No. 4(2)/2014-M GOVERNMENT OF PAKISTAN MINISTRY OF RELIGIOUS AFFAIRS & INTERFAITH HARMONY

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INVITATION FOR BIDS /EXPRESSION OF INTERESTS

Sealed Tenders from Firms having Income Tax / GST Registration are invited for the provision of following services on celebrations of **National Minorities Day-2014** function, in Islamabad:-

<u>A.</u>

- i. Reservation of hall, Catering/Water proof Canopies and sitting arrangements <u>for 300-400</u> persons alongwith arrangement for Sound System, Light, Heaters, light and Generator.
- ii. Purchase of air tickets for the official invitees.
- iii. Purchase of Cake (Rate per KG).
- iv. Preparation of Backdrop (15X30) with iron frame, Panaflex, transportation and installation.
- v. Printing of Invitation Cards, as per approved specimen.
- vi. Arrangements of Artists to present Tabloos with reference to Minorities Day.
- vii. Arrangement of accommodation for stay of out stationed invitees.
- viii. Arrangement of Transport for the shifting of invitees to place of function and back.
- ix. Arrangement of Stage Secretary.
- x. Arrangement of Flower/Interior Decoration of the hall.
- xi. Video coverage and still photographer of the functions
- <u>B.</u> Serving of Dinner for 300-400 persons for the function as per following Manu on round tables, including Dera/Side Catering/water proof Canopies, service, waiters, Lights, Carpet runner, Water, Good Crockery,:
 - i. Chicken Oorma.
 - ii. Vegetable Rice.
 - iii. Chicken Boti Tikka.
 - iv. Nan (Roghni).
 - v. Kheer /Fruit Triffle
 - vi. Fresh Green Salads
 - vii. Mineral water
 - viii. Green Tea.
 - ix. Extra Food 10%.

Terms & Conditions

- i. The Bidders / Suppliers will have to mention IT / GST Registration Number alongwith Vendor Number allotted by AGPR.
- ii. The offers shall be accompanied with a call deposit @ 2% of Tender amount as Earnest Money in the name of DDO, Ministry of Religious Affairs & Interfaith Harmony, Islamabad.
- iii. The Tender received without call Deposit will not be entertained.
- iv. Tender Document mentioning the services required and other details can be obtained from the undersigned.
- v. The services required and other details can be obtained from the undersigned as well as from Website of this Ministry.
- vi. Conditional Tender or Tender received after due date & time will not be entertained.
- vii. Services must be provided on any date and time as intimated with the supply order.
- viii. The offers must include all taxes / duties which will be deducted as per Govt. Rules.
- ix. The competent authority reserves the right to accept or reject any part or whole Tender.
- 2. The offer should reach in the office of the Section Officer (M), Ministry of Religious Affairs & Interfaith Harmony, Islamabad, 8th floor, Green Trust Tower, Blue Area, Islamabad up to <u>25.07.2014 at 11.00 A.M.</u> and will be opened on the same day at <u>12.00 Noon</u> the presence of bidders / suppliers of their authorized representatives.

Dated: 08.07.2014

(IMRAN RASHID) Section Officer (M) Ph: 051-9207466