GOVERNMENT OF PAKISTAN
NATIONAL INSTITUTE OF FOLK AND TRADITIONAL HERITAGE
(LOK VIRSA)
***

INITIATION OF BID FOR JANITORIAL SERVICES

Tender No. 02/2026

Director (Administration)
Lok Virsa, Garden Avenue, Shakarparian, Islamabad
National Heritage and Culture Division, Islamabad
Email: info@lokvirsa.org.pk
051-9249213

TENDER NOTICE

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 sweeping /cleaning, carpentry, driver, plumbing and electrical etc., for its offices located at Garden Avenue, Shakarparian, Islamabad. The firms shall be registered in ePADs, Income & Sales Tax Departments and are on Active Taxpayers List (ATL) of FBR, at least 03 years of relevant experience and having their own offices /set- up in Islamabad. The details are as under:-

Sr. No.	Tender Description	Bid Security / Earnest Money
(i)	Outsourcing of janitorial and other / allied services including sweeping / cleaning, carpenter, plumbing, driver and electrician etc.,	2 % of total Bid Value
(ii)	Performance Bank security in shape of CDR / Pay order / BG	5 % of total contract value

2. Bids shall be submitted / received and opened as per following schedule:-

Submission of bidding documents	Tender Notice and Bidding/Tender document containing terms & conditions can be downloaded from PRA www.ppra.org.pkand ePADS https://eprocure.gov.pk. The interested eligible bidders must submit bids through ePADS. No manual bids shall be accepted. The bid security/earnest money, earmarked above, in the shape of Pay Order / Demand Draft/Call Deposit 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), of along with bid documents should be uploaded through ePADS (scanned copy), on or before closing date and time. The bids without bid security shall not be entertained.
Closing date and time	25 February, 2026 at 11:00 A.M.
Date and time for opening of bids	On February, 2026 at 11:30 A.M., in the presence of bidders or their representatives who wish to be present.

3. Single stage one envelope procedure as contained in Rule 36(a) of the Public Procurement Rules, 2004 shall apply.

4. Procuring agency reserves the right to accept or reject in whole or part any or all bids/proposals as per Rule33 of the Public Procurement Rules, 2004.

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TERMS AND CONDITIONS FOR PROVISION OF JANITORIAL/OTHER SERVICES

SCOPE OF WORK

1. The Firm/vendor shall provide janitorial and other services including sweeping/cleaning, electrical, driving and plumbing etc. for its offices located at:-

   (i) Garden Avenue, Shakarparian, Islamabad

2. Janitorial services must include regular cleaning of offices, corridors, washrooms and other areas of Lok Virsa.

3. Plumbing and electrical services must also be readily available during duty hours.

4. The successful contractor will provide House Keeping Services for External Areas, Internal Common Areas, Offices, Toilets & Washrooms, Lobbies, Windows of all floors, Staircases and other area within the vicinity.

5. Daily continuous cleaning / mopping / sweeping of all floors, walls, handrails, main entrance, staircases, lobbies, lifts, walkways, glazed / Aluminum panels, glass windows, panels of windows, partition glasses, Fire Hose Cabinet's, toilets & washrooms, carpets etc. and other common areas with frequent interval of time/ Site Requirements.

6. Removal of cobwebs, cleaning of false ceiling of all toilets & washrooms, offices and common areas.

7. Supply and Maintenance of Dust Bins with garbage bag and collection of garbage from offices and all common areas shall be the responsibility of the contractor.

8. Spray of Air Fresheners in offices and common areas except holidays.

9. The Contractor shall ensure that all the toilets & washrooms are cleaned continuously on hourly basis including floors, walls, tiles, windows, dusting and cleaning of all sanitary fittings.

10. Cleaning and dusting all office furniture with furniture spry / cleaner.

11. Removal of stains / dirt spots / marks etc.

12. The contractor shall ensure cleaning of office and visitors wash room cleaned frequently (2-3 times a day)

13. The Contractor shall ensure the provision of Tissue Rolls and Liquid Soap in all washrooms.

14. The Contractor shall ensure that all public areas are cleaned continuously on daily/ regular basis.

15. The Contractor shall ensure spray of disinfectants in the toilet and urinals to kill bacteria / insects on weekly basis.

