



**METROPOLITAN CORPORATION ISLAMABAD**  
(Dte: of Municipal Administration)

**REQUEST FOR PROPOSAL (RFP)**

Directorate of Municipal Administration, MCI intends to invite proposal (RFP) on the following terms & conditions, from the reputed software development firms having at least 5 years' experience in the relevant field for **"Design, development and implementation of online application and data management system of to convert existing manual system into the digitalized system of all Civic Services of DMA: -**

**Terms & Conditions**

1. One sealed envelope containing two sealed envelopes clearly marked in bold and legible letters to avoid confusion as **"Technical Proposal"** and **"Financial Proposal"** are to be filled by each Companies/Firm
2. Valid legal entity i.e., registration with Securities & Exchange Commission of Pakistan (SECP) or registrar of firms etc.
3. National Tax Registration Number (NTN)/Copy of Income tax return and STN.
4. Past performance on similar assignments.
5. The prospective bidder is required to submit their bids online through E-EPAD at <http://eprocure.gov.Pk> and as per instruction contained in bidding documents or before **07.08.2025 at 10.30 a.m.** Manual bids will not be entertained.
6. The electronic technical bids will be opened by using EPAD publicly on the same day at 11.30 a.m, in the presence of the procurement committee & bidder's authorized representatives to attend the opening session to be held at the office of the Director Municipal Administration, MCI (Fire headquarter building, Shahrah-e-Suhrawardy, Sector G-7/1, Islamabad.
- 7.

Milestone	Date & time
RFP Released	Monday, 21 <sup>th</sup> July, 2025
Pre-bid meeting	Wednesday, 30 <sup>th</sup> July, 2025 at 11.30 a.m
Last Date to submit Queries on EPAD related to RFP requirements	Monday, 4 <sup>th</sup> August, 2025
RFP Bid Submission Date and Time	Thursday, 7 <sup>th</sup> August, 2025 at 10:30 am
Opening of Technical Bids	Thursday, 7 <sup>th</sup> August, 2025 at 11:30 am
Opening of Financial Bids	Financial Proposal, shall be retained in the custody of the procuring agency without being opened.

8. Undertaking on legal format, that the applicant has not been blacklisted by any International or National Government or Semi Government Agency / Authority / Entity etc.
9. Detailed terms & conditions are available in the RFP documents. The Companies/Firms are advised to read the same carefully and submit the proposals accordingly.
10. The project related information may be sought from the office of the Audit Officer. DMA (Room #10-A, Fire headquarter building, Shahrah-e-Suhrawardy, Sector G-7/1, Islamabad. ([salimminhas23@gmail.com](mailto:salimminhas23@gmail.com), 0300-8341995).
11. In case of incomplete information or concealment of fact, the application will result into disqualification of the firm/contractor.
12. DMA, MCI reserves the right to reject all or any of the tenders as per PPRA Rules 33(1).

(Dr. Anam Fatima)

**(Director Municipal Administration)**  
**Metropolitan Corporation Islamabad**

DMA Office, Fire Headquarter Building, Shahrah-e-Suhrawardy  
Sector G-7/1, Islamabad Phone 051-9252838