



Government of Pakistan  
National Institute of Folk & Traditional Heritage (Lok Virsa)  
National Heritage and Culture Division  
Garden Avenue, Shakarparian, Islamabad.



## TENDER NOTICE

National Institute of Folk and Traditional Heritage (Lok Virsa) is seeking experienced and well established companies to submit their bids for provision of various repair/maintenance services at Lok Virsa.

### Scope of Work:

The selected company shall be responsible for:

- Repair of Air conditioning units at Heritage Museum at Lok Virsa Complex.
- Upgradation/Repair/Maintenance of CCTV cameras at Lok Virsa Complex and Pakistan National Monument Museum.
- Purchase of Electric items like LED Lights, fans, UPS, UPS Batteries, LED Tube lights, Electric cables, LCDs. Etc. for Pakistan National Heritage Museum and Pakistan National Monument Museum.
- Repair/Maintenance of 30 KVA and 220 KVA Backup Generators at Lok Virsa Complex
- Roof treatment of Pakistan National Monument Museum.
- Installation/Replacement of fiberglass shed in traditional colour in various locations including in front on rooftop of Lok Khaba, Artisan shops and in front of Open air Theater (within stage top front) at Lok Virsa and shed on Ticket Ghar at Pakistan National Monument Museum.
- Installation and Fixing of corrugated sheets on rooftop of Vintage Car to stop leakage of water at Pakistan National Monument Museum.

### Submission Requirements:

Interested companies are invited to submit the following documents:

- Earnest money 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://eprocare.gov.pk>. No manual bid submissions will be entertained.
- A detailed portfolio/profile of the company showcasing previous experience preferably with government sector.
- A quotation specifying the pricing structure.
- 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 on E-PADS. 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 relevant companies.

### 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  
National Institute of Folk & Traditional Heritage (Lok Virsa)  
Garden Avenue, Shakarparian, Islamabad.  
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