16. The Contractor shall be responsible for any damage to the property caused during cleaning and housekeeping activities

17. The Contractor shall submit the copy of CNIC of their hired employees as well as submission of particulars of workers with local police station.

GENERAL CONDITIONS

18. This Office reserves the right to accept or reject any or all bids with assigning adequate reason(s), as per PPRA Rules (33).

19. The firm/vendor must ensure continuity of services during unforeseen circumstances.

20. The vendor should provide prompt manpower during Mella and events.

21. The agreement would come in to effect from the date of signing and shall continue to be in force for a period of three year (extendable on satisfactory service and mutual consent) unless and until it is terminated in accordance with the provisions of tender documents, or extended for a one- year period on satisfactory performance on the same rates with mutual consent.

22. Any taxes / duties already in place or levied by the Government during the currency of the agreement will be on Contractor Firm's account and no claim shall be entertained by the Lok Virsa. If during the subsistence of this agreement or any renewal thereof any excess, tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal, Provincial or Local Government, such excess tax charges or surcharge, as the case may be, shall be payable by the Contractor Firm.

23. The Contractor Firm will keep the LOK VIRSA free of any liability for the cause of compensation/ legal course, if any employee of the firm claims in case of their injury, death etc.

24. Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Contractor Firm for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Contractor Firm. The LOK VIRSA shall in no way be responsible for any compensation in this regard.

25. In case of any dispute or difference arising between the parties hereto relating to the interpretation or effect of any clause of this Agreement, the same shall be referred to the Executive Director of LOK VIRSA, or his nominee as Arbitrator and his decision shall be final and binding upon the parties hereto.

26. The contractor firm shall possess minimum experience of three years for presiding similar Services to at Government Departments or Multinational or listed companies.

27. Affidavit to the effect that there was no previous litigation of the contractor or his employees with LOK VIRSA and another Affidavit to the effect that the contractor has not been blacklisted by any Government Department/Autonomous Body/Corporation etc.

BASIS OF OFFERS/ PRICE

28. For placement of Janitorial staff, attendant, plumber, carpenter and driver and other allied services, the rates shall be quoted in Pak Rupees, category wise per personnel.

VALIDITY OF BIDS

29. The bids shall remain valid for a period of 90 days w.e.f. the date of opening of financial bids. The bids validity period can be extended with mutual consent. If any bidder does not agree to extend validity period, his bid will be treated as withdrawn and the remaining valid bids will be considered.

GUIDELINES FOR SUBMISSION OF TENDER DOCUMENTS

30. The selected firms will provide services within 15 days from the date of acceptance of the services by Lok Virsa. If services are not provided in due time, a fine of 0.5% of

bid value per day will be charged to the firm. If provision of services is delayed beyond 60 days from receipt of work order, the earnest money will be confiscated and bid of the firm will be cancelled.

DUTY HOURS

31. Staff including male/ female must observe the official timings. 06 days working hours will be observed from Saturday to Sunday (or as agreed), however, the Janitorial Staff must arrive well before office hours and ensure cleanliness of all area 30 minutes prior to office timings.

32. In case of emergency/urgency, LOK VIRSA may ask the staff for early arrival/late departure for which no extra payment shall be made.

33. A duty roaster will be maintained by the Contractor for the staff for hourly deployment to monitoring performance on daily basis.

34. At least two workers must remain on standby until the complete closure of the offices each day.

QUALIFICATIONS AND CONDUCT OF STAFF

35. All staff must be physically fit, well-trained, and uniformed.

36. Staff must have valid Police Character Certificate sand clearance from other law enforcement department, wherever applicable.

37. Staff must be experienced in their respective roles i-e Janitorial, carpenter, Plumbing/Electrician, and driving etc.

38. Staff must maintain a Professional demeanor and follow the security protocols of Lok Virsa.

PROVISION OF MATERIALS AND EQUIPMENT

39. The firm must supply all cleaning materials, tools, and equipment necessary for the services.

40. Materials must be of high quality, environmental-friendly and approved by the LOK VIRSA.

41. Samples of all cleaning material shall be provided & kept in Admin Section or place designated to them of LOK VIRSA for further reference, if required.

MONITORING AND SUPERVISION

42. The contractor shall nominate a focal person to liaison with the LOK VIRSA, who shall be responsible for day-to-day operations in the LOK VIRSA and to oversee staff performance.

