



National Institute of Folk & Traditional Heritage  
(Lok Virsa)

(National Heritage and Culture Division, Islamabad)

PREQUALIFICATION OF SUPPLIERS & SERVICE PROVIDERS  
FOR ESTABLISHMENT OF PANEL UNDER OPEN FRAMEWORK  
AGREEMENT

Prequalification No. PQ/01/2026

**Director (Administration)**

Lok Virsa, Garden Avenue, Shakarparian, Islamabad

National Heritage and Culture Division, Islamabad

Email: [info@lokvirsa.org.pk](mailto:info@lokvirsa.org.pk)

051-9249208

**SECTION-I****Schedule to Tender**

<b>Sr.</b>	<b>Activity Description</b>	<b>Schedule</b>
1	Prequalification No.	No. PQ/01/2026
2	Open Framework Agreement for Goods & Services (extendable)	12 March, 2026 Application / PQ Proposal document may be downloaded from PPRA websites free of cost.
3	Time & Last Date of Depositing of bid documents.	Before 1100 hrs on 12 March,2026
4	Time & Date of Opening of Tender Bid	At 1130 hrs. on 12 March, 2026
5	Services to be offered	Supply of works and supplies of LOK VIRSA
6	Period of Contract	01 years (extendable) from the date of award of contract.
7	Amount of per to be Deposited	Declaration on Company letterhead.
8	Performance Security	Only prequalified Suppliers will be asked to submit performance security of Rs. 50,000/-, PPRA Rule 39

## 1. INTRODUCTION:

The National Institute of Folk & Traditional Heritage (Lok Virsa), Islamabad invites applications from eligible firms, suppliers, contractors, and service providers for prequalification under Open Framework Agreement for recurring procurement of goods, works and services for a period of one (01) year (extendable on satisfactory performance), in accordance with PPRA Rules 2004, particularly Rule 15 and Rule 42(c).

Prequalification is intended to establish a panel of technically and financially capable vendors for issuance of call-off orders on need basis.

## 2. SCOPE OF FRAMEWORK AGREEMENT

The framework agreement shall remain valid for one (01) year from the date of signing and may be extended subject to satisfactory performance and approval of competent authority. Call-off orders shall be issued as and when required through mini-competition among pre-qualified vendors of the relevant lot.

## 3. LOT-WISE CATEGORIZATION

Lot No.	Scope of Work
Lot No. 1	Repair / Maintenance of offices
Lot No. 2	Repair / Maintenance of Furniture & Fixture
Lot No. 3	Repair / Maintenance of official vehicles
Lot No. 4	Repair / Maintenance of Electrical items
Lot No. 5	Repair / Maintenance of Air Conditioning system (including HVAC, split units, Invertor A/C, etc.)
Lot No. 6	Provision of stationery items, toner cartridges, etc
Lot No. 7	Provision of Miscellaneous / consumable items (including cleaning/sanitary items, etc
Lot No. 8	Repair / Maintenance of IT / Computer related items (including networking, Internet, CPU, printers, cables, etc.)
Lot No. 9	Repair /Maintenance of CCTV camera systems (including cameras, cables, DVRS etc)
Lot No. 10	Hiring of Tentage items
Lot No. 11	Painting & polishing works
Lot No.12	Pana flex banners, standees, backdrops, etc

**No prices are required at pre-qualification stage.**

## 4. ELIGIBILITY REQUIREMENTS (MANDATORY)

- Valid NTN Certificate (FBR Registration)
- Active Taxpayer Status
- GST Registration (where applicable)
- PEC Registration (for civil works, where applicable)
- SECP Registration (for companies only)
- Minimum two (02) years relevant experience
- Affidavit of Non-Blacklisting (Annex-B)
- Conflict of Interest Undertaking (Annex-C)
- Bank Statement of last one year
- Evidence of relevant completed assignments

Those firms having **expertise in relevant category** will be given due preference

## 5. PREQUALIFICATION EVALUATION CRITERIA

Applications shall be evaluated on the following criteria. Passing marks are 70 %. Only compliant firms shall be shortlisted. Lok Virsa reserves the right to pre-qualify 3–5 vendors per lot:-

