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No. I&P/Matters/Canteen/26-27

Government of Pakistan

Ministry of Defence

PAKISTAN METEOROLOGICAL DEPARTMENT

(Indent and Purchase Section)

Sector H-8/2, Post Box No. 1214, **Islamabad, Pakistan**

URL: <http://www.pmd.gov.pk/>

INVITATION TO BID

1. Bids are invited from reputable firms/individuals/companies/ Service Providers/ Contractors/ Suppliers/ Vendors/ duly registered with relevant Government Agencies and active tax payers engaged in food delivery/ catering services for establishment of canteen services in the Pakistan Meteorological Department, Headquarters, Sector H-8/2, Islamabad **through PPRA EPADS** having relevant profile and meeting the criteria as mentioned in the bidding documents.
 - a) Method of Single Stage – two envelope procedure under Rule 36(b) of the Public Procurement Rules, 2004 shall be followed. Bidding documents having detailed specifications are available free of cost at the website <https://weather.gov.pk>, PPRA EPADS <https://pa.epads.gov.pk> as well as <https://epms.ppra.gov.pk>
 - b) **Detailed bidding document can be obtained from PMD and PPRA Websites and proposals shall be submitted through EPADS latest by 22-09-2026 till 1030 hrs. The same will be opened by the constituted committee at 1100 AM hrs. on the same day in the presence of participants or their authorized representatives.**

Terms & Conditions:

- I. Competent Authority reserves the right to reject or accept any or all the tenders without assigning any reason under PPRA Rules.
- II. Bid Security of **Rs 150,000/-** in the form of CDR/ Bank Draft/Pay Order in favour of **Director General, Pakistan Meteorological Department (PMD), Islamabad** shall be submitted along with the Bid. Bids submitted without the required Bid Security shall not be entertained.
- III. The successful bidders will furnish performance guarantee in the shape of CDR/Pay Order/Bank Draft amounting to Rs. 500,000/- in favor of D.G. PMD till the completion of contract period.
- IV. Period of contract will initially be of one (01) year which will be extendable on the basis of performance and as per requirement of PMD.

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*

Deputy Chief Admin Officer
Pakistan Meteorological Department
H-8/2, Islamabad
Ph. 051-9250286

GOVERNMENT OF PAKISTAN
PAKISTAN METEOROLOGICAL DEPARTMENT
Headquarters Office, Sector H-8/2
I s l a m a b a d

TERMS AND CONDITIONS FOR PARTICIPATING IN THE TENDER

1. The contract will be awarded initially for one year with extension subject to satisfactory performance.
2. The bidder should quote rates clearly in the Financial Proposal. Cutting & over writing will not be accepted and bid will be rejected.
3. Earnest money amounting to Rs.150,000/- only in shape of CDR/ Pay order / Bank draft (Cheque will not be accepted) in favor of **Director General, Pakistan Meteorological Department (PMD), Islamabad**, should be attached.
4. Pakistan Meteorological Department can terminate the contract with the notice of one month period without assigning any reason (s).
5. Bid shall be submitted inclusive of all applicable taxes.
6. Successful bidder should clearly indicate the NTN and GST Numbers in the invoice.
7. All the utilities expense of running a canteen like (electricity, Gas, Water bills and premises) shall be borne by the Pakistan Meteorological Department and contractor / interested parties shall provide meal on subsidized rates to the PMD employees.
8. Service provider is bound to keep the canteen in perfect hygienic conditions, neat and tidy from inside and surrounding area, and shall not do or suffer to be done things likely to cause damage to the premises or to the adjacent lawns/ buildings etc.
9. Successful bidder will maintain a tuck shop/ snack bar in addition to the regular meals.
10. Pakistan Meteorological Department, Islamabad reserves the right to accept or reject any or all bids as per PPRA rules.
11. The bidder must have an experience of running canteen / cafeteria in a Private / Semi Government and Government organization.
12. In case of any penalty / fine imposed by any food authority or any one, contractor will be bound to pay any kind of penalty / fine imposed by the authorities.
13. It will be the responsibility of contractor to hire the Canteen Staff and their salaries.
14. Salaries, safety and security as well as hiring of canteen staff will be the sole responsibility of the successful bidder / contractor.
15. Successful bidder shall be bound to start the cafeteria / canteen within seven days signing of the contract.

