

No. 29(2)2016-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 **Dewali-2016** function:-

A.

- i. Reservation of hall, Catering/Water proof Canopies and sitting arrangements **for 500-600** persons alongwith arrangement for Sound System, Light, ACs and Generator.
- ii. Designing and Preparation of Backdrop (15X30) / Standees (3X8) with iron frame, Panaflex, transportation and installation / or in Multimedia display.
- iii. Preparation of the Rangoli with different colours.
- iv. Lightening and Firework.
- v. Printing of Invitation Cards, as per approved specimen.
- vi. Arrangements of Artists to present Tableaus (3 to 4) with reference to Dewali-2016 Profile of Artists / CD containing the clips to see the quality of performance must be attached
- vii. Arrangement of Transport for the shifting of invitees from Islamabad/Rawalpindi, Peshawar, Kohat, Nowshehra, Risalpur & Mardan to place of function and back.
- viii. Arrangement of Stage Secretary, fluent in English/Urdu, having at least 3 years experience of working in media. CV must be attached.
- ix. Arrangement of Flower/Interior Decoration of the hall.
- x. 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 Truffle/Kulfi
- viii. Fresh Green Salads
- ix. Mineral water
- x. Kashmiri tea.

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 as well as from Website of this Ministry.
- v. Conditional Tender or Tender received after due date & time will not be entertained.
- vi. Services must be provided on any date and time as intimated with the supply order.
- vii. The offers must include all taxes / duties which will be deducted as per Govt. Rules.
- viii. 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 **26.10.2016 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: 10.10.2016

(Ihsan ud Din)
Section Officer (M)
Ph: 051-9207466