

No. 29(4)/2016-M

GOVERNMENT OF PAKISTAN  
MINISTRY OF RELIGIOUS AFFAIRS & INTERFAITH HARMONY

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**TENDER / INVITATION FOR BIDS FOR CELEBRATION OF EID-E-RIDVAN-2016**

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

**A.**

- i. Reservation of Hall **for 500-600** persons for holding the function alongwith arrangement for Sound System, Light, AC and Generator.
- ii. Designing and preparation of Backdrop (15X30) with iron frame, Panaflex, transportation and installation / or in multimedia display.
- 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 Eid-e-Ridvan-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 / Kohat / 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 Conference as per following Menu 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 Trifle/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, 8<sup>th</sup> floor, Green Trust Tower, Blue Area, Islamabad up to **10.03.2016 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: 16.02.2016**

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