Sealed Tenders from reputed Firms having Income Tax / GST Registration are invited for the provision of following services on celebrations of **Holi-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.

iii. **Preparation of the Rangoli, Lightening and Firework**

iv. **Printing of Invitation Cards**, in four colours as per approved specimen.

v. **Arrangements of Artists to present Tableaus (3 to 4)** with reference to Holi-2016. **Profile of Artists / CD containing the clips to see the quality of performance must be attached**

vi. **Arrangement of Transport for the shifting of invitees from Islamabad / Rawalpindi / Kohat / Peshawar to place of function in Islamabad and back.**

vii. **Arrangement of Stage Secretary, fluent in English/Urdu, having at least 3 years experience of working in media. CV must be attached.**

viii. **Arrangement of Flower/Interior Decoration of the hall.**

ix. **Video coverage and still photography of the function.**

**B.**

**Arrangement of seated / serving Dinner for 500-600 persons** for the Conference 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 Triffle/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 Section Officer (M), Ministry of Religious Affairs & Interfaith Harmony, Islamabad, 8th floor, Green Trust Tower, Blue Area, Islamabad up to 26.02.2016 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: 04.02.2016**

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