

TENDER FOR TUCK SHOP MEASURING 195 SQFT OF LOK VIRSA ON RENTAL BASIS

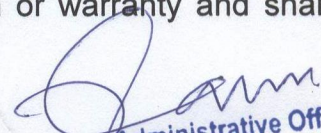
**AT NATIONAL INSTITUTE OF FOLK & TRADITIONAL HERITAGE (LOK VIRSA),
GARDEN ANENUE, SHAKARPARIAN, ISLAMABAD.**

A. PREAMBLE AND SCOPE OF TENDER

The National Institute of Folk & Traditional Heritage (Lok Virsa), Garden Avenue, Shakarparian, Islamabad, is offering constructed space measuring 195 sq. ft., area inside the premises for the purpose of TUCK SHOP on rental basis on 'as is what is basis', and as is conditions" as regards to the condition of property and its area etc. the term of the rent agreement shall initially be for Two (2) years that may be extended as per rental agreement.

B. IMPOTANT PRELIMINARY INSTRUCTIONS TO BIDDERS

- I) The institute of Folk & traditional Heritage (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 will permit the interested Bidder for visiting the aforesaid premises on any working day between 10:00AM to 4:00PM (Monday to Friday) up to one (1) day prior to the last date of submission of tenders. The Lok Virsa will facilitate the visiting of the premises.
- III) Bidders may pursue the documents 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 of 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 binding agreement or an offer or invitation by Lok Virsa to any Party other than the qualified bidders to submit the Bids. The principle purpose of this tender document is to provide the 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 satisfaction. Lok Virsa makes no representation or warranty and shall incur no


Administrative Officer
National Institute of Folk & Traditional
Heritage, (Lok Virsa), National Heritage
& Culture Division, Islamabad

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 rental 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 rental agreement, the bidders bid security/earnest money shall be liable for forfeiture.

VII) Lok Virsa reserves the right to reject any or all offers before their acceptance.

C. TERMS AND CONDITIONS

I) The tenant shall vacate and deliver to Lok Virsa physical possession of the rented space at the end of the term of agreement (including any extension) or on termination of the agreement, if earlier, within fifteen (30) days of the notice of termination, in the same condition in which it was handed over except for normal wear and tear.

II) 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 all utility services to its rented-out space and seal the space.


III) In addition to the rent, the Tenant shall deposit with Lok Virsa interest free security deposit equivalent to three months' rent, within 10 days from the date of handing over of the premises or the 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 affecting any recoveries or adjustment for any dues from the Tenant.

IV) There will be an annual increase of 10% in rent.

V) The rent would be payable exclusive of any TAX from the date of allocation of the space and shall be payable in advance by the 5th Day of each calendar month and payment of prevalent/applicable taxes, government fee shall be responsibility of tenant.

VI) The tenant shall get the rented space insured on their own cost in order to cover all risks, losses, theft and damages of any nature to the rented space in their possession. Any damage to Lok Virsa's property or stocks or any other tenant resulting to any fire incident shall be responsibility of the tenant who will ensure the original physical appearance of the rented space.

VII) The tenant shall not sub-let the said space or part with its possession to anybody without written consent of Lok Virsa.


Administrative Officer
National Institute of Folk & Traditional
Heritage, (Lok Virsa), National Heritage
& Culture Division, Islamabad

VIII) The tenant will be ejected from the said building if they fail to pay the monthly rent for continuously two months without any notice by Lok Virsa.

IX) The tenant shall not use the rented space for any purpose other than it is rented purpose.

X) Any dispute / difference, arising between the parties (Lok Virsa and Tenant) regarding interpretation or effect of the rent agreement or any clause hereof, the same shall be referred to Lok Virsa's Executive Director whose decision shall be final and binding upon both the parties.

XI) The tenant shall pay 3 months' rent in advance upon finalization of the rental agreement. Failure to do so will lead to termination of agreement, forfeiture of security deposit and bid security/earnest money.

XII) The utility services (Electricity & Telephone etc.) and water for day to day use shall be arranged by tenants themselves and Lok Virsa will provide NOC, if required by the WAPDA / IESCO / PTCL.

