


National Institute of Folk & Traditional Heritage (Lok Virsa)
National Heritage and Culture Division
Government of Pakistan

F. No. 10(47)/2024-Admin

Islamabad, April 25, 2024

Subject: **HIRING OF SECURITY SERVICES FOR LOK VIRSA**

I am directed to forward herewith an advertisement “Tender Notice: Hiring of Security services for Lok Virsa” to be published on Public Procurement Regulatory Authority’s (PPRA) website. The same will also be uploaded on E-PADS portal.


(SHAHID IQBAL)
Administrative Officer

Mr. Rizwan Mehmood
Director (MIS)
Public Procurement Regulatory Authority
1st Floor FBC Building Near State Bank
Sector G-5/2
Islamabad

TENDER NOTICE

Lok Virsa is seeking experienced and well established security companies to submit their bids for providing round the clock (24/7) security services at Lok Virsa premises and its entities.

Scope of Work:

The selected company shall be responsible for:
Providing round the clock security services to Lok Virsa premises and its entities.

Submission Requirements:

Interested companies are invited to submit the following documents:

- Bid Security is @ 5% of total bid in the form of Pay Order/Demand Draft (refundable) in favour of Lok Virsa to be physically submitted at Lok Virsa Admin section in a sealed envelope clearly mentioning the tender name, (FTN/NTN: 9010387), and scanned copy of which is required to be uploaded through E-PADS before the closing date and time.
- The tender documents will be available on digital platform "E-PADS" by Public Procurement Regulatory Authority (PPRA).
- All submissions must be made on the E-PADS system by registering for vendor/supplier portal at on <https://eprocure.gov.pk>. No manual bid submissions will be entertained.
- A detailed portfolio/profile of the security company showcasing previous experience preferably with government sector
- A quotation specifying the pricing structure security guards
- Contact information, including full name, address, telephone number, and email address.
- Only registered companies with FBR certificates and ATL active status.
- Single stage two envelop policy shall be applied for opening the bids.

Submission Deadline:

All submissions must be submitted within 15 days from the date of publishing of this tender notice before 11 am to the Administration Section. Late submissions will not be considered.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Quality and creativity of previous work mentioned in the portfolio.
- Experience of the company.
- All kind of relevant certificates/documents
- Bids submitted by the security company

Selection Process:

After the submission deadline, the evaluation committee will review all proposals and select the most qualified company based on the evaluation criteria. The selected company will be notified accordingly.

Additional Information:

For any inquiries or clarifications regarding this tender, please contact 051-9249208. Lok Virsa reserves the right to accept or reject any proposal and to cancel the tender process at any time without incurring any liability as per PPRA rules.

Administrative Officer
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