



METROPOLITAN CORPORATION ISLAMABAD

DIRECTORATE OF MUNICIPAL ADMINISTRATION

RE-ADVERTISEMENT

TENDER NOTICE FOR VALET PARKING SERVICES AT PAK SECRETARIAT

Sealed bids are invited from experienced and reputable firms for outsourcing of valet parking services at Pak Secretariat, Islamabad under the Single Stage – One Envelope procedure in accordance with Rule 36(a) of the Public Procurement Rules, 2004.

Eligibility Criteria:

The bidding firm must have demonstrable experience in providing valet parking services, including electronic ticketing system and at least one international client/organization in its portfolio. Documentary evidence (e.g., contract award letter, completion certificate, or client reference) must be submitted to establish this experience.

Valid NTN and GST certificates.

Minimum 3 years' experience in providing valet or parking management services.

Affidavit on stamp paper that the firm is not blacklisted or involved in litigation with any government entity.

Terms & Conditions:

- Bidding documents, containing terms and conditions, TORs, draft agreement, and forms, can be obtained from the Account Office, Directorate of Municipal Administration Fire Head Quarter Building G-7/1, Islamabad during working hours up to **23-10-2025** during official working hours. No document will be sold on opening day.
- Bids must be submitted in a sealed envelope clearly marked 'Bid for Valet Parking Services – Pak Secretariat' containing two separate folders Technical and Financial.
- Initially, the envelop marked as technical proposal will be opened publically in the presence of bidders or their representatives who care to attend. The Financial proposal will be opened on same day as mentioned below.
- Bid security amounting to Rs. 200,000/- (Rupees Two Hundred Thousand only) in the form of CDR/pay order in favor of DDO, DMA, MCI must be attached.
- The prospective bidders are required to submit their Bids online through **E-PADS** at <http://www.eprocure.gov.pk> before closing date. Original Bids in accordance with the provisions of Section- 36(a) of Public Procurement Rules- 2004 and terms & conditions defined in the tender documents must be submitted in the office of Director DMA, MCI on or before **24-10-2025 at 11:00am**.
- For further details and collection of Documents, interested bidder may visit Directorate of Municipal Administration, Metropolitan Corporation Islamabad (MCI), G-7/1, Islamabad.
- For further detail, the interested bidders may contact Mr. Mubashir (Coordinator) Municipal Function, Directorate of Municipal Administration Fire Head Quarter Building G-7/1, Islamabad having Cell No. 03455925545

Bid Submission & Opening:

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| i. Last day to obtain TORs: | 23-10-2025 (Thursday) during working hours |
| ii. Last Date & Time for Submission: | 24-10-2025 (Friday) at 11:00 AM |
| iii. Date & Time of Bid Opening: | 24-10-2025 (Friday) at 11:30 AM |
| iv. Venue: | Office of Director DMA, MCI, G-7/1, Islamabad |

Note:

1. Incomplete, conditional, or late bids shall not be entertained.
2. MCI reserves the right to accept or reject any or all proposals under Rule 33 of PPRA Rules 2004.

Director
Directorate of Municipal Administration,
Metropolitan Corporation Islamabad (MCI), G-7/1, Islamabad.
Phone: 051-9252838, Website: www.ppra.org.pk