the bidding documents, which it receives no later than Seven (07) days prior to the deadline for the submission of **Bids** prescribed in the Invitation for **Bids** The Procuring

Agency will within three (3) working days after receiving the request for clarification, respond in writing to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of **Bids**.

6. AMENDMENT OF BIDDING DOCUMENTS:

6.1 At any time prior to the deadline for submission of **Bids**, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder/bank, may modify the bidding documents by amendment. Any such change/amendment in bidders/bank that have received the bidding documents shall be notified of the amendment the Bidding documents shall be provided in a timely manner, preferably, not later than three (3) days, and on equal opportunity basis as per Rule-25(3) OR Rule 25(4) of PPR-14 as the case may be.

6.2 In order to allow prospective bidders/bank reasonable time in which to take the amendment into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for submission of Bids.

7. LANGUAGE OF BID:

The bid prepared by the bidder/bank, as well as all correspondence and documents relating to the bid exchanged by the bidder/bank and the Procuring Agency shall be written in English. Supporting documents and printed literature furnished by the bidder/bank may be in another language provided they are accompanied by an accurate translation in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

8. DOCUMENTS COMPRISING THE BID:

8.1 The bid shall comprise the following components:

8.2 The Document submitted shall indicate the Title of the Document also name and address of the bidder/bank.

8.3 The **Technical and Financial sealed envelopes** also clearly show the Bid title and bidder/bank's name and address. Failure to comply with this requirement may result in rejection of the bid and the committee decision in this regard shall be final. **Bids** submitted after the prescribed time shall not be entertained.



- 8.4 Only technical proposal will be opened by the Central Procurement Cell (CPC). The financial proposal will be opened by the CPC of responsive / technically successful bidders/bank later on the declared time, place & date. Financial proposal of the non-responsive/technically unsuccessful bidders/bank will be returned as such to the month at date without opening their financial offers as per PPRA Rules 2014 (Amended up to date).
- 8.5 **Bids** shall remain valid for a period of **120 Days** after opening of technical bid. A bid valid for a shorter period shall be rejected as non-responsive. Extendable equal to the period of the original bid validity.
- 8.6 Bid Form and Price Schedule completed in accordance with instruction to bidders (to be submitted along with financial proposal).
- 8.7 Documentary evidence established in accordance with instruction to bidders that the bidder/bank is eligible to bid and is qualified to perform the Contract if its bid is accepted.
- 8.8 Documentary evidence established in accordance within instruction to bidders that the services to be provided by the bidder/bank are eligible services and conform to the bidding documents, furnished in accordance with instruction to bidders.

9. BID FORM & PRICE SCHEDULE:

The bidder/bank shall complete the Bid Form and an appropriate Price. Schedule furnished in the bidding documents.

10. BID PRICES:

The quoted price shall be:

- 10.1 Sealed financial proposal.
- 10.2 Best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
- 10.3 In Pak Rupees;
- 10.4 Inclusive of all taxes, duties, levies. (Whichever is applicable);

11. BID VALIDITY:

- 11.1 **Bids** shall remain valid for 120 days after the date of opening of Technical Bid, prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as nonresponsive.
- 11.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their **Bids** shall

be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

- 11.3 Bidders/Bank who: (i) agree to the Procuring Agency's request for extension of bid validity shall not be permitted to change the substance of their **Bids**; and (ii) Do not agree to an extension of the bid validity period shall be allowed to withdraw their **Bids** without forfeiture of their bid securities (earnest money).

12. FORMAT AND SIGNING OF BID:

- 12.1 The bidder/bank shall prepare and submit its bid. The bid shall be typed or written in indelible ink and shall be signed by the bidder/bank or a person or persons duly authorized to bind the bidder/bank to the Contract.
- 12.2 The person or persons signing the bid shall initial all pages of the bid, except for un-amended printed literature.
- 12.3 Any inter lineation's, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.



## **F. SUBMISSION OF BIDS**

### **13. DEADLINE FOR SUBMISSION OF BID:**

- 13.1 The Interested bidders/bank are required to submit their Bid (Technical Bid along with documents necessary for qualification & Financial Bid) on or before the Closing time & date as stipulated by the procuring agency.
- 13.2 The Procuring Agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with instruction to bidders, in which case all rights and obligations of the Procuring Agency and bidders/bank previously subject to the deadline shall thereafter be subject to the deadline as extended.

### **14. LATE BID:**

Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency shall be rejected and shall be returned unopened to the bidder/bank.

### **15. MODIFICATION & WITHDRAWAL OF BIDS:**

- 15.1 The bidder/bank may withdraw its bid after the bid's submission and prior deadline to the prescribed for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in instruction to bidders.
- 15.2 A Bidder/Bank may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.
- 15.3 Revised bid maybe submitted after the withdrawal of the original bid before the deadline for submission of Bids. No Bid may be modified after the deadline for submission of Bids.

## **G. OPENING AND EVALUATION OF BIDS**

### **16. OPENING OF BIDS:**

The Bids will be opened on the same closing date on time stipulated by the procuring agency, in the presence of bidders/bank or their representative.

#### **CLARIFICATION OF BID:**

- 16.1 During evaluation of the bids, the Procuring Agency may, at its discretion, ask the bidder/bank for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- 16.2 From the time of Bid opening to the time of Contract award if any Bidder/Bank wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

### **17. EVALUATION & COMPARISON OF BIDS:**

- 17.1 The Procuring Agency shall evaluate and compare the bids, which have been determined to be substantially responsive.
- 17.2 All bids shall be evaluated in accordance with the evaluation criteria and other terms & conditions set forth in these bidding documents.
- 17.3 A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of **Bids**.

