



**GOVERNMENT OF PAKISTAN**

**NATIONAL INSTITUTE OF FOLK & TRADITIONAL HERITAGE**

**TENDER FOR RENT OUT OF OPEN SPACE AT LOK VIRSA**

**Tender No. 04/2026-27**

## **RENTAL REQUEST FOR OPEN SPACE AT LOK VIRSA**

1. The National Institute of Folk & Traditional Heritage (Lok Virsa), Garden Avenue, Shakarparian, Islamabad, invites sealed bids from eligible and registered firms/individuals for renting of open space measuring **5,060** sq.ft. at Lok Virsa for operating a Café / Restaurant, on “as-is-where-is” and “as-is-what-is” for period of five (05) years (extendable on mutual consent of both parties)
2. This tender shall be processed under Single Stage Single Envelope Procedure as per PPRA Rule 36(a).”
3. Each bidder shall submit one sealed bid (single envelope) containing all required documents along with the financial offer. Bid shall be submitted through ePADS before 1100 hours of **06 May, 2026**. Proposals will be opened on the same date at 1130 hours in the presence of the representatives of the firms who may wish to attend.
4. Bid security should be furnished in the form of CDR / Bank Order to be submitted through courier or by hand, to Lok Virsa and a scanned copy must be submitted online through ePADS.
5. Lok Virsa will not be responsible for any cost or expense incurred by the bidders in connection with preparation or submission of bids. Bidding documents shall be available on ePADS only. The Procuring Agency has the right to cancel the activity at any time.
6. The following prerequisites are necessary:
  - a. Work done of similar nature during the last 3 years.
  - b. The owner of the Firm/Authorized person with attested copy of CNIC & authorization letter on the firm's letterhead should submit the bids.
  - c. Bid Security @ **2 %** in the shape of Call Deposit bearing Name of Firm in favor of Lok Virsa (**FTN: 9010387-1**), from local scheduled Banks. Cash/cheque will not be accepted. Without call deposit no application for issuance of Bids will be entertained
  - d. Incomplete/telegraphic bids will not be accepted

### **Director (Administration)**

Lok Virsa, Garden Avenue, Shakarparian, Islamabad  
National Heritage and Culture Division, Islamabad  
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## A. PREAMBLE AND SCOPE OF TENDER

The National Institute of Folk & Traditional Heritage (Lok Virsa), Garden Avenue, Sharkarparian, Islamabad is offering open space measuring **5060 sq. ft.** area on rental basis for cooking, selling and serving food on “as is where is basis” and “as is what is basis” and “as is where is condition”. The term of the rental agreement shall initially be **for Five years** that may be extended by consent of Lok Virsa. In accordance with PPRA Rule 2004.

## B. IMPORTANT PRELIMINARY INSTRUCTIONS TO BIDDERS

- i. Lok Virsa invites bids through application process on competitive bidding basis from the interested parties who are eligible as per the criteria given in the tender documents. Lok Virsa is the absolute owner and in possession of the premises and has the absolute right to rent out the said premises.
- ii. Lok Virsa has permitted the interested Bidder to visit the aforesaid premises in working hours (Monday- Friday) from 8.00 am to 4.00 pm, one (1) day prior to the last date of submission of tender. Lok Virsa will facilitate the visiting of the premises.
- iii. Bidders may peruse the document and thoroughly satisfy themselves and shall submit their bid in total compliance to the Terms & Conditions of the bidding document. If a Bidder submits the bid, it shall be construed as acceptance of all the provisions for the Bid Document, notice inviting tender in the press, detailed instructions, directions changes, addenda and corrigenda issued from time to time in this regard.
- iv. This tender document does not constitute a bidding agreement or an offer or invitation by Lok Virsa to any party other than the qualified bidders to submit the bids. The principal purpose of this tender document is to provide bidders with information that shall form the basis of their proposals or bids. This tender document contains the minimum requirements and information desired by the Lok Virsa. The contents hereof may be supplemented by Lok Virsa as it deems appropriate.
- v. Each Bidder may conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information given in this tender document to its satisfaction. Lok Virsa makes no representation or warranty and shall incur no liability under any law, rules or regulations as to the accuracy, reliability or completeness of the tender document. Lok Virsa may, at its sole discretion but without being under any obligation to do so, update, improve or supplement the information in this tender document.
- vi. Once submitted, the Bidder cannot withdraw the bid or refuse to sign the lease agreement. The Bidder shall not be entitled to raise any objection or dispute whatsoever after opening of the bids. In case of any such action by the bidder including withdrawal of the bid or refusal to sign the lease agreement, the bidder's **bid security shall** be liable for forfeiture.

