



# METROPOLITAN CORPORATION ISLAMABAD

## Directorate of Municipal Administration

### 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:**

- Valid registration with FBR (NTN & GST).
- Minimum 3 years of experience in valet/parking management services.
- Bank statement for the last 6 months.
- Affidavit confirming the firm is not blacklisted.
- Proof of relevant past contracts/Experience with public or private sector.

#### **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 upto **17th September 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 folder 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 **18-09-2025 at 11:00 am**.
- 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. Arif Khan (Admin Officer) Municipal Function, Directorate of Municipal Administration Fire Head Quarter Building G-7/1, Islamabad having Cell No. 0346-5374979

#### **Bid Submission & Opening:**

Last day to obtain TORs:	<b>17th September 2025</b>
Last Date & Time for Submission:	<b>18th September 2025 at 11:00 AM</b>
Date & Time of Bid Opening:	<b>18th September at 11:30 AM</b>
Venue:	<b>Office of Director DMA, MCI, G-7/1, Islamabad</b>

#### **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.

**Dr. Anam Fatima (Director)**  
**Directorate of Municipal Administration,**  
**Metropolitan Corporation Islamabad (MCI), G-7/1, Islamabad.**  
**Phone: [051-9252838]**  
**Website: [www.ppra.org.pk](http://www.ppra.org.pk)**