### **18. FINANCIAL PROPOSAL**

The financial proposal should include all costs to be incurred by the UET for the project (The amount should be quoted in figures and words).

## **H. QUALIFICATION & DISQUALIFICATION OF BIDDERS:**

### **19. REJECTION AND ACCEPTANCE OF THE TENDER/BID**

#### **19.1 The Tender /bid shall be rejected if:**

- 19.1.1 It is substantially non-responsive; or
- 19.1.2 The bidder /bank does not meet any of the mandatory criteria mentioned in bidding documents; or
- 19.1.3 It does not contain the documentary proof against any of the mandatory criteria mentioned; or
- 19.1.4 **The bid is incomplete, conditional, alternative, late; or**
- 19.1.5 the bidder/bank does not attach Bid Security in Shape of Demand Draft, Pay Order, CDR; or
- 19.1.6 the bid security is not attached or it is less than the required amount; or
- 19.1.7 the Bidder/Bank submits more than one Bids against one Tender; or
- 19.1.8 the Bidder/Bank tries to influence the Purchase Committee/Contract award; or
- 19.1.9 the Bidder/Bank engages in corrupt or fraudulent practices in competing for the Contract award; or
- 19.1.10 there is any discrepancy between bidding documents and bidder/bank's proposal i.e. Anyone-conformity or inconsistency or informality or irregularity in the submitted bid; or
- 19.1.11 the Bidder/Bank submits any financial conditions as part of its bid which are not in conformity with tender document.

#### **20. RE-BIDDING:**

If the Procuring Agency rejected all bids, it may call for a re-bidding or if deems necessary and appropriate the Procuring Agency may seek any alternative methods of procurement under Punjab Procurement Rules-2014. The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection



and may revise specifications, evaluation criteria or any other condition for bidders/bank, as it may deem necessary.

21. CONTACTING THE PROCURING AGENCY:

- 21.1 No Bidder/Bank shall contact the Committee on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 21.2 Any effort by a Bidder/Bank to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder/Bank at any stage of the Tender evaluation is strictly prohibited.



## **I. AWARD OF CONTRACT:**

### **22. ACCEPTANCE OF BID AND AWARD CRITERIA:**

The bidder/bank with the highest evaluated bid, if not in conflict with any other law, rules, regulations, or policy of the Provincial Government, shall be awarded the Contract, with in the original or extended period of bid validity.

### **23. SIGNING OF CONTRACT:**

23.1 At the same time as the Procuring Agency notifies the successful bidder/bank that its bid has been accepted, the Procuring Agency shall send the bidder/bank the Contract Form provided in the bidding documents, incorporating all agreements between the Parties.

### **24. CONTRACT AMENDMENT**

No variation in or modification in the Contract shall be made, except by written amendment signed by both the Procuring Agency and the successful bidder/bank.

### **25. FORFEITURE OF PERFORMANCE SECURITY**

If the Bank fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract, without prejudice to any other right of action / remedy it may have, forfeit retention money/Performance Security of the successful bidder/bank.

**ANNEXURE- A**

**TECHNICAL PROPOSAL COVERING LETTER**

To

**The  
Convener,**

Central Procurement Cell,  
University of Engineering and Technology, Lahore.

Dear Sir,

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes. We have attached the **Technical Bid Form** and the required **supporting documents** along with our Technical Bid.

Yours sincerely,

Authorized Signature(In full and initials)

Name and Designation of Signatory Name of Firm Address

Ref: **Tender No. 01/2025**

- We have examined the Tender/Bid Document and we undertake to meet the requirements regarding it, warranty and services as required and are prescribed in the Tender Document.
- It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
- We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
- We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document
- We undertake, if our Bid is accepted, to supply the system within the delivery period mentioned in the Tender Document.
- We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proofs regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
- We agree that the Central Procurement Cell is not bound to accept the lowest or any of the bids received. We also agree that the Committee reserves the right in absolute sense to reject all the products/ services specified in the Bid Response without assigning any reason whatsoever under PPRA Rules 2014.
- We also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government etc.

*[Name and Signatures of authorized Person along with stamp]*

**ANNEXURE- D**

**FINANCIAL PROPOSAL FORM**

*(to be attached with Financial Proposal)*

To

**The Convener,**

Central Procurement Cell,

University of Engineering and Technology, Lahore.

Dear Sir,

With Reference to your Tender No.1/2025 dated: \_\_\_\_\_.

Please find attached our Financial Proposal for the sum of Rs. (insert amount in words and figures) \_\_. This amount is inclusive of all government applicable taxes.

We have attached the Bid Security of amount Rs. \_\_\_\_\_/- (Rupees: \_\_\_\_\_ only) against quoted price in shape of CDR, Demand Draft, Pay Order No. along with our Financial Bid.

Yours sincerely,

Authorized Signature(In full and initials)

Name and Designation of Signatory Name of Firm Address



**ANNEXURE- E**

**PRICE SCHEDULE**

*(Please attach this page along with Financial Bid or quote rates on the Letter Head of the Bank)*

**ANNEXURE- F**

**SITE LOCATION DRAWING**

