

## SEALED BIDS ARE

### INVITED

It is notified for information to all/any interested that the Governing Management Committee of "The Art & Craft Village" (Islamabad) intends to auction the business of **Parking Lot**.

The Persons/Parties/Firms/Companies etc. who have the required experience will have to submit the application and following documents along with their sealed bids. Your proposal should include area plan, no. of ticketing & checking booths, HR policy and procedures etc. with required details;

- Experience certificate as parking lot contractor at airports, railway stations or any other Government departments.
- Status of firm and copy of registration of Sole Proprietors, Partnership or Limited Company etc.
- Bankers certificate indicating the financial status.
- Income Tax No.
- Attested Copy of NIC.
- Affidavit to the effect that applicant is not blacklisted by any Government Department.
- Affidavit to the effect that the applicant is not indulged in litigation with any Government Department.
- Affidavit to the effect that the applicant is not bankrupt.

For further details, premises may be visited with appointments only.

All/any interested

Persons/Parties/Firms/Companies etc. enjoying good repute and sound financial position may submit their sealed bids to the undersigned within seventeen working days of this advertisement preferably through courier at "The Art & Craft Village"

1 Shakarparian Complex,  
Islamabad.

Director (Operations)  
051-9208918



## **PARKING LOT TOR'S**

To be considered for obtaining the license to commercially operate a parking lot in "The Art and Craft Village" (ACV) Islamabad, you would need to submit a formal application to the "Operations Manager" (OM).

A minimum of five years experience in the same field is required. Strong financial backing is a must. Experience dealing with Government will be a definite plus.

Your request should include comprehensive details of the following;

### **EXECUTIVE SUMMARY**

Overview

### **GENERAL INFORMATION**

Name of Company  
Type of Business  
Financial Statement from corresponding bank  
Type of Business Ownership  
Hours of Operation

### **SERVICE**

Description of Service  
Parking Management & Procedures  
Layout/Set up Plan  
Customer Service Procedure  
Atmosphere  
Human Resources Policy & Procedures  
Your trademark or service mark  
Security Assurance of Customers Properties

## **PROCEDURE OF SELECTION**

- Advertisement in wide circulation newspapers
- After the deadline of accepting the application, potential applicants will be called for interview with the CDA Board or any appointed body by the CDA Board in this respect that would work as "Management Committee" (MC)
- After final selection of (to be) parking lot operator at the ACV will be invited for signing the license agreement with (a minimum of) 50% of security deposit
- Leftover 50% security deposit and two (first and last) months' rent will be required to be submitted within two weeks time to be able to get the possession of the licensed parking lot

## **TERMS AND CONDITIONS**

- 1) The license fee for parking lot is Rs. \_\_\_\_\_ per month.
- 2) The license fee will be payable in advance no later than 5<sup>th</sup> day of the new month.
- 3) Security deposit of Rs. \_\_\_\_\_ which is already deposited by you will be refundable at the expiry of license after getting clearance certificate by the administration department and meeting all outstanding claims against you.
- 4) The required amount cross check or demand draft (from a local bank) in the name of '**Art and Craft Village**' will be submitted at the time of signing of this license agreement.
- 5) The license is valid for a period of one year w.e.f. \_\_\_\_\_ and may be extendable subject to the revision of licensee fee.
- 6) All Parking fees that will be charged to the customer for parking their vehicles in the parking lot will have to be approved by the ACV management
- 7) Cleanliness will be maintained at all cost as per the AVC sanitation laws. Any cost occurred to clean any waste by the ACV will be payable by the licensee.
- 8) The ACV management reserves to itself the following rights and powers;
  - I. To enter upon the premises at any reasonable hours to see that the parking is being used in accordance with the terms of license.
  - II. To cancel the license on occurrence of any default or non observance/violation of any of the terms and conditions of this license and to direct/ask licensee to stop carrying out any trade and remove its articles, things, materials etc. from the premises within fifteen days of the cancellation of the license.
  - III. In case the licensee does not abide by the provisions contained in (II) above or pay outstanding dues against the licensee for more than fifteen (15) days, to seize/retain articles, goods, materials and things etc. and remove or sell or depose off the same in such manner as the ACV management shall deem fit without being liable to pay any expenses incurred in connection with such retention, removal, sale or disposal.
  - IV. To proceed against the licensee for any breach committed by the licensee in relation to the Islamabad Capital territory Municipal Bye-Laws 1968 or of any direction/order issued from time to time by the Authority.
  - V. To install billboards, and other advertising material on and around the licensed premises
  - VI. To cancel the license for any other reason deemed fit and appropriate by the MC.

### COVENANTS BY LICENSEE:

- a) The licensee shall be liable and responsible for any damage caused to the parking lot and adjoining landscape/property by licensee or its employees or customers.
- b) The licensee shall be liable and responsible for any damage caused to the customer or employee to their property/vehicle of any sort by anyone within the licensed parking lot.
- c) The licensee shall promptly at its own cost and expense comply with the directions issued by the ACV management from time to time.
- d) At reasonable hours the licensee shall permit and afford all reasonable facilities to the persons generally or specifically authorized by the ACV management for inspection of the premises.

- e) The licensee shall timely pay all the local taxes cusses, duties in respect of the trade carried out by the licensee to all the concerned governmental departments, bodies and agencies etc.
- f) Immediately on the expiry of license or its earlier cancellation as the case may be the licensee shall remove all of its property, materials, goods, things, articles etc. from the premises within fifteen (15) days from such date and hand over peaceful possession of the premises in tenable conditions.
- g) License is not transferable.
- h) Licensee is not to assign, sublet or part with the possession of the premises or any party thereof.
- i) Licensee is not allowed to make any alterations in or additions to the premises without the written authority of the MC.
- j) Licensee is not to affix or exhibit or permit to be affixed or exhibited on any part of the exterior of the premises of the external walls there with any play cards, posters, signboards or other advertisement which have been previously approved by the MC.
- k) All rules, regulations, general or specific orders made or issued by the ACV management from time to time in respect of the licensed parking lot/adjoining area and all materials concerning the maintenance of the said premises and the business or trade carried on therein will be compiled by the licensee.
- l) The licensed premises and the area around it will be kept in neat and tidy conditions with all fittings and fixtures in tenable conditions to the satisfaction of the ACV management whose decision in this behalf shall be final.

I/we \_\_\_\_\_, awarded licensee for parking lot of The Art and Craft Village (Islamabad) do hereby understand and declare that I/we will abide by all the terms and conditions of this license on this day \_\_\_\_\_. I/we will be liable financially and otherwise accordingly of any default as per the terms and conditions of this license.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
NIC

\_\_\_\_\_  
ADDRESS