

**GOVERNMENT OF PAKISTAN
PROJECT IMPLEMENTATION UNIT
PAKISTAN METEOROLOGICAL DEPARTMENT
MODERNIZATION OF HYDROMET SERVICES OF PMD IN PAKISTAN/
STRENGTHNING HYDROMET & CLIMATE SERVICES**

No. PK-PMD-450600-CW-RFB

Islamabad, 26th of August, 2025

MEMORANDUM

Subject: **MINUTES OF THE PRE-BID MEETING REGARDING UPGRADATION
& REHABILITATION OF IMG & MET WORKSHOP KARACHI**

Session Date: 13th August, 2025
Session Time: 1100 – 1230 PST (GMT +05)
Mode: Hybrid (Online + In-person)

A pre-bid meeting regarding Request for Bids issued for Upgradation and Rehabilitation of Institute of Meteorology & Geophysics (IMG) and Meteorological Workshop – Karachi was conducted at PMD Seismic Observatory Saidpur Office, Islamabad. The session was conducted as per provisions of the World Bank's "Procurement Regulations for IPF Borrowers" November 2020 facilitating both physical and online participation.

The session was commenced by the Deputy Project Director (MHSP) extending his warm welcome to all the participants along-with providing detailed guidelines to submit their bids. Regarding the Procurement process, it was apprised that the process will be single stage-two envelopes with rated criteria (20% scoring for technical part and 80% scoring for financial part). All the prospective bidders are required to read and comply with the requirements given in Request for Bids carefully to avoid any inconvenience.

The procurement process for this activity including submission procedures and evaluation criteria was explained to the participants in detail. It was apprised that there shall be two lots/contracts of this procurement activity. All the relevant forms/documents should be filled in accordance with the Request for Bids. The bids should reach this office by/before August 28, 2025 at 1100 hrs.

The following section outlines the queries raised by the prospective bidders, along with their corresponding responses:

Sr. #	Query	Response
1	If a bidder is complying with the criteria and total cost of two lots are lowest from others, can he get the contract?	As per ITB 1.1 of the Bidding Documents, bids have been invited for more than one lot/package. The contract will be awarded to the bidder(s) whose offer is found to be the Most Advantageous Bid for the individual lots. The evaluation will be done lot by lot as well as for combinations of lots. If a bidder submits substantially responsive bids for both lots and achieves the best evaluated score (lowest evaluated cost and meets qualification criteria), he may be awarded both lots. However, if the bidder is not qualified for the combined requirements of both lots together, then contracts will be awarded separately for the lots, based on the highest evaluated score for which the bidder qualifies.
2	Is price adjustment applicable in this contract? Considering the prevailing market instability and higher inflation	The provision of price adjustment has been included in the relevant section of the bidding documents. The Amendment No. 1, in this regard, is issued.



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	rates, price adjustment may be allowed.	
3	Refer to Clauses 20.1, 57.1, and 58.1 regarding possession of site, completion, and taking over of works. As certain buildings at the site are currently operational, bidders are concerned that lack of full site possession may affect project progress and contractual obligations. How will the Client ensure possession and access to the operational areas for execution of works?	The possession of the site will be handed over to the Contractor in accordance with the schedule enclosed with these minutes. Bidders are therefore required to prepare and align their construction schedules in line with the site possession schedule provided.
4	Is it mandatory for a bidder to provide proof of bank statements/financial details of last three years?	The Employer confirmed that submission of financial details for the last three years is mandatory, as this information is required to assess and evaluate the financial capacity and soundness of the bidders.

During the closing session, the Deputy Project Director formally concluded the proceedings with a vote of thanks, expressing appreciation to all participants for their presence, both in person and virtually. He reiterated the importance of submitting any further queries in writing, to ensure that selected bidders have adequate time to incorporate the clarifications and requirements into their respective technical and financial bids.

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Annexure - List of Participants

The individuals who participated in the session are enumerated as follows:

Sr. No.	Name	Company/Firm
1.	Mr. Imtiyaz	Iftikhar and Co Pvt Ltd Lahore
2.	Mr. Touqeer	Iftikhar and Co Pvt Ltd Lahore
3.	Zia Uddin	Umer Munshi Associates
4.	Sultan Khan	Salman Enterprises
5.	Imran Zia Baig	Link Services (Pvt) Ltd

Possession Schedule for Site Takeover (IMG Project)

Project Scope

- Up-gradation of IMG Building
- Up-gradation of Auditorium
- Up-gradation of Library
- Up-gradation of Hostel
- Development of Play Grounds & Site Works
- Up-gradation of 10 Classrooms (including Computers, Multimedia, and Sound System)

Step 1: Pre-Takeover Preparations

- **Duration:** 01 Week
- **Activities:**
 - Coordination meetings with IMG Administration.
 - Identification of priority sites.
 - Preparation of possession handover documents.
 - Communication of possession schedule to stakeholders.

Step 2: Sequential Site Takeover

Phase	Site / Facility	Tentative Handover Timeline		Remarks
Phase 1	Play Grounds & External Site Development	01 Week		Least interference with academic functions, can start early.
Phase 2	Hostel	02 Weeks		Vacate hostels, relocate students temporarily if required.
Phase 3	Library	01 Week		Shift library operations to temporary facility.
Phase 4	Auditorium	01 Week		Coordinate with event schedules to avoid disruption.
Phase 5	10 Classrooms	02 Weeks		Handover in batches (4–5 classrooms per week) so academic sessions continue.
Phase 6	IMG Building (Main Admin & Academic Block)	03 Weeks		Taken last to minimize disruption; relocate offices and essential staff.