43. Regular inspections will be conducted by the LOK VIRSA also to ensure service quality.

STAFFING REQUIREMENTS

44. The Contractor shall ensure the presence of 100 percent staff, as per the agreed timings/schedule.

45. Replacement substitute workers must be provided immediately in case of absenteeism.

46. Driver must have a valid driving license.

COMPLIANCE

47. The firm must comply with government regulations regarding labor laws, including the payment of minimum wages, EOBI, and social security contributions.

48. All staff must have valid CNIC sand police characters certificate.

FINANCIAL OBLIGATIONS

49. Payment shall be made through crossed cheque, within two weeks after receipt of bills from the Contractor Firm. Contractor Firm is required to provide all the relevant and complete documents properly for early processing of the bill by 5th of the next month. If the bill is submitted later than 5 days, the payment due on 15th to the said month may also be accordingly delayed. LOK VIRSA requires at least 15 days for processing of payment.

50. All applicable taxes and penalties shall be deducted at source from monthly invoice.

51. Payment will be made on monthly basis upon submission of a verified invoice.

52. Any deductions due to non-performance or breach of contract will be as per the agreement.

53. The firm / vendor firms must have a physical office Islamabad, valid sales tax and income tax registrations with active ATL status, at least 03 years of relevant experience, and financial statements demonstrating compliance with government-mandated minimum wage disbursements to workers /staff.

54. Security of 5 % security (single stage- One envelope procedure) is required to be deposited in favor of Director Admin National Institute of Folk & Cultural Heritage (Lok Virsa), Islamabad. Security deposits will be released/refunded within a fortnight to unsuccessful bidders and in case *of* successful bidders after end of contract period.

PENALTY

55. In case of non-placement of required number of staff, LOK VIRSA has right to deduct the amount of actual wage of the absent staff for each absence from the monthly bill of Contractor Firm.

56. In case of any damage/loss to LOK VIRSA/Government due to negligence of staff, for determination of liability, a three-member committee nominated by the ED Director will give initial findings to be considered by the higher authority to take appropriate measures.

57. The decision of the LOK VIRSA in this regard would be binding on the Contractor Firm.

58. Besides penalty, LOK VIRSA can take any appropriate action, which may include the Suspension/ Blacklisting of the contractor in accordance with the rules/law on account of loss due to negligence of staff of Contractor Firm.

59. In case of any theft/damage caused by the contractor staff at any Government premises, the Contractor Firm will be held responsible to pay the entire losses to the Government as determined by the above Committee.

60. In case of absence of any staff from his place of duty more than three days in a month, the LOK VIRSA reserve the right to deduct the whole or partial salary in respect of such staff in addition to other penalty as deemed appropriate.

61. In case of placement of ineligible, inexperience and inefficient staff/ placement of over-aged staff, lethargic staff, staff without proper uniform, LOK VIRSA reserve the right to deduct the whole or partial salary for such staff in addition to other

    Penalty as deemed appropriate.

TERMINATION CLAUSE

62. Lok Virsa being procuring agency reserves the right to terminate the contract with one month's notice in case of unsatisfactory performance or breach of terms.

SUBMISSION OF PROPOSALS

63. The firm must submit a detailed proposal **through ePADS**, including the following.
    - List of Staff and Their Roles
    - Details of equipment and materials to be provided.
    - Financial proposal with a breakdown of costs.

SITE VISITS

64. Interested firms may visit Lok Virsa, Garden Avenue Shakarparian, Islamabad, during office hours for a better understanding of the requirements.

LIABILITY

65. The firm *I* vendor shall be responsible for any damages caused by negligence or Misconduct of their staff.

66. Wages of the absent staff will not be claimed in case sub statute is not provided.

TERMS OF CONTRACT:

67. The contract shall be for a period of 03 years, extendable subject to satisfactory performance of service as provided in item No.19.

68. These terms and conditions are not exhaustive in nature. Further clauses, if deemed necessary, may be added / inserted either before start or during currency of the contract with mutual consent.