A	<b>Experience</b>	<b>70</b>
	Experience (2-5 year)	20
	Experience (5+ years)	20
	Relevant Project Experience	15
	Qualified Staff	10
	PEC Registration (for civil works)	05
B	<b>Financial Soundness/ Status</b>	<b>30</b>
	Annual Turnover $\geq$ 2 million	10
	Annual Turnover $\geq$ 5 million	15
	Bank Soundness Certificate	5
	<b>Total Marks</b>	<b>100</b>
<b>Required Marks for Pre-Qualification</b>		<b>70</b>

## 6. CALL-OFF PROCEDURE

- Call-off orders shall be issued on need basis.
- Mini competition shall be conducted among prequalified vendors of relevant lot.
- Award shall be made to the lowest evaluated responsive quotation.
- In case of equal rates, preference shall be given to earliest delivery/completion.

Prequalification does not guarantee award of work.

## 7. PERFORMANCE SECURITY

Prequalified vendors shall submit Performance Security of Rs. 50,000 (CDR/Bank Guarantee) at the time of signing the Framework Agreement in accordance with PPRA Rules.

The security shall remain valid for the duration of the framework agreement and shall be refundable upon satisfactory completion.

## 8. TERMS & CONDITIONS

- Delivery/completion within stipulated time
- Liquidated damages up to 10% of call-off order value
- Payments within 10–14 working days after verification
- Taxes shall be deducted as per government rules
- Right to reject applications under PPRA Rules
- Debarment as per applicable rules
- Complaint redressal mechanism as per PPRA Rules
- No subcontracting without prior written approval

## 9. SUBMISSION PROCEDURE

Applications shall be submitted electronically through **e-PADS**

Deadline: 12 March, 2026 1100 hrs.

Opening: 12 March 2026 at 1130 hrs.

Late, incomplete or bid submitted in hard copies shall not be entertained.

## 10. VALIDITY

Prequalification shall remain valid for one (01) year. Lok Virsa reserves the right to add or delist vendors during the validity period in accordance with PPRA Rules.

## 11. ANNEXURES

- Annex-A: Applicant Information Form
- Annex-B: Affidavit of Non-Blacklisting
- Annex-C: Conflict of Interest Undertaking
- Annex-D: Call-Off Order Template

**BASIC INFORMATION OF APPLICANT**

**Prospective Applicant**

- (a) Name: \_\_\_\_\_
- (b) Address of the corporate headquarters and its branch office (s), Pakistan: \_\_\_\_\_
- (c) Date of incorporation and / or commencement of business: \_\_\_\_\_
- (d) Type (corporation, partnership, etc): \_\_\_\_\_
- (e) Telephone No: \_\_\_\_\_
- (f) Cell No: \_\_\_\_\_
- (g) Fax: No \_\_\_\_\_
- (h) Email: \_\_\_\_\_
- (i) NTN Registration No. \_\_\_\_\_ and STN \_\_\_\_\_
- (j) Registration with professional body:-  
\_\_\_\_\_

**Details of individual (s) who will serve as the point of contact/  
Communication for the Applicant's company:**

- (a) Name: \_\_\_\_\_
- (b) Designation: \_\_\_\_\_
- (c) Address: \_\_\_\_\_
- (d) Telephone No. \_\_\_\_\_
- (e) Cell No. \_\_\_\_\_
- (f) (f) E-mail address: \_\_\_\_\_
- (g) Fax No. \_\_\_\_\_

Signature & Seal of Authorize Representative

Affidavit for Non-Blacklisting of Firm  
**[PRINT ON STAMP PAPER]**

Non-judicial stamp paper (with a value of Rs. 100)

Date:

**AFFIDAVIT**

It is hereby solemnly confirmed and declared that M/s ----- , is declaring on oath that the Applicant:

- is not in bankruptcy or liquidation proceedings;
- has never been declared ineligible/blacklisted by Government/ Semi-Government/ Agency or Authority or any employer till date due to the any reasons
- has not been convicted of, fraud, corruption, collusion or money laundering;
- is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and  does not fall within any of the circumstances for ineligibility or disqualifications

(Stamp of Company)

(Signatures of Authorized Rep)

\_\_\_\_\_  
Company Name

**Attestation by Oath Commissioner and/or Notary Public**

**CONFLICT OF INTEREST**  
**UNDERTAKING**

**Undertaking**

I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

- i. No LOK VIRSAofficial or employee has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- ii. No LOK VIRSAofficial's or employees immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- iii. No retired or separated LOK VIRSAofficial or employee, who has been retired or separated from the organization for less than two (2) years has an ownership interest in vendor's company.
- iv. No LOK VIRSAofficial or employee is contemporaneously employed or prospectively to be employed with the vendor.
- v. Vendor hereby declares it has not and will not provide gifts or hospitality of any rupee value or any other tokens to any LOK VIRSAofficial or employee to obtain or maintain a contract.
- vi. Please note any exceptions below:
  - a. Vendor Name: \_\_\_\_\_
  - b. Vendor Phone No: \_\_\_\_\_
  - c. Conflict of Interest Disclosure:
    - i. Name and designation of LOK VIRSAOfficial, employee or immediate family members with whom there may be a potential conflict of interest: \_
    - ii. Relationship to official: \_
    - iii. Interest in vendor's company: \_
    - iv. Any other information: \_\_\_\_\_

4. I certify that the information provided is true and correct by my signature below:

Name & Signature of Vendor: \_\_\_\_\_

Date: \_\_\_\_\_

CNIC /NTN No: \_\_\_\_\_

**Witness Information:**

1. Name: \_\_\_\_\_ CNIC \_\_\_\_\_

2. Name: \_\_\_\_\_ CNIC \_\_\_\_\_

## CALL OFF ORDER

To,  
ABC,  
Resident Off,  
Islamabad/Rawalp  
indi. Tel:

Subject: **CALL OFF ORDER FOR SUPPLY OF OFFICE SUPPLIER / STATIONERY**

In pursuance of Application / PQ Proposal Document No. 01/2026 and the Close framework Contract Agreement between LOK VIRSA and your Company/Firm, the call off order is placed for the supply of following items in terms of relevant provisions of the Application / PQ Proposal documents and contract agreement:

Sr. No.	Parameter	Size	Qty	Brand Name	Country of Manufacturer	Production Date	Total Price Exclusive of Tax
						Must not be older than 6 months	
Total Price without Tax							
Total GST							
Total Price Inclusive of Taxes							

Note. Quotations/Estimate of only those Applicants will be accepted who provide the brand for Office supplier / Stationery duly recommended/installed at ex-factory by the manufacturer. In case of non-availability, the Office supplier / Stationery of equivalent quality/ brand will be given preference.

2. You are required to fill in the table above and submit rates within three (03) days of issuance of this call off order at the office of Dir Admin Officer (Procurement), Lok Virsa Shakarparian, Garden Avenue Islamabad in a sealed envelope. Preference will also be given to the vendor who provides supplies with the latest production dates.

**Director (Administration.)**

**Submission:**

I hereby take on delivering the above quoted products with \_\_\_\_\_ number of days after receipt of the work order from LOK VIRSA.

Seal of Applicant

### **Lot No.1: Repair/Maintenance of offices**

Repairs include following:

- i. Civil works
- ii. Masonry works
- i. Fitting of ceramic tiles
- ii. Wood works (including doors, windows, etc.)
- iii. Plumbing works
- iv. Fitting sanitary items like WC, washbasin, kitchen sink, bathroom drainage, pipes, faucets, mixers, etc.
- v. Laying of wooden floors (Including laying of wooden/rubber/synthetic tiles of different designs, qualities and colours)
- vi. Repair/Replacement of Sheds (Repairs/replacement of sheds of at least 12 shops located inside the premises of Lok Virsain fiberglass/parachute/tarpaulin, etc.
- vii. Maintenance of lawns (including gardening works, planting of grass, laying of artificial grass provision of large and small plants, seedlings, planters, plant saplings, flower plants, levelling of land / Mela ground, Gardening tools, etc.)

