



TENDER NOTICE

National Institute of Folk and Traditional Heritage (Lok Virsa) is seeking experienced and well established companies to submit their bids for repair/maintenance works at Lok Virsa's Media center.

Scope of Work:

The selected company shall be responsible for undertaking the following tasks:

1. Roof Treatment

- Complete removal of the existing base, inspection for damage, and disposal of waste.
- Thorough cleaning and preparation of the surface for a new base.
- Application of a new base layer using cement, sand, and waterproofing materials.
- Plastering and seepage prevention using zero-chip plaster and terrazzo.
- Waterproofing and final inspection with a water ponding test.

2. Stage & Backstage Works

- Repair of the stage floor and wooden work on walls.
- Seepage prevention and waterproofing of the stage floor.
- Maintenance of backstage, including washrooms and dressing rooms including repair/maintenance of plumbing system.

3. Paint Works

- Complete painting of the rooftop, media studio walls, and roof using high-quality materials.

4. PVC Paneling

- Installation of PVC panels at the media studio entrance and washrooms.
- Proper surface preparation, trimming, and secure fixing for durability.

5. Drainage System Repairs

- Repair and improvement of water and wastewater drainage on the rooftop to prevent leakage and water accumulation.

6. Aluminum Works

- Repair of existing aluminum doors and windows
- Ensuring smooth operation of aluminum frames and glass panels
- Proper sealing to prevent air and water leakage

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 Accounts 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 company showcasing previous work experience, preferably in public sector.
- A quotation specifying the pricing structure of all elements in the process.
- Contact information, including full name, address, telephone number, NTN# and email address.
- Only registered companies with FBR certificates and ATL active status.
- **Single stage one envelop** policy shall be applied for opening the bids.
- Lok Virsa will not be responsible for any cost or expense incurred by bidders during bid submission

Submission Deadline:

All submissions must be made before the closing date i.e. 28th February, 2025 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:

- Professional work experience in the relevant field.
- Quality and creativity of previous work mentioned in the portfolio.
- Methodology and action plan for the implementation process.
- Competency and skill level of the team assigned for the work.
- All relevant certificates/documents as given in the tender document.
- Bid submitted by the 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 shall 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
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