LIST OF JANITORIAL & OTHER SERVICE

S#	Description	Quantity
1.	Sanitary worker / Sweeper (06 male, 02 female)	08
2.	Attendant for dusting of museum and office	04
3.	Electrician	01
4.	Carpenter (on need basis)	01
5.	Plumber (on need basis)	01
6	Driver	02
Total		**17**

Annexure-I

ON STAMP PAPER

UNDERTAKING

I/ We hereby undertake and give assurance to National Institute of Folk and Traditional Heritage (Lok Virsa), Islamabad that our Janitorial and others services provider company M/S _____is financially sound to pay the salaries of deputed workers and other related expenses for two months, if payment is delayed by LOK VIRSA due to unavoidable circumstances or bills are not verified by us in time as the case may be.

_____

SIGN & SEAL OF CEO/Director

Name: _____

CNIC # _____

Annexure-II

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day of _____ 20_____ between "National Institute of Folk and Traditional Heritage (Lok Virsa)" herein after referred to as LOK VIRSA) of one part, and "M/S_____" having offices _____(hereinafter referred to as the Contractor) of the other part.

WHEREAS LOK VIRSA is desirous of availing the Janitorial Services and other services, of the Contractor as per rates/ terms & conditions contained in the letter of acceptance/ tender documents/ financial bid and the contractor has accepted to provide the said services/ security personnel/ other staff/ equipment as per scope, rates and terms & conditions contained in letter of acceptance/tender documents.

NOW THIS AGREEMENT WITNESSED as follows:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
   a) Contract agreement
   b) The letter of acceptance
   c) Tender document
   d) The E-bids

3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies shall take precedence in the order set out above.

4. In consideration of the payment to be made by LOK VIRSA to the Contractor, the Contractor hereby covenants with LOK VIRSA to provide janitorial and other services in conformity in all respects with the provisions of the Contract.

5. LOK VIRSA hereby covenants to pay to the Contractor in consideration of the services the amount due in accordance with the provisions of the contract.

Sign & Seal on behalf of Contractor

Name:
Designation: Date:

Sign & Seal on behalf of LOK VIRSA

Name:
Designation: Date:

Annexure-III

UNDERTAKING

(Acceptable only as per provided format)

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender mentioned anywhere in the tender documents and are liable to any punitive action for furnishing false information / documents.

Dated this_____ day of _____2026

Signature _____

(Company Seal)

In the capacity of
Duly authorized to sign bids for and on behalf of

Annexure –IV

LOK VIRSA, SHAKARPARIAN, ISLAMABAD.

FINANCIAL BID/PROPOSAL FORM

Name of Firm/Supplier: _____

Bid Security Draft/Pay Order No. _____ Amount. _____

Dated: _____

Sl. #	Description	Total Cost Per Month	Total Cost for the Year
01	Janitorial Staff/ Workers		
02	Attendant for museum dusting		
03	Electrician		
04	Plumber		
05	Carpenter		
06	Driver		
Total Annual Cost			

Rs: _____ (in figures)

_____ (In words)

Name: _____

Signature: _____

Date: _____

Stamp: _____

PERFORMANCE EVALUATION OF JANITORIAL SERVICES
For the rating period:

A	**Experience**	
	Up to 3 years (Certificate enclosed)	10
	Up to 05 years (Certificate enclosed)	15
	Above 10 years (Certificate enclosed)	25
B	**Company profile / Firm** must be provide NTN, GST and Active Tax Payers list of FBR	**Mandatory**
C	Registration/Incorporation/Business Certificate and number of business years in Pakistan.	**Mandatory**
D	**Address Details.** A detailed list of addresses/ phone numbers of the Firms must be provided.	**Mandatory**
E	Undertaking that the company has never been blacklisted by any Government organization	**Mandatory**
F	Undertaking that company has never been involved in litigation with the Lok Virsa / Government of Pakistan.	Mandatory
G	**List of workers on the Panel of firm.**	**25 Marks**
	Provide the list with Name, Addresses and NIC No. of minimum 20 workers	10
H	**Financial Soundness/ Status**	**50 Marks**
	Credit worthiness undertaking showing the capacity of bidder as per **Annexure-I**.	20
	Bank statement for latest one year showing return an amount of Rs. 1.0 million	10
	Bank statement for last three years showing return an amount of Rs. 2.0 million	10
	Total Marks	**100**
	Required Marks for Pre-Qualification	**70**

Note:
1

i. ***The bidder is required to enclose the documents/ information as mentioned in the tender documents otherwise the bid shall not be considered. Mandatory documents must be submitted.***

ii. ***Technical Qualification Marks are 70 %.***