### **Lot No.2: Repair / Maintenance of Furniture & Fixture**

- i. Repair/maintenance of furniture like tables, office chairs, benches, long tables, showcases, racks, Almira, workstation, etc.

### **Lot No.3: Repair / Maintenance of official vehicles**

- i) Including repair of all kinds of petrol, diesel vehicles which may include engine work, suspension work, gear/transmission work, oils/lubricants change, etc.

### **Lot No.4: Repair/Maintenance of Electrical items**

Repair/maintenance include following:

- i. Repair and maintenance of 220 KVA and 30 KVA backup generator including Engine oil, Oil filter, Coolant filter, Fuel filter, Air filter, Coolant Anti rust, Radiator service, etc.
- ii. Repair and maintenance of 630 KVA Transformer installed at Lok Virsa complex including H.T cable (400 mm), Thimble (16 mm, 50 mm, 75 mm, 100 mm, 250 mm, 400mm), Box bar (400 Amp, 1000 Amp).
- iii. Electrification items required for entire Lok Virsa as under:

<b>S.No.</b>	<b>Description (Lot N0.4)</b>
1.	LED bulb ( 7 , 12, and 18 watt warm)
2.	LED Flood light (50 watt, 100 watt, 150 watt, 200 watt) (warm)
3.	LED tube light(36 watt) (warm)
4.	Chargeable bulb(18 watt, 25 watt)
5.	Candle bulb LED(pin) warm & multicolor (15 watt, 3 watt)
6.	Parkin light multi-color (130 watt)
7.	Lantern lights (warm)
8.	Fancy Track light, light dimmer
9.	MR-16 bulb
10.	SMD light 30 watt, 20 watt
11.	Holder (E27, E14, E16)
12.	Holder (2 pin)
13.	Capacitor(2.5uf, 3.5uf, 4.7uf)
14.	Solution Tape
15.	Water proof Tape
16.	T.P Breakers (63, 100,200, 250, 400, 1000 Amp)
17.	Single Phase breaker(6, 10, 16, 20, 32 Amp)
18.	Connector Strip(20, 30, 60, 100 Amp)
19.	Cable Tie(6'', 8'', 10'', 12'')
20.	Sidle Clamp(6mm, 8mm, 10mm, 12mm)
21.	Cable(7/29, 3/29, 7/36, 7/52, 40/76, 23/76, 70/76)
22.	4 core cable(10, 16 mm for A.C, 70mm, 200mm, 250mm, 400mm)
23.	Flexible pipe (3/4'', 1'', 2'')
24.	PVC pipe(1/2'', 3/4'', 1'', 1 1/2'', 2'')
25.	Selector Switch
26.	Indication lights
27.	Ampere meter
28.	Volt meter
29.	Contactora(30 Amp, 60 Amp)
30.	Rowel Bolt Kit
31.	Drill machine Helty
32.	Grander 6'
33.	Concrete bit(12'', 14'', 16'')
34.	Power plug
35.	Light Plug
36.	Extension Lead
37.	2 pin shoe 20 Amp
38.	3 pin shoe power plug
39.	3 pin shoe light plug
40.	Rowel plug
41.	Track Gola Light 9'' with holder base
42.	Band 3/4''
43.	Socket 3/4''
44.	Machine screw (8 number)
45.	Screw warma (8 number)
46.	Stabilizer(1000 watt, 5000 watt)
47.	Ceiling Fan 56''

48.	Wall fan 24'' (Bracket Fan)
49.	Heater (400 watt, 1000 watt, 2000watt)
50.	UPS 2.5 KVA
51.	N-180 Batteries
52.	Exhaust Fan 9'', 12''
53.	Electric water motor (3 hp, 2 hp, 1 hp, ½ hp) and winding
54.	Switch Sheet
55.	Bearing
56.	Electric boards
57.	Bell
58.	D.Ps
59.	Ladder(8ft, 16ft, 25ft )
60.	Firefighting system including buzzers, sensors, fire extinguishers
61.	LCD(32'', 40'', 65'')
62.	Remote
63.	Cells
64.	Mouse
65.	Keyboard
66.	Elfy, samad bond
67.	Decoration Larri
68.	China Larri (rice larri)
69.	Killa Light

