



# METROPOLITAN CORPORATION ISLAMABAD

(Directorate of Municipal Administration)



## OPEN AUCTION

**FOR Operation & Management of following Shops located at  
Diplomatic Shuttle Service G-5 and Fair Price Shop, F-7  
Markaz, Islamabad on monthly rental basis (10+ 5 Years)**

Directorate of Municipal Administration MCI intends to rent out the following Shops located inside Diplomatic Shuttle Service, G-5 and Fair Price Shop, F-7 Markaz Islamabad through Open Auction bidding process for the period of Ten Year extendable on satisfactory performance for the next 5 - Years to the highest bidder with 10% increase per annum of the bid value for each year and onward as per following eligibility criteria of Terms and Condition: -

1. Diplomatic Shuttle Service G-5 Islamabad							
S. No.	Description	Sizes	Locations	Trade	Earnest Money	Date of Auction and time	Alternate date
1.	Hall with kitchen	61 x 32 ft	Inside main Hall	Cafeteria	1.00 Million	21-08-2025 (Thursday) 11:30 A.M	25-08-2025 (Monday) 11:30 A.M
2.	Tuck shop	21 x10 ft	Outside near parking	Tuck shop	5.00 Million		
3.	Shop	19x 17 ft	Inside main Hall	4 x Preparation / documentation / form assistance facility for visa seekers	5.00 Million		
4.	Shops	9 x 10 ft			5.00 Million		
5.	Shops				5.00 Million		
6.	Shops				5.00 Million		
7.	Shops				5.00 Million		
8.	Shops				5.00 Million		
9.	Shops				5.00 Million		
10.	Shops				5.00 Million		
11.	Shops				5.00 Million		
12.	Shops				5.00 Million		
2. Fair Price Shops F-7 Markaz, Islamabad							
S. No.	Fair Price Shops	Locations	Sizes	Trade	Earnest Money		
1.	Shop No. 3	F-7 Markaz	10 x 10	Organic Fruit vegetable shops	5.00 Million	21-08-2025 (Thursday) 11:30 A.M	25-08-2025 (Monday) 11:30 A.M
2.	Shops No. 4				5.00 Million		
3.	Shops No. 6				5.00 Million		
4.	Shop No. 7				5.00 Million		
5.	Shops No. 8				5.00 Million		
6.	Shops No. 9				5.00 Million		

**Note: Number of shops can be increased or decreased.**

### Terms & Conditions: -

- Only such intending bidder having relevant experience in the field shall be entitled to take part in the open auction who before the commencement of auction shall obtain the TORs Documents from the address mentioned below and a token number from the office of DDO/ DMA/MCI during office hours through written request to his firm / Company letter Pad along with a non-refundable bank draft amounting to **Rs. 25,000/-** refundable and bank draft as earnest money as mentioned against each in favor of **DDO, DMA, MCI** one day prior to the date of auction for each shop separately. No TORs will be issued on auction's day.
- The duration of the license will be Ten year extendable for next five years on satisfactory performance and subject to approval of competent authority and with submission of advance payment for the next each year before one month with 10% increase per annum of the bid value.
- Before handing over the possession of the Shop, highest bidder shall deposit 100% of the bid value amount in advance per year along with 10% bid value security deposit and withholding tax as per prevailing rates within a specific period which will be mentioned in the offer letter. In case of default / failure the bid offered by the highest bidder stands cancelled and the earnest money shall be forfeited. In that case the bid will be offered to 2nd and subsequently to 3rd highest bidder.
- The Earnest Money of the 2nd and 3rd bidder will be retained till the signing of the license / agreement and handing over the site possession to highest bidder.
- The Shops are non-transfer able and the highest bidder is bound to runs the shops itself. Only one authorised representative is allowed to work as a helper. The individual credential must be communicated to authority in-writing.
- The Authority reserves the right to cancel the auction proceeding whole or any individual bid without any assigning any reason.
- The open auction will be held in the office of Director Municipal Administration, MCI, Fire Headquarter, G-7/1, Islamabad **on the scheduled date & time**. Only those applications will be allowed to participate in the open auction who has issued the token number on submission of Earnest Money on same day till **11:00 A.M.**
- Site / shops / facility can be seen / visited on or before the auction dates during office hours (before auction proceedings).
- Applications received with incomplete documents or after due date & time shall not be considered.
- Only those individuals / companies / firms are eligible which are registered under relevant laws with the concerned registration and taxation authorities.
- The companies / Firms / Individuals should not be defaulter of any Government department including MCI / CDA and FBR etc.
- The companies / Firms / Individual should possess valid NTN.
- The owner of the company / firm or any member of the company / Board of Director has no history of financial default as well as any criminal history of conflict of interest.
- The company / firm should not be blacklisted from any Government / Sami Government / Authority etc.
- Possession of the site will be given "as is, where is" basis, MCI will not pay any additional amount to the contractor for maintenance and up keep of the shops and will not consider any financial claim in future.
- Only One representative per firm will allow to participate in the auction.
- In case the auction is postponed due to any reason (including non-acceptance of bid etc), It will be rescheduled for **25-08-2025 (Monday) at 11:30 AM.**

**Dr. Anam Fatima**

Director

Municipal Administration, MCI

Fire Headquarter Building G-7/1, Islamabad

for further queries 051-9252838 0331-5181508