## C. BIDDER QUALIFICATION CRITERIA

- a. Registered companies, firms Associations of Persons (AOP) and individual's having expertise and experience in running food businesses registered with tax authorities complying with criteria given in this document are eligible for this tender, hereafter referred to as Bidders.

- b. “Bids will be evaluated on the basis of **highest quoted monthly rent** among technically responsive bidders.”
- c. This tender shall be processed under **Single Stage Single Envelope Procedure** as per PPRA Rule 36(b).”
- d. The bidder should not have been declared insolvent by a competent court of law or defaulter by an authority.
- e. The bidder should not have been blacklisted by any government agency.
- f. The bidder must have the financial capacity to pay for the rent bid security.
- g. The Bidder conforms to the clause of “Responsiveness of Bid” given in this tender document.
- h. The bidder provides verifiable proof of all the above requirements. Bidders must ensure that they submit all the required documents indicated in the bidding documents without fail. Bids without valid documentary evidence, supporting documents mentioned into bidding documents are liable to be rejected at the initial stage itself. It is intimated that no objection/revision/supplement shall be entertained regarding the terms and conditions of the bidding document submitted by the bidder.

**D. CONTRACTUAL OBLIGATIONS, ROLES AND RESPONSIBILITIES**

Contractual obligations, roles and responsibilities of the Tenant and the Lok Virsa (Owner) shall be as follows:

**i. Tenant**

The Tenant shall:

1. Ensure that the premises are used only for lawful purposes.
2. Occupy the allocated premises on “as is where basis is” and install its own furniture, fixtures and equipment in the allocated premises as reasonably required by the Tenant for its operations.
3. Perform all duties and responsibilities as per the terms & conditions of the rental agreement.
4. Plan for disposal of waste and removal of the same from the stations on a regular basis to ensure perfect cleanliness.
5. Ensure no encroachment is made into any area of the Lok Virsa property and restrict its operation within the rented-out premises.
6. Ensure safety and security of the allocated area. In the event of any theft/loss of any nature, the tenant will indemnify and keep indemnified Lok Virsa for any losses on these accounts.
7. Make all payments as on the due date, without any formal invoice from Lok Virsa being sent.
8. Keep in good condition and maintain properly the premises handed over to it at its own expense including the cost of minor day to day repairs and maintenance of the premises and the structures thereon.

9. Carry out any alterations or renovations within the allocated premises only with prior approval of Lok Virsa.
10. Cooperate with Lok Virsa and its licensees and to the extent possible facilities their operations.
11. Ensure participation in all meetings as directed/notified by Lok Vira from time to time.
12. Ensure cleanliness and hygiene of the allocated premises and provision of services in a clean, proper and efficient manner.
13. Employ and engage trained, skilled and trained staff and endeavor to maintain and provide services to full satisfaction of Lok Virsa.
14. Take prompt and reasonable action for resolution of each complaint including complaints received from Lok Virsa.
15. Comply, complete and follow all reasonable commands, directions and requirements of Lok Virsa in respect of the shops, including directions and requirements that ensure public safety and security.
16. Vacate and deliver to Lok Virsa physical possession of the rented premises at the end of the term of agreement (including and extension) or on termination of the agreement, if earlier, with fifteen (15) days of the notice of termination, in the same condition in which it was handed over except for normal wear and tear.
17. In case of non-payment of rent or any other dues within the stipulated time, subject to one written notice, the tenant voluntarily agrees to and permits Lok Virsa to disconnect all utility services to its rented-out premises and to seal the premises.
18. The tenant voluntarily and unequivocally agrees to provide unconditional access to its rented premises for security checks by security officers and officials of Lok Virsa.
19. The tenant will make its own arrangements for electricity, gas, water and other utilities with the departments concerned and will be responsible to pay/ clearing their dues directly on time. Lok Virsa will not take any responsibility for this.
20. The tenant will be responsible to adhere to all rules and regulations enforced by Federal Government regarding food business in Pakistan. He will not serve unhygienic food at the café. Kitchen will be kept neat and clean. It will be maintained according to the prescribed standards. No negligence in this regard will be tolerated.
21. The tenant will ensure that sewerage lines are operative and in case of any damage to the sanitation system or any kind of over-flowing, the tenant will be bound to repair/restore it as its own.
22. The tenant should ensure that no activities are carried out that may cause harm to the natural environment.
23. The tenant shall strictly refrain from employing child labour or engaging in any form of slavery within the shop or rented premises.
24. The tenant shall conduct themselves respectfully and courteously towards all local and foreign visitors.
25. The tenant should not engage in any illegal activities.