Step 3: Completion of Takeover

- **Duration:** 1 Week
- **Activities:**
 - Final possession documents signed.
 - Site security fencing and hoardings installed.
 - Contractor mobilization & commencement of works.

Overall Possession Schedule Duration: ~01–04 Weeks

This schedule ensures:

- Academic disruption is minimized.
- Construction can start in **parallel** (playgrounds, hostel) while academic facilities are gradually vacated.
- The administration has time to relocate activities before handing over each site.

Request for Bids

Small Works

(Two-Envelope Bidding Process)

Upgradation and Rehabilitation of Institute of Meteorology & Geophysics (IMG) and Meteorological Workshop - Karachi

Country:	Pakistan
Project Name:	Integrated Flood Resilience and Adaptation Project (IFRAP) (Component II: Strengthening Hydromet and Climate Services)
Implementing Agency:	Pakistan Meteorological Department
Loan No:	73330-PK
Project ID No:	P180323
RFB/ STEP Ref. No.	PK-PMD-450600-CW -RFB



Reference Clause No. as per the as issued RFB	Initial Requirements/ Compliance Required as per the as issued RFB	Revised/ Additional Requirements/ Compliance Required as per Amendment No. 01
Section II. Bid Data Sheet C. Preparation of Bids		
ITB 14.5	The prices quoted by the Bidder(s) shall not be Adjustable during the performance of the Contract	The prices quoted by the Bidder(s) shall be Adjustable during the performance of the Contract
Section IV – Bidding Forms		
Schedule(s) of Adjustment Data	Not Applicable	<i>Attached as Annex-I</i>
Section IX – Particular Conditions of Contract		
GCC 49.1	The Contract is not subject to price adjustment in accordance with GCC Clause 45, and the following information regarding coefficients does not apply.	<i>The Contract is subject to price adjustment in accordance with GCC Clause 45, and the following information regarding coefficients does apply. The coefficients for adjustment of prices are given in Schedule(s) of Adjustment Data attached as Annex-I.</i>

This Amendment No. 01 forms an integral part of the Bidding Document (Request for Bids) and shall be read and executed so. All other terms and conditions of the as issued RFB remain unchanged until and unless expressly modified so in writing.

----- End of the Document/ Amendment No. 01 -----

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Schedule(s) of Adjustment Data

Table A - Local Currency

Index Code	Index Description	Source of Index	Base Value and Date	Bidder's Local Currency Amount	Bidder's Proposed Weighting
	Nonadjustable	—	—	—	a: 0.30
	Labour	Monthly Statistical Bulletin Pakistan Federal Bureau of Statistics			b: (0.12 to 0.16)
	Ordinary Portland Cement ***	Monthly Statistical Bulletin Pakistan Federal Bureau of Statistics			c: (0.06 to 0.09)
	Fuel (High Speed Diesel)	OGRA/ Pakistan State Oil			d: (0.14 to 0.18)
	Reinforcing Steel	Monthly Statistical Bulletin Pakistan Federal Bureau of Statistics			e: (0.05 to 0.09)
	Miscellaneous Material and Plant	Combined Consumer Price Index of Pakistan Federal Bureau of Statistics			f: (0.12 to 0.16)
	Bricks	Monthly Statistical Bulletin Pakistan Federal Bureau of Statistics			g: (0.07 to 0.09)
			Total		1.00

Note:

* Base Value to be entered by the Bidder in Column 4 shall be the Base Cost published by the specified source on the Base Date (i.e. 28 days prior to the latest date for submission of the Bid) for each index. If the rate published by Federal Bureau of Statistics (FBS), Government of Pakistan in Monthly Statistical Bulletin (MSB) for any indices is higher than the inserted rate, the published rate will then be taken as the base rate. The index to apply shall be that for the month as stated in the relevant table.

** The sum of all weightings for adjustment quoted by the bidder should equal one (1.0). As guidance to the bidders and for the purpose of checking their submissions, the Employer has estimated and provided a range of acceptable weightings for related major construction inputs in accordance with the potential range of construction methodologies, based on estimated cost in a common currency.

*** The index to be used for slag cement shall be same as for Ordinary Portland Cement (OPC).

Note: Source of Index is Monthly Statistical Bulletin for Karachi District issued by Federal Bureau of Statistics, Government of Pakistan.

Table B - Foreign Currency – Not Applicable

Name of Currency: _____

If the Bidder wishes to quote in more than one foreign currency, this table should be repeated for each foreign currency.

Index Code	Index Description	Source of Index	Base Value and Date	Bidder's Currency in Type/Amount	Equivalent in FC1	Bidder's Proposed Weighting
	Nonadjustable	—	—	—		A: _____* B: _____* C: _____* D: _____* E: _____*
				Total		1.00

[* To be entered by the Employer. Whereas "A" should a fixed percentage, B, C, D and E should specify a range of values and the Bidder will be required to specify a value within the range such that the total weighting = 1.00]