

TENDER NOTICE

Lok Virsa is seeking experienced and well established multimedia houses/IT firms to submit their bids for digitalizing audio-visual archives.

Scope of Work:

The selected company shall be responsible for:

Digitalizing the audio-visual archives of Lok Virsa from analog to digital format, developing website and mobile apps (IOS and Android) with hosting and domain registration and uploading them on website, mobile apps and youtube for monetization (detailed tender documents and specifications are available on EPADS).

Submission Criteria:

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 two envelop** policy shall be applied for opening the bids.

Submission Deadline:

All submissions must be made before the closing date i.e. **3rd March 2025** before **11am** on E-PADS. The bids will be opened through E-PADS the **same day at 11:30am**. 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 **051-9249213**. 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.

Deputy Director (Media Centre)
National Institute of Folk & Traditional Heritage (Lok Virsa)
Garden Avenue, Shakarparrian, Islamabad.
Ph. No. 051-9249213

Hussain