



Tel: +92-51-9250286
Fax: +92-51-9250368

INVITATION TO BID

1. Pakistan Meteorological Department (PMD) invites proposals **Through PPRA EPADS** from renowned Security Service Providers/ Contractors/ Suppliers/ Vendors/ Companies/ Government/ Semi Government organizations duly registered with relevant Government Agencies and active tax payers Security Services / Firms for “**PROVISION OF SECURITY SERVICES THROUGH OUTSOURCING**” 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 www.pmd.gov.pk PPRA EPADS www.eprocure.gov.pk as well as www.ppra.org.pk.
 - b) **Detailed bidding document can be obtained from PMD and PPRA Websites and proposals shall be submitted through E-Pads latest by 25-08-2025 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. Bidding Process shall be conducted on Single Stage- Two Envelopes Procedure. Technical Bids/ Offers will be opened first and after evaluation, financial bids of the successful bidders will be opened, only.
- II. Competent Authority reserves the right to reject or accept any or all the tenders without assigning any reason under PPRA Rules.
- III. Original instrument of Bid Security (in sealed envelope) must be submitted on the date and time of opening of Bids, and a scanned copy must be attached to the Technical Proposal in the Bid and submitted on E-PADS. No Bid will be considered if bid security in the shape of pay order / bank draft is not attached with the tender or any false information / document is provided. Bid Security of Rs 200,000 /- of the proposal shall be in favor of D.G. Met. Services.
- IV. The successful bidders will furnish performance guarantee in the shape of CDR/Pay Order/Bank Draft @ 10% of his work order in favor of D.G. Met. Services till the completion of contract.
- V. Period of contract will initially be 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*

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

Bidding Document FOR

PROVISION OF SECURITY SERVICES THROUGH OUTSOURCING

1. Introduction: -

Pakistan Meteorological Department (PMD) is an Executive Department of Government of Pakistan, Ministry of Defence (Defence Division), Islamabad. PMD provides valuable meteorological & seismological services to different stakeholders in the country including private and public sector.

As per instructions of the Government vide Establishment Division OM No. 1(1)/2023-Member/MSW, dated 18.10.2024 regarding outsourcing of general, non-core services, PMD requires the services of security agency which can provide efficient security services. These services will be required at PMD, Headquarters at Pitras Bukhari Road, H-8/2, Islamabad as well as at PMD Seismic Observatory at Saidpur Village, Islamabad.

2. Objectives: -

For provision of secure and safe environment to PMD employees. PMD has decided to outsource the security services. For the purpose, sealed bids are required from renowned Security Service Providers/ Contractors/ Suppliers/ Vendors/ Companies/ Government/ Semi Government organizations duly registered with relevant Government Agencies in PMD, Headquarters at Pitras Bukhari Road, H-8/2 Islamabad as well as at PMD Seismic Observatory at Saidpur Village, Islamabad. Period of contract will initially be one (01) year which will be extendable on the basis of performance and as per requirement of PMD.

3. Scope of Work:-

- i. To provide security guards for 24 X 7 duty at the following points: -
 - a. Main Gate, PMD Hqrs. H-8/2, Islamabad and or any other sensitive areas defined by the department.
 - b. Colony Gate, PMD Hqrs. H-8/2, Islamabad
 - c. Main Gate, PMD Seismic Observatory Saidpur, Islamabad
- ii. Propose security plans, suggestions for installation of more cameras (if necessary) and submit proposals to strengthen security of the premises to the Security Officer of PMD. These proposals / suggestions shall be considered by PMD and will not be the part of financial scope of this contract.
- iii. The security guards will perform duties alongwith existing PMD employees already deployed on these duties. The number of security guards shall be increased / decreased as per the availability of human resource within PMD keeping in view the requirements.
- iv. Initial number of requirements of security guards are mentioned below: -

Type of Service	No. of Personnel	Criteria
Security Guard (s)	As managed by security agency for 24/7	Age: Maximum 45 years. Education: Matric or Equivalent. Character: Verified by the Local Police/ Agency. Discipline: No major disciplinary entry in the record of service with the company. Fitness: In case of civilian trained guards, must have mandatory physical fitness required for employment in armed forces along with security training certificates. Health: Sound Health

- v. Proper dress code shall be observed by the Guards. Dress shall be provided by the contractor/ agency.
- vi. The contractor/ agency shall be bound to pay wages to the security guards under PPRA instructions issued vide letter No. 1/481/2024/LEGAL/PPRA, dated 20.12.2024 and standing government instruction. Further the security agency should be in compliance with relevant labour laws, EOBI, social security etc.

4. Last Date: -

Proposals conforming the requirements as per the bidding document must be submitted through E-Pads latest by **25-08-2025 till 1030 hrs.** Same shall be opened in front of concerned representatives **on the same day at 1100 hrs.**

5. Form of contract: -

Framework agreement of one year contract shall be awarded which will be extendable on the basis of performance of the contractor as well as requirement by PMD.

6. General Terms & Conditions: -

- i. Proposals must be submitted by the relevant authority of firm / Agency. 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.
- v. The firm / Agency must have proper institutional structure including managerial capabilities, human resource, operational arrangements and legal eligibility for the purpose.
- vi. Shortlisting of Proposals shall be made as per criteria given below.
- vii. Rs 200,000/- bid security shall be deposited by the bidders.
- viii. Successful bidder shall submit ten (10%) percent performance guarantee.

7. Evaluation Criteria: -

Following criteria for evaluation of proposals shall be followed: -

Sr. No.	Criteria	Evaluation
Technical Evaluation		
i.	It is validly incorporated under the laws of Pakistan (to the extent applicable), registered with relevant government agencies and active tax payer.	Mandatory
ii.	Year of experience in the field of security services along with the recognition with relevant government agencies.	15 Marks
iii.	Provide the detail of Guards along with weapons and ammunition held by the Company with license.	15Marks
iv.	Security Training (Proof to be attached)	20 Marks
v.	Financial Soundness (Bank statement latest to be provided)	50 Marks
	Total	100 Marks
Financial Evaluation		
	Bidder qualifying the technical stage with the lowest financial proposal shall be declared as most advantageous.	