**TENDER DOCUMENTS FOR CANTEEN / CAFETERIA SERVICES AT PAKISTAN METEOROLOGICAL
DEPARTMENT (PMD), ISLAMABAD
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PAKISTAN METEOROLOGICAL DEPARTMENT (PMD), ISLAMABAD

GENERAL INFORMATION

PMD Employees

- Total strength: approximately 400 employees

PMD Facilities for Contractor		Contractor Liabilities	
S. No.	Items/ Particular	S. No.	Items/ Particular
1.	Kitchen with natural Gas, however, during load management by SNGPL, Contractor is responsible for arrangement of Gas for cooking by his own resources	1.	Keep the canteen in hygienic condition
2.	Stoves	2.	Provide kitchen accessories and utensils
3.	Gas, Electricity & Water	3.	Crockery fine quality
4.	Hall (Dining Area / Sitting Area) inclusive of electric appliances e.g. fans, lights, electrical fittings etc.	4.	Maintain uniforms and staff hygiene
5.	Furniture (Tables + Chairs)	5.	Comply with food safety and health regulations
6.	Fridge / Freezer	6.	Visi Cooler (Standing Refrigerator/ Chiller)
7.	Microwave oven	7.	Gas for cooking during load management by SNGPL
8.	Air Conditioner for Officers	8.	filtered Water for drinking and cooking.
9.	Tandoor	9.	Manpower such as: a) Cooks b) Skilled labor c) Waiters d) Uniform for waiters etc. e) Wages to its employees as per fair wages rules of GoP. f) Submission of medical fitness certificate for cooks and waiters before commencement of the job and thereafter, on 6 monthly basis. Certified copies of Medical Certificates so obtained will be displayed on the Notice Board. g) Security clearance of its employees and submission of security clearance documents verified by the concerned GoP security agency.

GENERAL INSTRUCTIONS

1. Following are the **terms of reference** for tender: -

- a. Name of firm.
- b. Name of Owner/ Chief Executive / Manager Operations.
- c. Reference of Govt./semi-Govt. department(s)/Autonomous Bodies/private organizations with name and contact number of supervising officer of that department to whom the bidder presently providing or previously provided their cafeteria services.
- d. NTN Number /financial statement.
- e. Tender documents must be completed in all respect and all pages are to be attested/signed by the bidder. Incomplete documents will be liable for disqualification.
- f. The firms/Agencies providing unsubstantiated and/or incorrect information will be liable for disqualification and legal action.
- g. Firms participating in subject bidding shall be evaluated as per eligibility criteria mentioned in bidding documents & Annex-II. 60% marks in technical evaluation are essential to qualify for further bidding process.
- h. The successful bidder will be intimated & asked to enter into contract agreement with PMD. The successful bidder shall deposit performance/Bank Guarantee of Rs.500,000/- before signing of the contract.
- i. A firm whose contract has ever been terminated by PMD or any other Govt Department/Semi Govt. department/Autonomous body/Private organization is not eligible for applying in the instant Tender.
- j. The firm to whom notice of non-compliance/ poor performance was served during currency of their contract with PMD are also not eligible for tender.
- k. Any damage to the property of PMD by the contractor will be compensated by the contractor.

Technical Evaluation Criteria (Weightage 70%)

S. No.	Description	Criteria Detail	Criteria	Score	Remarks
1	Experience in heading the institutional food management bodies to implement cost effective food solutions and better customer services	Experience of the Firm (Working in Private/public sector)	Preferred	10	Max Marks 10
2	Specific experience of cooking & serving with certificates from government/reputable private/public organization	Experience of the Firm (Working in Private/public sector)	Less than One year	disqualified	Maximum marks=15
			From 1 years to 2 years	10	
			3 years and above	15	
3	Staff/Chef	Experience of the canteen/supporting staff/Chef (must provide verifiable proof) at least three (03) supporting staff experience must be attached	Chef Experience less than one year	disqualified	Maximum marks= 10 Mandatory
			From 1 years to 2 years	5	
			For more than 2 years	10	
4	Detail previous projects in government/reputable private/public organization	No. of previous Organizations Must attach proof of Work orders/contract	No previous project	00	Maximum marks=10
			1 to 2 Organizations	05	
			3 and above	10	
5	Detail of ongoing projects in Govt./reputed private/public organizations	No. of current/ongoing projects. Must attach proof of Work orders/contract	1 to 2 clients	05	Maximum marks=10
			3 clients and above	10	
6	Human resources with reference to Job/work	Number of canteen supporting staff	Upto 3 staff members	05	Maximum marks=15
			4-6 staff members	10	
			7 or above supporting staff members	15	
Total Technical Marks					70
FINANCIAL EVALUATION CRITERIA (30% WEIGHTAGE)					
Sr. No.	Details / Minimum Requirement and Marking Basis		Total Marks		Marks Obtained
1	Overall annual turnover with Bank Statement 1 million and above 35 marks		35		

	500,000 to 1 million 20 marks Below 500,000 (0 marks)		
	Financial Quote Lowest quote = 65 marks Second lowest = inverse formula (lowest quoted price x 65 / price quoted)	65	
Total Financial Marks			100

Evaluation Criteria:

i. The bid will be awarded as per following formula:

- a) Technical qualification passing marks will be 60%.
- b) The contract/work shall be awarded to that technically qualified bidder who will quote overall lowest financial rates preferably against menu items given at Annex-III.
- c) Technical evaluation of ongoing projects in Govt./reputed private/public organizations will be done as per Annex-III by the technical committee.

ii. Rates of the menu of Annex-III shall have to be provided while submitting the financial bid. In case no rate is quoted for any of the items the respective bidder shall be declared non responsive.

