

No. 29(4)/2018-M
GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS & INTERFAITH HARMONY

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TENDER / INVITATION FOR BIDS FOR CELEBRATION OF EID-E-RIDVAN-2018

Sealed Tenders from reputed Firms having Income Tax / GST Registration are invited for the provision of following services on celebrations of **Eid-e-Ridvan-2018** function, in Islamabad:-

A.

- i. Reservation of Hall, Catering/Water proof Canopies and sitting arrangements **for 600** persons alongwith arrangement for Sound System, Light, AC and Generator.
- ii. Designing, preparation and installation of Backdrop (15X30) (Iron Frame), Panaflex, transportation and installation OR in Multimedia format. Attractive designs at least five relating to the Holi Festival both in hard and soft forms must be attached with the quotation. Quotation without attractive designs would not be accepted.
- iii. Printing of Invitation Cards, fine quality, hard card, 350 gm weight, size 7.5" x 5.4", four colours, as per approved specimen and envelopes.
- iv. Arrangements of Artists to present Tableaus (3 to 4) with reference to Eid-e-Ridvan-2018. 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/Rawalipindi, Peshawar, Kohat, Nowshera, Risalpur & Mardan to place of function and back.
- vi. Arrangement of Stage Secretary, fluent in English/Urdu, having at least 3 years working experience of handling such functions of 500 persons / Anchorperson of electronic media preferably from PTV. CV must be attached.
- vii. Arrangement of Flower/Interior Decoration (like cloured cloths etc) of the hall.
- viii. Arrangement of Stage Setting, Lightening and DJ sound System.
- ix. Video coverage and still photography of the function. Two cameras be used so that no part of the function is missed and audience is also shown at the same time.

B. **Arrangement of Dinner with Setup for 600 persons:** Stylish Dera/Side Catering/water proof Canopies, floor carpets, red carpet runners alongwith decorations and lightening, fans etc. **VIP corner, with sofas/tables, total 100 persons**, Seated / Serving of dinners to VIPs through waiters. Dinner for **500 general participants** on round tables setup with standing buffets, Good crockery, Cutlery, Water Coolers with glasses. Firm would be responsible to take NOC from district administration to carry out the job.

i	Mutton Badami Qorma	ii	Fried fish
iii	Peas Pulao,	iv	Chicken Boti Tikka / Seekh Kabab
v	Mixed Vegetable	vi	Nan (Roghni)
vii	Kheer / Fruit Trifle + Caramel Custard	viii	Chutneys + Raita
ix	3 types of Salads	x	Mineral water + Cold drinks
xi	Kashmiri Tea + Green 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 **19.02.2018 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: 01.02.2018

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