**Lot No. 5: Repair/Maintenance of Air Conditioning system (including HVAC, split units, Invertor A/C etc)**

- i. Repairing and maintenance of 8-Ton Air conditioning units and other A.C units installed at Lok Virsa Complex including:

S.No.	Items required for Heritage museum A.C units	Items required for other A.C units
1.	Commulator	Compressor
2.	Compressor	Capacitor
3.	Blower motor	Gas
4.	Fan motor	4 way valve
5.	Contactora	welding
6.	Overload Relay	Outdoor Fan motor
7.	Gas (R22, 410)	
8.	Nitrogen Flushing	
9.	Earth Cable	
10.	Defrost Switch	
11.	4 way valve	

**Lot No. 6: Provision of stationery items, toner cartridges, etc.**

S.No.	Name of items
1.	A-4 Paper (Double A) 80 gsm
2.	Legal paper 80 gsm
3.	A-4 (double A) 75 gsm
4.	A4 Photo paper 260gm (two sided)
5.	A4 Photo Quality Paper 108gm
6.	Note sheet pad (A-4 & legal size)
7.	Lead Pencil
8.	Ball Points (blue, black & red) 0.7 tip
9.	Pointer pens (blue, black)
10.	Imported Uniball pens 0.7 tip
11.	Gel pens
12.	Permanent markers
13.	Board markers
14.	Staple machine
15.	Stapler Pins
16.	Scotch Tape 1"
17.	Stapler Pins (23x10)
18.	Envelop Legal Size
19.	Envelopes A4 File size 80grm (Brown & white)
20.	Envelop 9" x 4" 80grm (Brown)
21.	Envelop 9" x 4" 80grm (White)
22.	Stamp Pad
23.	Glue Stick

24.	Tags
25.	Eraser
26.	Highlighter
27.	Correction Pen
28.	Single hole punch
29.	File cover
30.	File wrapper
31.	Foot ruler (metal, plastic)
32.	Stamp pad
33.	Stamp pad ink
34.	Paper pins
35.	Paper clips
36.	Scissors
37.	Scotch tape
38.	Tape dispenser
39.	Packing tape
40.	Dispatch register
41.	Stock register
42.	Attendance register
43.	Toner cartridge of various HP laser printers (including purchase of new ones and refilling of used cartridges) (79A, 12A, 83A, 44A, EPSON L805 (6 color ink), 17A, 19A, M130

**Lot No. 7: Provision of Miscellaneous/consumable items (including cleaning/sanitary items,**

<b>S. No.</b>	<b>Name of Items</b>
1.	Floor/bathroom cleaning Acid
2.	Insecticide spray (Cobra Spray large)
3.	Alsi Oil (Alsi ka Tail)
4.	Kerosene Oil (Matti ka Tail)
5.	Tara Meera Oil
6.	Air Freshener
7.	Bathroom Brush superior quality
8.	Broom Hard (500 gram) (Narial)
9.	Broom Soft (250 gram) (Phool)
10.	Bucket Plastic (20 liters)
11.	Dust Bin (10 liter) Stainless Steel
12.	Dust Bin with foot handle Stainless steel (10 liter)
13.	Duster floor
14.	Duster good quality
15.	Electric Kettle (1.5 liter) Annex Delux or Equivalent
16.	Lemon Max (400 gram) or equivalent
17.	Liquid hand wash (5 litre) (Gallon)
18.	Mop (Pochara)
19.	Dry Mop