**Lok Virsa shall**

1. Execute rent agreement with the successful bidder upon approval.

2. Provide prompt and peaceful possession of the rented promises as per the agreement of the tenant.
3. Accord approval for structural plans, electrical/cable routing plans and any other structural changes etc. to the tenant for the rented premises.
4. Take prompt and appropriate disciplinary action against any misconduct or unreasonable offence committed by any of its employees.
5. Collect rent from the tenant payable to Lok Virsa.
6. Levy penalties to the tenant or terminate the agreement if the tenant stands in violation of the terms and conditions of the agreement.

ii. Terms of rent

- a. The rent and other charges for each month shall be payable in advance on or before **10<sup>th</sup> of each month** and Lok Virsa shall provide the tenant with receipt of the rent each month after the payment has been received by Lok Virsa.
- b. **The successful bidder shall be granted three (03) month rent-free period immediately following the execution of contract.**
- c. All the applicable services would be to the account of the tenant, at actuals.
- d. Rent and other charges will be payable from the date of handing over of possession of the premises or execution of the rent agreement, whichever is earlier and would be payable up to termination of agreement to hand over the premises back to lessor whichever is late. The start date of rent and the last date of rent shall be decided by Lok Virsa.
- e. If the monthly rent and any other amount payable (including the interest) is not paid by 10<sup>th</sup> day of the each month the tenant shall be liable to pay interest thereon at 14.5% (quarterly compoundable interest) per annum for the period of delay up to the date of payment, without prejudice to Lok Virsa's right to other remedies as per law including the right to terminate the agreement. In such case the lessee would have to vacate the premises within one month from receipt of such notice of termination from Lok Virsa.
- f. The word "Rent" shall include unpaid interest on the rent which remains unpaid as per the agreement.
- g. In addition to the rent, the tenant shall deposit with Lok Virsa interest free security deposit equivalent to one month's rent, within 10 days from the date of handing over of the premises or execution of the rent agreement whichever is earlier. The entire security deposit shall be refunded on expiry of the rent agreement and vacation of the premises to the satisfaction of Lok Virsa, after making any recoveries or adjustment for any dues from the tenant.

iii. Other conditions and obligations

- h. The tenant will not be permitted to use the said premises in such a way which, in the opinion of Lok Virsa may cause prejudice, nuisance, annoyance or inconvenience to Lok Virsa or public or for storing hazardous goods or for any purpose not permitted under the law.
- i. The tenant will not use or deal with the premises in a manner contrary to any condition imposes on the premises by the law, the Federal Government, or the Islamabad Metropolitan Corporation or any Local Authority and shall keep Lok Virsa indemnified against all action, suits and other proceedings in consequence of such uses by the tenant.

- j. The tenant will not do or permit anything to be done by his employees or anybody under his control whereby the policy/policies of insurance taken by Lok Virsa may be affected in any which way.
- k. The tenant shall not be entitled to assign, sub-let, re-let, transfer or part with the possession of the said premises or any part thereof or induct third party or alternative parties in any manner whatsoever, without the specific permission/written consent of Lok Virsa. Lok Virsa shall reserve the right to deny such permission.
- l. The tenant shall keep, in addition to the rented premises, all lavatories, pipelines, sinks, corridors and passages forming part thereof clean and in sanitary condition and remove all rubbish at the end of the day.
- m. During the term of the agreement, any damage in whichever form if made to the property in use or the adjoining property will have to be made good by the tenant. The decision of Lok Virsa will be final in this regard.
- n. The place and dimensions for display of signage by the tenant shall be indicated by Lok Virsa. Other than this no part of the building except as specified by Lok Virsa would be used for any display or signage.
- o. The tenant shall be bound by the rules and regulations prepared by Lok Virsa for day-to-day administration and will provide the same to tenant for compliance.
- p. The adherence to the time schedules for the payment of the rent, all outgoings and all payable amounts as per the rent agreement (including interest or penalty if any), determination of the agreement by notice or by efflux of time as specified in the rent agreement or relevant paragraphs of the tender, and subsequent vacation of the premises shall be the essence of the agreement between the tenant and Lok Virsa.
- q. The tenant shall indemnify and hold harmless Lok Virsa from and against all actions, suits, proceedings, claims, losses, expenses and demands of every nature and description, by reasons of any breach of the provision of the rent agreement by the tenant or any act or omissions of the tenant, its representative or its employees and agents.

