

# **TENDER DOCUMENTS**

**Repair of washrooms, reception and miscellaneous work**



**No. I&P/Repair/Civil Work/25-26**

**Pakistan Meteorological Department**

**Sector H-8/2,**

**Islamabad,**

**May, 2026**

## **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 repair work at the HQs Office Pakistan Meteorological Department:

S. No	Items Name	Closing Date & Time	Bid Opening Date & Time
1.	<b><u>Repair of Washrooms, Reception and Miscellaneous works</u></b>	22-05-2026 at 10:30PST	22-05-2026 at 11:00PST

### **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 22<sup>nd</sup> May, 2026. at 1030PST and opening date and time is 22<sup>nd</sup> May, 2026 at 1100PST.
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 till the completion of work.
6. Method of Single Stage One Envelope Bidding Procedure under Rule 36(a) 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](http://www.pmd.gov.pk) PPRA EPADS [www.eprocure.gov.pk](http://www.eprocure.gov.pk) as well as [www.ppra.org.pk](http://www.ppra.org.pk)

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***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***

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# **Section 1**

## **Specifications**

# **Tender: Repair & Renovation of Washrooms, Reception and Miscellaneous civil repair Works at Capacity building, Seismic and HQs building.**

Tender is invited for carrying out repair, renovation, and improvement works at PMD HQs office, Islamabad. The repair work includes repair/ refurbishment of washrooms, reception space, and execution of miscellaneous repair works to enhance functionality, safety, and aesthetics.

## **1. Scope of Work (SOW)**

The contractor shall provide professional services for the repair work at HQs Office in Islamabad and contractor shall be responsible for completing the following works:

### **Washrooms' Repairs**

1. Replacement/repair of sanitary fixtures (toilets, basins, taps, etc.)
2. Plumbing repairs and leakage rectification
3. Tile replacement and grouting
4. Installation/repair of exhaust systems and ventilation
5. Painting and waterproofing where required

### **Reception Area Upgrades**

1. Refurbishment or modification of reception desk
2. Electrical and lighting enhancements
3. Wall treatments (paint, panels, or decor elements)
4. Flooring repairs

### **Miscellaneous Works Miscellaneous civil repair Works at Capacity building, Seismic and HQs building and pavement area**

1. General civil repairs (cracks, plastering, etc.)
2. Electrical repairs (switches, wiring, fixtures)
3. Carpentry and joinery work
4. Pavement repair work including replacement of damaged tough tiles, plaster and other related work
5. Any other minor repair work necessary for project completion

## **2. Objectives/Requirements (OQ)**

The primary objective of this project is to:

1. Improve hygiene and usability of washrooms
2. Modernize and optimize the reception area
3. Address general repair and maintenance issues across the facility

### **1. Technical Requirements:**

1. Experience in civil/masonry structures.
2. Use of high-quality material.

## 2. Workforce Requirements:

1. Skilled and experienced workers.
2. Supervision to ensure compliance with quality, safety, and security standards.

## 3. Quality Assurance & Warranty:

1. Minimum 12-month warranty for accessories.
2. Contractor responsible for correcting any defects within warranty period at no extra cost.

## 3. Evaluation Criteria

Sr. No.	Criteria	Evaluation
i.	It is validly incorporated under the laws of Pakistan (to the extent applicable);	05 Marks
ii.	Responses in the form of a high-level plan to each scope of work – not more than 1000 words. It must include the team profiles, cost effective solutions and timeline.	30 Marks
iii.	Idea incubation presentation	30 Marks
iv.	Financial Proposal <ol style="list-style-type: none"><li>a. First Lowest Proposal (35 Marks)</li><li>b. Second Lowest Proposal (25 Marks)</li><li>c. Third Lowest Proposal (15 Marks)</li><li>d. Fourth Lowest Proposal (05 Marks)</li></ol>	35 Marks
		100 Marks

## Terms & Conditions:

1. **Earnest money/ Bid Security @ 2%** 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 till the completion of the work.**
8. The last date for the submission of tender is 22<sup>nd</sup> May, 2026 at 10.30 Hours PST and will be opened on the same day at 1100 hours PST in the presence of bidders or their representatives.
9. Time Period for the completion of task is 15 (fifteen) 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](http://www.pmd.gov.pk) PPRA EPADS [www.eprocure.gov.pk](http://www.eprocure.gov.pk) as well as [www.ppra.org.pk](http://www.ppra.org.pk)