



### Outsourcing of Janitorial, Museum Attendant, Electrician



### and Driver Services at Lok Virsa

National Institute of Folk and Traditional Heritage (Lok Virsa) intends to invite electronic bids on e-Pak Acquisition & Disposal System (ePADS) from the well reputed firms for the provision of janitorial and other services including Museum Attendant, Electrician and driver for its offices located at Garden Avenue, Shakarparian, Islamabad. The firms shall be registered in e-PADS V.20, Income & Sales Tax Departments and, on Active Taxpayers List (ATL) of FBR, having at least 03 years of relevant experience besides having their own offices set-up in Islamabad & Rawalpindi. The following terms & conditions apply:-

### Scope of Work:

The selected company shall be responsible for:

Providing requisite janitorial and allied services at Lok Virsa, Islamabad (details mentioned in tender documents)

### Submission Requirements:

Interested companies are invited to submit pre-qualification documents for the following:

- Firms participating should submit 2 % (of total value) bid security / earnest money in the form of CDR / Demand Draft / BG (refundable) in favour of Lok Virsa to be physically submitted at Lok Virsa Admin section, (FTN/NTN: 9010387).
- The tender documents will be available on digital platform "e-PMS" by Public Procurement Regulatory Authority (PPRA).
- All submissions must be made on the e-PADS system by registering for vendor/supplier portal on e-PADS V.20 (<http://e pads.gov.pk>). No manual bid submissions will be entertained.
- A detailed portfolio/profile of the firm / company showcasing previous experience with government sector / semi-Govt or private set-up.
- A quotation specifying the pricing of works and services.
- Contact information, including full name, address, telephone number, and email address.
- Only registered companies with FBR certificates bearing ATL active status.
- Single stage-Two envelop policy shall be applied for opening pre-qualification bids.

**Submission Deadline:**

All submissions must be made before the closing date i.e. **24<sup>th</sup> July, 2026** before 11:00 am on e-PADS. The bids will be opened through e-PADS on the same day at 11:30 am. Late submissions will not be considered.

### Evaluation Criteria:

Detailed evaluation criteria is mentioned in tender document.

#### 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 prequalified companies 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.



Procurement Cell

National Institute of Folk &amp; Traditional Heritage (Lok Virsa)

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