XIII) In case the tenant failed to pay/deposit monthly rent on given date as per agreement, the penalty of Rs. 2000/- per day will be charged by Lok Virsa. In case of the non-deposit of monthly rent for consecutive 30 days by the tenant, Lok Virsa reserves the right to stop utilities and access of tenant to rented space.

XIV) During occupancy, the services and maintenance of the said building would be arranged by the TENANT themselves at their own expenses when needed.

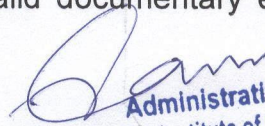
XV) The place shall not be used for public or political gathering by the tenant.

XVI) If there is any breach of above mentioned terms and conditions by the tenant, they shall be liable for eviction from the rented space forth with.

D. BIDDER QUALIFICATION CRITERIA

- a. Registered companies / firms / individuals registered with tax authorities (Income Tax, ATL etc.) complying with criteria given in this document are eligible for this tender hereafter referred to as Bidders.
- b. The Bidder should not have been declared insolvent by a competent court of law or defaulter by an authority.
- c. The Bidder should not have been blacklisted by any government agency.
- d. The Bidder must have the financial capacity of paying for the rent, bid security.
- e. The bidder conforms to the clause of Responsiveness of Bid given in this tender document.
- f. The bidder provides verifiable proof for all the above requirements.


Bidder must ensure that they submit all the required documents indicated in the bidding documents without fail bids received without valid documentary evidence, supporting


Administrative Officer
National Institute of Folk & Traditional
Heritage, (Lok Virsa), National Heritage
& Culture Division, Islamabad

documents and various requirements mentioned in the Bidding Documents are liable to be rejected at the initial stage itself. It is intimated that no objection/ revisions/ supplement shall be entertained regarding the terms and conditions of the bidding document submitted by the Bidder.

E. GENERAL INSTRUCTIONS 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 (11AM) on 18th of April, 2022.
- b) Last date and time of raising the queries on the tender documents: the last date and time of raising the queries is before 11AM on 18th of April, 2022 and will open at 02:00pm in the presence of representatives of the bidders.
- c) Last Date/time of submission of tender bids: the last date of receipt of tender bids is up to (11AM) on 18th of April, 2022. After this time no bids will be entertained.
- 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 liable to be 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/ paper required for scrutiny from anyone including the Bidder. Lok Virsa is free to take any clarification or document or certificate from the associated banks and other agencies for scrutiny purpose 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, on the basis of 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.
- h) In case of any strike, protest, mourning or holiday, the tender shall be opened on next working day.
- i) Single envelop policy will be adapted.


Administrative Officer
National Institute of Folk & Traditional
Heritage. (Lok Virsa), National Heritage
& Culture Division, Islamabad

F. BID SECURITY

1. All the Bidders would be required to submit the original Bid Security/Earnest Money at the time of submission of Bid as 5% of the bid in the 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 one hundred and eighty (180) 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.


Administrative Officer
National Institute of Folk & Traditional
Heritage, (Lok Virsa), National Heritage
& Culture Division, Islamabad

(TO BE TYPED AND SIGNED BY THE BIDDERS OR FIRMS PRINTER LETTER
PAD)

BID FORM

NATIONAL INSTITUTE OF FOLK AND TRADITIONAL HERITAGE, LOK VIRSA,
ISLAMABAD

I / we _____ S/O _____ have the representing
M/s. _____ hereby declare that I / we have inspected Lok Virsa's Tuck
Shop of 195 sqft inside premises. After satisfaction with regards to its location and
condition in token of my / our acceptance therefore, I am / we are submitting this offer
and declare that terms and conditions of tender notice No. _____ dated
_____ are accepted by me / us.

1. Name of the firm _____

2. Postal address _____

3. CNIC No. _____

4. NTN No. _____

5. Income or Sales Tax No. _____

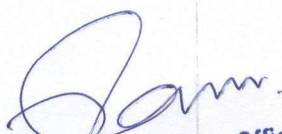
2. Offer / Bid for cost of rent Rs. _____ (excluding taxes).

3. We have read the terms and conditions of Tender No. _____
dated _____, and hereby accept all the terms and conditions.

4. I / We shall use this space for purpose of _____.

Yours Faithfully,

Signature _____


Administrative Officer
National Institute of Folk & Traditional
Heritage, (Lok Virsa), National Heritage
& Culture Division, Islamabad