

Bidding Documents

Roof Treatment Work

(National Competitive Bidding)



**National Disaster Management Authority,
Islamabad**

September, 2025

INVITATION FOR BIDS

Government of Pakistan
Prime Minister's Office
National Disaster Management Authority

Islamabad, the **September 10, 2025**

National Disaster Management Authority, Islamabad intends to invite Sealed Bids from reputed firms works as following:-

Ser	Description of item/ product
1	Roof Treatment / Water Proofing of NDMA HQ – Area : 46,000sft

2. National Competitive Bidding (NCB) will be conducted in accordance with Bidding Procedure.
3. Interested firms must be registered with Income and Sales Tax Departments. Specialized in Steel frame / prefab structures. Companies having their own fabrication facility of steel structure will be given preference.
4. The bidding documents, specifications, instructions / terms & conditions may be downloaded from NDMA (www.ndma.gov.pk). Pay order of **Rs. 10,000/-** (Non-refundable) in favor of Director (Admin), NDMA should be deposited at the time of submission of documents / bids as tender fee.
5. All bids must be accompanied by a Bid Security in the amount of **5% of total contract value** or an equivalent amount in a freely convertible currency in the form of bank guarantee on bid security form or in the form of deposit at call or from a foreign bank duly counter guaranteed by a scheduled bank of Pakistan or an insurance company at least AA rating from PACRA/JCR in favor of Employer.
6. Employer reserves the right to accept or reject any tender as per PPRA rules or accept the whole or part of tender or increase or decrease the quantity.
7. The documents must be reached the undersigned before 1000 hours on 25 Sep, 2025. The technical bids will be opened in the presence of bidders on same day at NDMA, HQ at **1100 hours**.

Director Admin
National Disaster Management Authority (NDMA)
Main Murree Road
Islamabad
051-9030907

INSTRUCTIONS TO BIDDERS (ITBS)

1. Scope of Bid	1.1	National Disaster Management Authority (NDMA) invites Bids for Roof Treatment Work as indicated in the Bid-data Sheet (BDS) and Section II - Technical Specifications & Schedule of Requirements . The successful bidders will be expected to deliver the goods within the specified period and timeline(s) as stated in the BDS .
2. Source of Funds	2.1	Source of funds is referred in Clause-3 of invitation for Bids.
3. One Bid per Bidder	3.1	A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder.
	3.2	No bidder can be a sub-contractor while submitting a Bid individually in the same Bidding process.
	3.3	A person or a firm cannot be a sub-contractor with more than one bidder in the same bidding process.
4. Cost of Bidding	4.1	The Bidder shall bear all costs associated with the preparation and submission of its Bid, and NDMA shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
5. Form of Bid	5.1	The Bidder shall fill the Form of Bid furnished in the Bidding Documents. The Bid Form must be completed without any alterations to its format and no substitute shall be accepted.
6. Bid Prices	6.1	The Bid Prices quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below in ITB Clause 15 or exclusively mentioned here after in the bidding documents.
7. Bid Currencies	7.1	Price shall be quoted in Pakistani Rupees. The quoted price should be firm, final and clearly written / typed both in digits and in words without any ambiguity. The price should include all government applicable taxes, duties, delivery and installation charges etc. The rates / prices against each item shall be entered against each item with Genuine Serial Number.
8. Bid Validity Period	8.1	Bids shall remain valid for the period specified in the BDS after the Bid submission deadline prescribed by NDMA. A Bid valid for a shorter period shall be rejected by NDMA as non-responsive.
9. Bid Security	9.1	Pursuant to ITB 11 , unless otherwise specified in the BDS , the Bidder shall furnish as part of its Bid, a Bid Security in form of fixed amount not exceeding five percent of the estimated value of procurement determined by NDMA and in the amount and currency specified in the BDS in the format provided in Section VI (Standard Forms) .
10. Notification of Award	10.1	Prior to the award of contract, NDMA shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids

11. Signing of Contract	11.1	Promptly after notification of award, NDMA shall send the successful Bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract.
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TECHNICAL SPECIFICATIONS / REQUIREMENTS

