

No. 3(4)2016-M
GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS & INTERFAITH HARMONY

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TENDER / INVITATION FOR BIDS FOR CELEBRATION OF EASTER-2016

Sealed Tenders from reputed Firms having Income Tax / GST Registration are invited for the provision of following services on celebrations of **Easter-2016** function, in Islamabad:-

A.

- i. Reservation of Hall **for 500-600** persons for holding the function alongwith arrangement for Sound System, Light, Heaters and Generator.
- ii. Designing and preparation of Backdrop (15X30) with iron frame, Panaflex, transportation and installation / or in multimedia display. At least 5 specimens / designs relating to Easter festival be attached
- iii. Printing of Invitation Cards, in four colours as per approved specimen.
- iv. Arrangements of Artists to present Tableaus (3 to 4) with reference to Easter-2016. Profile of Artists / CD containing the clips to see the quality of performance must be attached
- v. Arrangement of Transport for the shifting of invitees from Islamabad / Rawalpindi / Peshawar to place of function in Islamabad and back.
- vi. Arrangement of Stage Secretary, fluent in English/Urdu, having at least 3 years experience of working in media. CV must be attached.
- vii. Arrangement of Flower/Interior Decoration of the hall.
- viii. Video coverage and still photography of the function.

B. Arrangement of seated / serving Dinner for **500-600** 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 Qorma.
- ii. Fried fish.
- iii. Vegetable Rice/Pulao.
- iv. Chicken Boti Tikka.
- v. Mixed Vegetable + Palak Paneer /Chanay
- vi. Nan (Roghni).
- vii. Kheer /Fruit Truffle/Kulfi
- viii. Fresh Green Salads
- ix. Mineral water
- x. Kashmiri tea.

Terms & Conditions

- i. **Tender Document mentioning the exact services required and other details can be obtained from the undersigned.**
 - ii. The Bidders / Suppliers shall have the working experience of arrangements of functions of at least three years.
 - iii. The Bidders / Suppliers will have to mention IT / GST Registration Number alongwith Vendor Number allotted by AGPR.
 - iv. The offers shall be accompanied with a call deposit @ 2% of Tender amount as Earnest Money in the name of DDO (Interfaith Harmony), Ministry of Religious Affairs & Interfaith Harmony, Islamabad.
 - v. The Tender received without call Deposit will not be entertained.
 - 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.
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 **03.03.2016 at 11.00 A.M.** and will be opened on the same day at **12.00 Noon** the presence of bidders / suppliers of their authorized representatives.

Dated: 09.02.2016

(Imran Rashid)
Deputy Secretary (IH)
Ph: 051-9207466