#### E. GENERAL INSTRUCTION FOR THE BIDDERS

- a) Last Date/Time of procuring of official copy of Tender Document: to be able to participate in this tender, interested bidders are required to officially procure the tender document form Admin Office, Lok Virsa during office-timing on Tuesday, **06 May, 2026**.
- b) Last Date/time of submission of tender bids: the last date of receipt of tender bids is up to 06 May, 2026 at 11.00 am. After this time no bids can be received.
- c) Last date and time of raising the queries on the tender documents: the last date and time of raising the queries is before 06 May, 2026 and will open at 11.30 am in the presence of representatives of the bidders.
- d) The bid can be so signed and forwarded by bidder or bidder's representative. The Representative will have to submit a Letter of Authority/ Power of Attorney (POA) duly executed by the bidder with application or when demanded by Lok Virsa, otherwise the offer is considered null and void at any stage as per the decision of Lok Virsa. This POA shall empower the representative in relation to this bid shall be binding on the Organization for whom the bid is submitted.

- e) Lok Virsa reserves the right to call for any clarification/papers required for scrutiny from anyone including the bidder. Lok Virsa are free to take any clarification or certificate from the associated banks and other agencies for scrutiny purposes or for deciding on the bid.
- f) Lok Virsa shall determine the substantial responsiveness of the Tender to the tender document, prior to the Tender evaluation, based on the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which meets the eligibility criteria for the Bidder; offers acceptably high rent quotations in Pak Rupees for the premises; is accompanied by the required Tender Security; and conforms to all terms and conditions of the tender document, without material deviation or reservation. A material deviation or reservation is one which affects the scope, quality or performance of the Services or limits the Owner's rights or the Bidder's obligations under the Contract.
- g) The Tender determined as not substantially responsive shall not subsequently be made responsive by the bidder by correction or withdrawal of the material deviation or reservation. However, Lok Virsa may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender; but subject to approvals of the Tender Evaluation Committee.

#### **F. BID SECURITY**

1. All the Bidders would be required to submit the original Bid Security of PKR @ 2 % at the time of submission BID in form of a pay order or bank draft in favor of Lok Virsa, the Bid received without earnest money will not be entertained.
2. In case the Bidder withdraws his bid at any time during the validity period, his total Bid security/earnest money shall be forfeited.
3. If a bid is not accepted or rejected by Lok Virsa, the Bid Security remitted by the Bidder shall be refunded to them.

#### **G. TENDER COST**

The Bidder shall bear all costs/expenses associated with preparation and submission of the Tender(s) and Lok Virsa shall in no case be responsible/liable for those costs/expenses.

#### **H. TENDER VALIDITY**

The Tender shall have minimum validity period of ninety (90) days from the last date for submission of the Tender. Lok Virsa may solicit the Bidder's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Bidder agrees to extension of validity period to the Tender, the validity period of the Tender security shall also be suitably extended. The Bidder may refuse extension of validity period of the tender, without forfeiting the Tender security.

#### **I. CLARIFICATION OF THE TENDER**

Lok Virsa shall have the right, at its exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Bidder(s). No change in substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is the sole discretion of Lok Virsa.

#### **J. PERFORMANCE SECURITY**

The successful bidder have to deposit 3 X months' rent in advance as performance security in form of Bank Guarantee.

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**CHECK LIST FOR BIDDERS**

Bidders are requested to submit following documents along with their bids for evaluation by Lok Virsa:

1. Earnest money (2 %)
2. Name of the firm/company, address, phone numbers, etc.
3. Firm/Company's profile
4. Experience of the Firm/Company
5. Registration of Firm/Company
6. SECP Certificate
7. GST/Income Tax registration
8. List of clients
9. List of staff working with the Firm
10. Financial statement of the Firm for FY 2024-2025