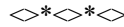


F. No.27(2)/2015-M  
GOVERNMENT OF PAKISTAN  
MINISTRY OF RELIGIOUS AFFAIRS & INTERFAITH HARMONY



**TENDER / INVITATION OF BIDS FOR HOLDING OF INTERFAITH HARMONY  
CONFERENCE IN ISLAMABAD**

Sealed Tenders from Firms having Income Tax / GST Registration are invited for the provision of following services on holding of Interfaith Harmony Conference-2017 at Islamabad:-

**A.**

- i. Reservation of Hall, Catering/Water proof Canopies and sitting arrangements **for 500-600** persons alongwith arrangement for Sound System, Light, Heaters, light and Generator.
- ii. Serving of Tea/Coffee for **500-600** persons on holding the Interfaith Conference.
- iii. Designing and preparation of Backdrop (15X30) / Standees (3X8) with iron frame, Panaflex, transportation and installation / or in Multimedia display. Attractive designs at least five relating to the Interfaith both in hard and soft forms must be attached with the quotation.
- iv. Printing of Invitation Cards, fine quality, hard card, 350 gm weight, size 7.5' x 5.4", four colours, as per approved specimen and envelops.
- v. Arrangements of Artists to present National song with reference to the Interfaith Harmony. Profile of Artists / CD containing the clips to see the quality of performance must be attached.
- vi. Arrangement of accommodation for stay of out stationed official invitees (if required).
- vii. Arrangement of Transport for the shifting of invitees from Islamabad/Rawalpindi, Attock, Peshawar and Lahore to place of function in Islamabad and back.
- viii. Arrangement of Stage Secretary, fluent in English/Urdu, having at least 3 years experience of working in electronic media as anchor person. CV must be attached.
- ix. Arrangement of Qari, Professional; having 3 years experience.
- x. Arrangement of Flower Decorations of the hall.
- xi. Video coverage and still photography of the function.

**B.** Arrangement of seated / serving Dinner for 500-600 persons for the Conference as per following Menu on **round tables, including Dera/Side Catering/water proof Canopies, service, waiters, Lights, Carpet runner, Water, Heaters, Good Crockery,-**

- |     |                               |      |                                   |
|-----|-------------------------------|------|-----------------------------------|
| i   | Chicken Qorma,                | ii   | Fried fish,                       |
| iii | Vegetable Rice/Pulao,         | iv   | Chicken Boti Tikka / Seekh Kabab, |
| v   | Mixed Vegetable + Chanay,     | vi   | Nan (Roghni).                     |
| vii | Kheer /Fruit Truffle/Gajraila | viii | Raita                             |
| ix  | 3 types of Salads             | x    | Fresh Green Salads                |
| xi  | Mineral water + Cold drinks   | xii  | Green tea.                        |

**Terms & Conditions**

- A. The Bidders / Suppliers will have to mention IT / GST Registration Number alongwith Vendor Number allotted by AGPR.
- B. The offers shall be accompanied with a call deposit @ 2% of Tender amount as Earnest Money in the name of DDO, (Interfaith) Ministry of Religious Affairs & Interfaith Harmony, Islamabad.
- C. The Tender received without call Deposit will not be entertained.
- D. Tender Document mentioning the services required and other details can be obtained from the undersigned as well as from Website of this Ministry.
- E. Conditional Tender or Tender received after due date & time will not be entertained.
- F. Services must be provided on any date and time as intimated with the supply order.
- G. The offers must include all taxes / duties which will be deducted as per Govt. Rules.
- H. 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 (Minorities), Ministry of Religious Affairs & Interfaith Harmony, Islamabad, 8<sup>th</sup> floor, Green Trust Tower, Blue Area, Islamabad up to **18.01.2017 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: 03.01.2017**

**(Imran Rashid)**  
**Deputy Secretary (IH)**  
**Ph: 051-9210967**