General Description		The roof treatment shall include thorough surface preparation, repair of existing damages, and the application of waterproofing and/or insulation systems to ensure long-term protection against water ingress and thermal stresses.
Scope of Work		<p>The contractor shall supply all labor, materials, tools, and equipment necessary to complete the following tasks:</p> <ul style="list-style-type: none"> • Surface cleaning and preparation • Repair of cracks, joints, and defective surfaces • Application of waterproofing membrane or coating • Thermal insulation (if specified) • Protective top coat (if applicable) • Quality control and testing
Materials and Products		All materials used shall be new, of the highest quality, and conform to the following specifications or approved equivalent:
	3.1	Cleaning Materials <ul style="list-style-type: none"> • Power washer, wire brushes, detergents suitable for concrete/metal roof surface cleaning
	3.2	Crack Repair Materials <ul style="list-style-type: none"> • Polyurethane or epoxy-based crack filler • Fiber mesh tape for reinforcement (if required)
	3.3	Waterproofing System <p>Depending on client preference or environmental conditions, the system may consist of:</p> <p>Option A: Liquid Applied Membrane</p> <ul style="list-style-type: none"> • Single or double-component polyurethane-based or acrylic-based waterproofing coating • Primer: Compatible with membrane and surface • Minimum dry film thickness: 1.5 mm to 2 mm in two or more coats <p>Option B: Torch-Applied Membrane</p> <ul style="list-style-type: none"> • APP (Atactic Polypropylene) modified bituminous membrane • Thickness: Minimum 3mm

		<ul style="list-style-type: none"> Reinforcement: Non-woven polyester fabric (reinforced)
	3.4	Insulation (Optional) <ul style="list-style-type: none"> Rigid thermal insulation boards (e.g., XPS or Polyurethane) Thermal conductivity: $\leq 0.030 \text{ W/m}\cdot\text{K}$ Thickness: As per design (commonly 25–50 mm)
	3.5	Protection Layer (If required) <ul style="list-style-type: none"> Geotextile fabric or cementitious screed for mechanical protection UV-resistant top coat (for exposed coatings)
Surface Preparation		<ul style="list-style-type: none"> Remove all dirt, dust, loose particles, algae, and oil from the roof surface using power washing or manual methods. Allow to dry completely before proceeding. Fill cracks, holes, and joints with approved filler. Ensure slopes for proper drainage (minimum 1:100 gradient recommended).
Application Process	5.1	Primer <ul style="list-style-type: none"> Apply compatible primer using roller or spray at manufacturer's recommended coverage rate. Allow to cure fully before next layer.
	5.2	Waterproofing Membrane <ul style="list-style-type: none"> Apply in multiple coats (if liquid) or torch-apply rolls with overlap (if sheet membrane). Ensure complete coverage and uniform thickness. Overlap joints by minimum 100 mm. Pay special attention to drainage outlets, pipe penetrations, and wall upturns (min 150 mm height).
	5.3	Insulation Installation (if applicable) <ul style="list-style-type: none"> Fix insulation boards using adhesive or mechanical fasteners. Lay in staggered joint pattern to avoid thermal bridging. Ensure complete adhesion and avoid air gaps.
	5.4	Top Protection Layer

		<ul style="list-style-type: none"> • Apply UV-resistant reflective coating or screed, depending on membrane type and exposure.
Quality Control		<ul style="list-style-type: none"> • Adhesion Test: Conduct pull-off test for liquid membranes • Water Ponding Test: 48-hour water test post-application • Thickness Test: Use wet film thickness gauge for liquid membranes • Visual Inspection: Ensure no air bubbles, wrinkles, or missed spots
Safety and Environmental Protection		<ul style="list-style-type: none"> • Use proper PPE including gloves, masks, and harnesses • Ensure work area is cordoned off • Dispose of waste and chemicals per local environmental regulations
Guarantee/Warranty		<ul style="list-style-type: none"> • Contractor shall provide a minimum 5-year warranty against leakage and membrane failure. • Warranty certificate to be submitted upon completion.

Financial Bid

Ser	Description	Unit Rate (Rs/sft)	Area (Sft)	Total Price (Rs)
1	Roof Treatment : (Specification to be filled by Bidder)		46,000	
Total (Rs in words)				