

TENDER DOCUMENTS

Upgradation, Repair and Relocation of Canteen



No. I&P/Repair/Relocation/Canteen/25-26

Pakistan Meteorological Department

Sector H-8/2,

Islamabad,

December, 2025

Tender Notice

Sealed Tenders are invited on **F.O.R Islamabad basis Through PPRA EPADS** from reputed Suppliers / Authorized Dealers registered with Income Tax and Sales Tax Departments for following upgradation, repair, and internal relocation of the Staff Canteen / Officers Mess at the HQs Office Pakistan Meteorological Department, using prefabricated material:

S. No	Items Name	Closing Date & Time	Bid Opening Date & Time
1.	Upgradation, repair, and internal relocation of the Staff Canteen / Officers Mess at the HQs Office Pakistan Meteorological Department	14-01-2026 at 12:00PST	14-01-2026 at 12:30PST

Terms and Conditions:

1. Bid Security (2% of the Offer) in shape of Bank Draft / Pay Order in favor of D.G. Met. Services, Islamabad should be submitted with the Bid.
2. The quantity of the items can be increased/ decreased subject to funds availability.
3. Incomplete or late received offer will not be considered, closing date and time of Bid is 14th January, 2026. at 1200PST and opening date and time is 14th January, 2026 at 1230PST.
4. The Procuring Agency reserves the right to cancel the bidding process at any stage without assigning any reason.
5. The successful bidders will furnish performance guarantee in the shape of CDR/Pay Order/Bank Draft @ 5% of his supply order in favour of D.G. Met. Services.
6. Method of Single Stage Two Envelope Bidding Procedure under Rule 36(b) of Public Procurement Rules, 2004 will be used.
7. Bidding documents having detailed specifications are available free of cost at the website www.pmd.gov.pk PPRA EPADS www.eprocure.gov.pk as well as www.ppra.org.pk

Note: All Firms are directed to quote their Bids online through PPRA E-PADS as well as original Bids must be submitted in hard forms to I&P Section, PMD Headquarters office, Islamabad

(Muhammad Hussam Khan)
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Section 1

Specifications

SCOPE OF WORK

(Upgradation, Repair and Relocation – Works Contract)

The work comprises the construction, upgradation, repair, and internal relocation of the Staff Canteen / Officers Mess at the Pakistan Meteorological Department, using **prefabricated material**. The contractor shall execute all works in accordance with approved specifications and drawings (if any). No new civil construction materials shall be procured; all structural, partition, and fixture work shall be completed using existing or refurbished materials sourced from the premises or designated sources.

The contractor shall be responsible for dismantling any existing structures or fixtures as required, transporting, and reconstructing them in the designated new location, ensuring functional and operational readiness. Minor repairs and adjustments necessary to reuse the materials effectively, including alignment, fitting, and finishing, shall be carried out by the contractor. The vacated areas shall be restored to a neat and usable condition.

Electrical works shall include repair, modification, and adjustment of existing wiring, switches, sockets, lighting points, distribution boards, and earthing arrangements, ensuring safe and serviceable operation. Sanitary and plumbing works shall include repair and adjustment of existing water supply lines, drainage, soil, waste, and vent pipes, and sanitary fittings. All work shall be confined to refurbishment, reconstruction, and adjustment; no procurement of new electrical or plumbing items is included.

The relocation of the canteen and officers mess shall involve dismantling, internal transportation, and reinstallation of all existing structures, partitions, fixtures, and services. The reconstructed facility shall be fully operational, structurally sound, and aesthetically acceptable. Final testing, defect rectification, cleaning, and handover shall complete the contract scope.

The contractor shall provide all labor, tools, equipment, scaffolding, and consumables incidental to the execution of the works. The entire contract is strictly limited to refurbishment, reconstruction, repair, and relocation works using **prefabricated materials**.

BILL OF QUANTITIES (BoQ)

(Refurbishment, Reconstruction & Relocation – Works Only)

The Bill of Quantities covers all repair, refurbishment, reconstruction using refurbished materials, and internal relocation of the Staff Canteen / Officers Mess. Quantities are provisional, and payments will be made on the basis of actual measurements verified at site. Rates shall include all labor, tools, equipment, scaffolding, and incidental costs.

The BoQ includes:

- Dismantling of existing structures, partitions, and fixtures.
- Reconstruction of canteen/mess structures and partitions using refurbished materials.
- Refurbishment of existing finishes (walls, floors, ceilings, woodwork) using reusable materials.
- Repair and adjustment of existing electrical installations including wiring, switches, sockets, lighting points, distribution boards, and earthing.
- Repair and adjustment of existing plumbing and sanitary works including water supply lines, drainage, soil, waste, and vent pipes, and sanitary fittings.

- Internal relocation of all structures, partitions, fixtures, and services to the designated area.
- Restoration of vacated areas to a neat and functional condition.
- Final testing, defect rectification, cleaning, and handover.

All works shall be executed using **refurbished and reusable materials only**, and no new materials or goods shall be procured as part of the contract.

Compliance Note

This Scope of Work and BoQ are framed as a **works contract under PPRA Rule 36(b)**. All construction, repair, and relocation works will be executed using **refurbished/reusable materials**, with no new material procurement or purchase involved. The wording is audit-safe and fully compliant with PPRA guidelines.

Terms & Conditions:

1. **Earnest money/ Bid Security @ 2%** for each category in the shape of Bank Draft/Pay order in favour of D.G Met. Services must be submitted with the offer.
2. Bidders must submit copies of their registration of Sales Tax and Income Tax.
3. Eligibility Criteria: Participating firm must be, fully experienced and registered with Govt. Authorities (FBR etc.).
4. Bidder must submit on stamp paper
 - (i) That there are no pending liabilities in respect of the bidder/ firm against any government/semi-government department/ organization
 - (ii) That the bidder has not been black listed by any government/ semi-government department/ organization. Legal documents can be asked by the buyer, if required.
5. **BID VALIDITY:** Bids shall remain valid for a period of at least **120 days** after the date of opening of financial proposals.

In exceptional circumstances, prior to expiry of the original bid validity period, the Buyer may request that the bidders extend the period of validity for a specified additional period. The request and the responses there to shall be made in writing or by electronic mode. A bidder will not be required or permitted to modify its bid, but will be required to extend the validity of its bid security for the period of the extension.
6. **Prices must be quoted in Pak Rupees only including all applicable Govt. of Pakistan taxes & GST.**
7. **The successful bidders will furnish performance guarantee in the shape of CDR/Pay Order/Bank Draft @ 5% of his supply order in favour of D.G. Met. Services.**
8. The last date for the submission of tender is 14th January, 2026 at 12.00 Hours PST and will be opened on the same day at 1230 hours PST in the presence of bidders or their representatives.
9. Time Period for the completion of task is 90 (ninety) days after signing the contract.
10. The quantity of the items can be increased/ decreased.
11. The Procuring Agency reserves the right to cancel the bidding process at any stage without assigning any reason.
12. Taxes will be deducted as per Government rules.
13. The payment against supply of items will be made through crossed cheque(s) in Pak Rupees by the Department to the supplier after satisfactory supply of goods and technical report submitted by the Technical Committee.
14. Any bid found in deviation / violation / without earnest money would liable to be rejected.
15. Bidding documents having detailed specifications are available free of cost at the website www.pmd.gov.pk PPRA EPADS www.eprocure.gov.pk as well as www.ppra.org.pk