20.	Shopper bags (Large size)
21.	Hard Board
22.	Phenyl
23.	Surf (250 grams)
24.	Soap small size
25.	Tissue rolls
26.	Tissue paper
27.	Tissue paper Napkin
28.	Toilet cleaner Harpic
29.	Vim powder (450 grams)
30.	Wiper (Superior quality large size)
31.	Wiper (Small size)
32.	Extension lead Chameleon 07 point
33.	Toilet Soap large
34.	Glass Cleaner Wiper
35.	Glass cleaner spray (Glint)
36.	Battery cell (AA & AAA size)
37.	Glass (250 ml)
38.	Paint Brush 4 inch
39.	Buckets
40.	Supree set
41.	Leather polish
42.	Paint (white, terracotta, black, mud colors)
43.	Muslim Shower
44.	Water Tapes (Good quality for office use)
45.	Wash Basin Tapes
46.	Water Tapes (Normal quality for public washrooms)
47.	Scotch brite
48.	Crockery including tea cups, saucers, teaspoons, tablespoons, rice plates, quarter plates, rice dish, etc.

*Note: Please quote unit rate*

**Lot No. 8: Repair/Maintenance of IT/Computer related items (including networking, Internet, CPU, printers, cables,**

Repair/maintenance of personal computers, laptops and provision of items like:

1	DDR3 and DDR4 RAMS.
2	1TB Internal Hard drive.
3	1TB External USB hard drive
4	SATA data and power cables.
5	Dual band routers.
6	Printers.
7	Printers Ink
8	Photostat Machine/Printer toners, ink refills, drum replacements, blade and roller replacements
9	USBs (32, 64, 128 GB)
10	Printer to USB connection cables
11	VGA cables.
12	HDMI cables.
13	Mouse, keyboards and mouse pads.
14	LED and LCD monitors
15	Computer speakers
16	Core i5 PC system
17	External Wi-Fi USB
18	HDMI to VGA converters
19	VGA to HDMI converters
20	LAN to USB converter
21	Ethernet (LAN) cables (indoor and outdoor).

*Note: Please quote unit rate and mention brand name*

**Lot No. 9: Repair/Maintenance of CCTV camera systems (including cameras, cables, DVRs, etc.)**

Repairs/maintenance may include following:

1	RJ-7 Cable roll (305mm good quality in copper)
2	Cat 6 cable 23 Gauge
3	Poe switch (4, 8, 16 port Cisco)
4	Camera troubleshooting per camera
5	BNC Connector
6	DC Connector
7	Power Adapter 12v, 2 Amp water proof
8	HikVision 6MP Camera CCTV
9	HikVision 6MP IP4 cameras
10	IP wifi camera HikVision
11	DVR (16 port)
12	NVR (32 port)
13	8 TB seagate Hard drive for DVR
14	Pipe (1", 1 1/2", 3/4")
15	Band (1", 1 1/2", 3/4")
16	Socket (1", 1 1/2", 3/4")
17	Sidle(1", 3/4")
18	HT water proof tape
19	RG 45 Connector Bay net
20	Water proof Box

**Lot No. 10: Hiring of Tentage items**

Including provision of tentage items on rental basis for various events held at Lok Virsa.

1	Chairs
2	Chair covers
3	Tables,
4	Stage tables,
5	Table sheets,
6	Jhallar/frill/skirting
7	Carpets
8	Runners,
9	Kanat,
10	Shamiana,
11	Canopy (water proof),
12	Crockery,
13	Buffet items
14	VIP Sofas (Lounge sofas 7, 5, 3 & single seater)

**Lot No. 11: Painting & polishing works**

- i. Painting with emulsion and enamel paint of buildings, walls, iron grill, structures, various furniture, doors, wooden items & polishing, etc.

**Lot No. 12: Printing Pana flex banners, standees, backdrops, etc**

- i. Including printing of banners, backdrops, panels, standees, bunting, etc., iron and wooden framing and mounting, etc. on star matt material, and vinyl sabri 2000 material.
- ii. Printing of 4+4, 4+2 invitation cards on 300 gsm art card, 4+4 colour brochure, single colour tickets on 68 gsm paper, certificate 4 colour on 300 gsm art card laminated

**NOTE:**

**Please do not quote price. It is only prequalification of vendors for work and services.**