CAFETERIA RATE LIST

S. No.	Description	Price
	Salad	
1.	Fruit Salad	
2.	Green Salad	
	Rice	
3.	Chicken Fried Rice	
4.	Vegetable Fried Rice / Egg Fried	
5.	Chicken Biryani/ Pulao	
6.	Beef Pulao	
7.	Zarda/ Custurd/ Kheer	
	Curry	
8.	Chicken Handi (boneless)	
9.	Chicken Karahi	
10.	Shami Kabab	
11.	Chicken Haleem	
12.	Vegetable / Daal	
13.	Mutton Qorma	
14.	Beef Qorma	
15.	Chicken Qorma	
16.	Daal Chana	
17.	Daal Mash	
18.	Mixed Vegetables / Seasonal	
	Breakfast / Snacks Item	
19.	Sliced Bread	
20.	Sliced Bread with one Egg (Omelet/	
21.	Butter/ Jam	
22.	Chicken Sandwich	
23.	Chicken Burger	
24.	Paratha (200 gm)	
25.	Roti /Nan (100-120 gm)	
26.	Channa	
	Others	
27.	Lassi (200 ml)	
28.	Tea (125 ml)	
29.	Green Tea (125 ml)	
S. No.	Description	Price
30.	Coffee (125 ml)	
31.	Fresh Juice	

32.	Soft Drink	
33.	Mineral Water	
34.	Samosa/ Pakora	
35.	Chaat / Dahi Bhalla	
36.	French Fries	
37.	Nuggets / Pasta / Macaroni	
38.	Cake Slice	
39.	The menu of meal and rates for the residents of Hostels/ mess members will be decided mutually between the successful contractor and the department.	

Contractor Name:

Signature:

Note: Any other specialty can be included in the above list. Further, caterer will also provide any food item (cooked/ non-cooked) on demand. Rates shall be quoted inclusive of all applicable taxes and charges.

- i. Salad & Raita daily
- ii. Rice of any type daily
- iii. Fresh Roti/ Nan Daily
- iv. Mutton 1x time in a week
- v. Daal/ Vegetable daily
- vi. Chicken curry 2x weekly
- vii. Beef curry 1x weekly
- viii. Sweet dish i.e. Zarda/ custard/ kheer 1x time in a week
- ix. Any other requirement
- x. Use of Masalajat (National, Shaan or equivalent)
- xi. Use of Cooking Oil (Dalda, Sufi or equivalent)
- xii. Mineral water and Cold Drinks rates will be charged as per company retail price excluding refrigeration charges.

Firm Detail / Bio Data

S. No.	Description	Details
1.	Name of Firm	
2.	Name of the Owner(s) of the Firm (attach copy of CNIC)	
3.	Address of the firm with telephone/ fax number:	
4.	NTN Number	
5.	Year of Establishment	
6.	Similar Contract / Job Completed (attach proof as per Annex-VII)	
7.	Area in Hand / Location of Restaurant (attach proof as per Annex-VII)	
8.	Bank Statement for Financial Soundness (attach Proof via verifiable bank statements from current date to last two years)	
9.	Number of Canteen Supporting Staff (attach the detail of staff members)	
10.	P.O./D.O No. attached with bid: (Validity of D.O/P.O should be open, not for six months)	
11.	Physical Verification by Technical Committee (if any)	

Date: _____

Contractor/Authorized Name: _____

Signature: _____

Details of Contracts of Similar Nature

S.#	Name of Department	Address	Name of supervising officer with Contract No.

* Copies of satisfactory completions must be attached

Date: _____

Contractor/Authorized Name: _____

Signature: _____

Terms & Conditions:

1. **Earnest money/ Bid Security** 150,000/- in the shape of CDR/ 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 amounting to Rs. 500,000/- in favour of D.G. PMD till the completion of the work/contract/ warranty period.**
8. The last date for the submission of tender is 22nd September, 2026 at 10.30 PST and will be opened on the same day at 1100 PST in the presence of bidders or their representatives.
9. The Procuring Agency reserves the right to cancel the bidding process at any stage without assigning any reason.
10. Any bid found in deviation / violation / without earnest money would liable to be rejected.
11. Bidding documents having detailed specifications are available free of cost at the website <https://weather.gov.pk>, PPRA EPADS <https://pa.epads.gov.pk> as well as <https://epms.ppra.gov.pk>.