



METROPOLITAN CORPORATION ISLAMABAD

Directorate of Municipal Administration

REQUEST FOR PROPOSAL (RFP)

Establishment & Operation of a Heritage Café and Souvenir Gallery at Pakistan Monument, Islamabad

The Metropolitan Corporation Islamabad (MCI) invites proposals from reputed hospitality groups, hotel chains, and multi-chain café operators to establish, operate, and maintain a premium Heritage Café and Souvenir Gallery at the Pakistan Monument, Islamabad. The facility will complement the Monument's national significance by offering visitors a serene, culturally rooted experience that reflects the country's artistry, craftsmanship, and hospitality standards.

Eligibility Criteria:

To preserve quality and fairness under PPRA Rules, 2004, participation will be limited to qualified firms meeting the following standards:

a) Experience:

- Minimum five (5) years of continuous operation in hospitality or retail.
- Proven record of operating at least three (3) branded outlets in major metropolitan cities of Pakistan or abroad.

b) Financial Capacity:

- Average annual turnover of not less than PKR 100 million during the last three financial years, supported by audited statements.

c) Brand Profile:

- Recognized name with a strong reputation for service quality and aesthetic presentation.
- Preference for national or international café chains and heritage retail operators with a credible brand identity.

d) Compliance:

- Valid NTN and Sales Tax registration.
- Not blacklisted: 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, can be obtained from the Account Office, Directorate of Municipal Administration Fire Head Quarter Building G-7/1, Islamabad on written request along with non-refundable payment of Rs.5000/- in favor of DDO DMA MCI during working hours upto 09-12-2025 during official working hours. No document will be sold on opening day.
- Bids must be submitted in a sealed envelope clearly marked 'Bid for Heritage Café and Souvenir Gallery at Pakistan Monument Islamabad' containing two separate folders Technical and Financial.**
- Initially, the envelop marked as technical proposal will be opened publicly 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. 1.000 million- (one million 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 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 10-12-2025 at 11:30am.**
- 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. Abdul Ghafoor, Assistant Director Municipal Function, Directorate of Municipal Administration Fire Head Quarter Building G-7/1, Islamabad having Cell No. 0321-5141211

Bid Submission & Opening:

Last day to obtain TORs:	9-12-2025
Last Date & Time for Submission:	10-12-2025 11:30 am
Date & Time of Bid Opening:	10-12-2025 12:00 noon
Venue:	Office of Director DMA, MCI, G-7/1, Islamabad

Note:

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

DR. ANAM FATIMA (PAS),

Chief Officer Metropolitan Corporation Islamabad

Office: Mayor Secretariat Melody Civic Centre, G-6 Islamabad Ph# 051-9252838