

# NATIONAL



## 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 @ 2% 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 made before the closing date i.e **30<sup>th</sup> March, 2026** before 11 am on E-PADS. The bids will be opened through E-PADS the same day at 11:30 am. 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.

### Administration Section

National Institute of Folk & Traditional Heritage  
(Lok Virsa) Garden Avenue, Shakarparrian, Islamabad.  
Ph. No. 051-9249208



PID ( ) 7488/25