

No. 3(3)/2015-M
GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS & INTERFAITH HARMONY
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INVITATION OF BIDS FOR CHRISTMAS-2015 CELEBRATIONS

Sealed Tenders from Firms having Income Tax / GST Registration are invited for the provision of following services on holding of Christmas celebration / function of this Ministry, in Islamabad:-

A.

- i. Reservation of hall, Catering/Water proof Canopies and sitting arrangements **for 400** persons alongwith arrangement for Sound System, Light, Heaters, light and Generator.
- ii. Purchase of Christmas Cakes (Rate per KG).
- iii. Preparation of Backdrop (15X30) / Standees with iron frame, Panaflex, transportation and installation.
- iv. Printing of Invitation Cards, fine quality, as per approved specimen.
- v. Arrangements of Artists to present Tabloos / Carol singing with reference to Christmas.
- vi. Arrangement of Transport for the shifting of invitees to place of function and back.
- vii. Arrangement of Stage Secretary.
- viii. Arrangement of Flower/Christmas Decorations of the hall.
- ix. Hiring the services of the Santa Clause.
- x. Preparation/installation of Christmas Tree with decorations.

B.

Serving of Dinner for 400 persons as per following Manu-

- i. Chicken Qorma.
- ii. Vegetable Rice.
- iii. Aloo/Mixed Vegetable.
- iv. Chicken Boti Tikka
- v. Nan (Roghni).
- vi. Gajar Halwa / Kheer.
- vii. Fresh Green Salads
- viii. Mineral water
- ix. Green Tea.
- x. 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 Deputy Secretary (IH), Ministry of Religious Affairs & Interfaith Harmony, Islamabad, 8th floor, Green Trust Tower, Blue Area, Islamabad up to **14.12.2015 at 11.00 A.M.** and will be opened on the same day at **12.00 Noon** in the presence of bidders / suppliers of their authorized representatives.

Dated: 27.11.2015

(IMRAN RASHID)
Deputy Secretary (IH)
Ph: 051-9207466