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No. I&P/R&D/TAC/CW/23-24

Government of Pakistan

Ministry of Aviation

PAKISTAN METEOROLOGICAL DEPARTMENT

(Indent and Purchase Section)

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

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

REQUEST FOR PROPOSAL (RFP)

1. Pakistan Meteorological Department (PMD) invites Technical Proposals from duly registered and active tax payers Firms including Interior Designing Firms / Architecture Firms / Consortium for services regarding “**Establishing Specialized Services Wing at PMD Headquarters, Islamabad**”.
2. Method of Two Stage Bidding Procedure under Rule 36(c) of Public Procurement Rules, 2004 will be used.
3. Bidding documents having detailed TORs are available free of cost at the website www.pmd.gov.pk or can be obtained at the address given at the end.
4. Proposals, prepared in accordance with the instructions in the TORs, must reach at **Director (I&P), Pakistan Meteorological Department, Pitras Bukhari Road, H-8/2, Islamabad** on or before **28-12-2023 till 1030 hrs. PST**. This advertisement is available at www.pmd.gov.pk as well as www.ppra.org.pk

Terms & Conditions:

1. Bid Security 2% of Total Cost of Proposal, in shape of Bank Draft, Pay Order, in favor of D.G. Met. Services must be attached with the Financial Proposal.
2. Bidding Process shall be conducted on Two Stage Bidding Procedure. Technical proposals shall be opened on the same date of closing at 1100 hrs. PST in the presence of participants or their authorized representatives.
3. Competent Authority reserves the right to reject or accept any or all the proposals without assigning any reason under PPRA Rule.
4. 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.

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

Terms of Reference (TORs)

FOR

PROCUREMENT OF SERVICES REGARDING ESTABLISHING SPECIALIZED SERVICES WING AT PMD HEADQUARTERS, ISLAMABAD

1. Introduction:-

Pakistan Meteorological Department (PMD) is an Executive Department of Government of Pakistan, Ministry of Aviation (Aviation Division), Islamabad. PMD provides valuable meteorological & seismological services to different stakeholders in the country including private and public sector. PMD has developed its business model for tailoring of meteorological services, produce development and sale of meteorological data to different commercial organizations.

2. Objectives:-

In order to station a team of specialized meteorologists, IT specialists and researchers in PMD a competitive environment is required to be provided to enhance the efficiency. For the purpose PMD intends to establish a specialized services wing while providing a productive work environment.

3. Necessary instructions:-

- i. The services shall be required for restructuring, revamping and best utilization of space and hardware and existing resources.
- ii. The services may require restructuring, revamping and repair / maintenance works to achieve the given objectives.
- iii. All of the tasks will be time bound with certain limitations.
- iv. The services shall not cause any procurement liability on PMD which shall be sole responsibility of the bidder.
- v. The consultancy service must have proper institutional structure including managerial capabilities, human resource, operational arrangements and legal eligibility for the purpose.
- vi. Keeping in view the diverse nature of the assignment, PMD reserves the right to assign tasks as per strengths of each EOI or may go for consortium with proper justification on agreed terms.
- vii. Shortlisting of proposals shall be made as per criteria given below.
- viii. PMD reserves the right to reject all the EOIs at any stage under PPRA Rules.

4. Last Date of EOI:-

EOIs as per the TORs are required by **28-12-2023 till 1030 hrs. PST**. Same shall be opened in front of concerned representatives **on the same day at 1100 hrs.**

5. Form of contract:-

Closed framework agreement under Rule-16A(4) of PPRA Rules, 2004 for a maximum period of one year after signing of the contract.

6. Deliverables:-

Keeping in view the objectives, the deliverables are listed below. Proposals must address these deliverables along with timeline. In case of any query, Director (I&P) may be contacted:-

- i. Listing of PMD requirements and inventories for establishing specialized services wing.
- ii. Proposals for best utilization of the existing resources to obtain the optimum usage and to achieve the objectives.
- iii. Providing cost effective solutions for revamping and restructuring.

7. General Terms & Conditions:-

- i. Proposals must be submitted on behalf of relevant authority of organization/ consortium. No proposals in individual capacity shall be accepted.
- ii. Proposals containing unsubstantiated and/or incorrect information shall be liable to disqualification.
- iii. Incomplete or late received proposals will not be considered.
- iv. PMD reserves the right to reject all the proposals as per PPRA Rules.

8. Evaluation Criteria:-

Following criteria for evaluation of EOIs shall be followed:-

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 deliverable – not more than 1000 words.	25 Marks
iii.	Idea incubation presentation	20 Marks
iv.	Financial Proposal a. First Lowest Proposal (50 Marks) b. Second Lowest Proposal (40 Marks) c. Third Lowest Proposal (30 Marks) d. Fourth Lowest Proposal (20 Marks)	50 Marks
		100 Marks