



GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
& INTERFAITH HARMONY

INVITATION FOR BIDS

(MULTIPLE ITEMS & SERVICES REQUIRED FOR THE ARRANGEMENT OF CONFERENCE)

Ministry of Religious affairs and Interfaith Harmony, Government of Pakistan, Islamabad invites sealed bids from well reputed firms/General Order Suppliers, Printers/authorized agents/Hotels, caterers(Based at Islamabad only) for provision of multiple items& Services required for the arrangements of National Rehmat-ul-lil-Aalamain Conference, 2022 which will be held on 12th Rabiul Awal 1444 AH (8 or 9th October, 2022) ,Subject to appearance of moon, at Islamabad. The detail of items required is as under:-

a) **Printing/preparation of Panaflex Banners, Souvenirs & Video Recording etc.)**

S. #	Proposed Items to be procured	Qty
1.	Certificates for Prize winners (as per sample)	70
2.	Shield Souvenirs with box (as per sample)	70
3.	Large shield with box (as per sample)	5
4.	Invitation card 5x7" (as per sample)	8,000
5.	Envelop 5x7" (as per sample)	8,000
6.	Panaflex Streamers size 4x6 (with installation) for Constitution Avenue. (China 260 g or equal)	300
7.	Panaflex Streamers size 3x6 (with installation) for different places at Islamabad (China 260 g or equal)	700
8.	Panaflex X standee size 3x6 (China 260 g or equal)	50
9.	Wings for backdrop size 8x14 at venue (China 260 g or equal)	2
10.	Iron frame Hoarding size 10x30 at different places Islamabad (Korean Matt or equal)	30
11.	Bridge panel size 220x10 (Korean Matt or equal)	2
12.	Golden Seerat badge 4 colour with matt lamination (as per sample)	500

S. #	Proposed Services to be procured	Proposed Qty
13.	SMD Screen/Video Wall 8 x 30 P3 original crystal stage	1
14.	SMD Screen/Video Wall 8 x 10 P3 original crystal stage	2
15.	HD Recording with OB Van, 4 Cameras, complete with editing, promos	One Day
16.	Sound system mini Line Array with required Mics	1
17.	Live streaming on Facebook and YouTube	One Day
18.	Montage of interviews of different Ulama on Topic with graphics and editing	6-8 Min
19.	Gift Pack (like Ball Point, Key Chain, Cup) (with name of Ministry and monogram of Federal Govt)	500 Nos

b) **Serving of Dinner to the participants/guest of Conference during Mehfil-e-Naat (350 Persons) & Catering Services**

- One dish only
- Catering Services at the venue
- Stage Decoration/flowering etc

c) **Hotel Accommodation for the outstation invitees/participants of Conference (200 Person)**

Area/location: (Blue Area (upto khyber Plaza) / Melody G-6 Markaz /Golf Club Road

GENERAL TERMS & CONDITIONS

- i. Complete bidding documents can be obtained from the undersigned during working hours (free of cost).
- ii. The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached) and should have vender number from AGPR.
- iii. The firm should have a minimum (10) years working experience of Government work.
- iv. Bid/Offer should accompany a pay order of 5% as earnest money from a scheduled bank failing which the bid will be rejected. Cheques will not be accepted. The earnest money of the unsuccessful bidders/parties will be refund after finalization of tender. Whereas, the earnest money of the successful firms will be converted as Security deposit and will be returned after completion of job.
- v. Last date of submission of Tender is **17.09.2022 till 11:00 am**. No Tender will be entertained after due date and time. Tender committee will open the tender on the same day at **11.30 am** in the presence of the bidders or their representatives, who may like to be present.
- vi. The financial proposal shall not have any over writings or cutting. M/O RA&IH reserves the right not to consider the proposal having aforementioned deficiencies.
- vii. The contract will be awarded to the lowest rate bidder (s). Conditional bidding will not be accepted.
- viii. Payment of the bills will be subject to the deduction of all government taxes/levies.
- ix. An original and latest undertaking on judicial paper (not below Rs.50/-) that firm is not black listed by any Government, Semi Government or Autonomous body.
- x. Each Page of financial proposal is required to be signed and stamped by the vendor/firm concerned. Filing which bid will not be accepted.
- xi. If any firm intends to withdraw from competition, can intimate in writing before accepting of offer letter.
- xii. The firm will be responsible to deliver the items at venue/place. Installation of Panaflex and removal will also the responsibility of firm. The date and time will be mentioned in work order.
- xiii. The bidder shall be bound to take back the unutilized items on his own cost and payment will be made against actual utilization.
- xiv. The ministry reserves the right to increase or decrease quantity of items.
- xv. The Ministry reserves the right to accept or reject any or all the tenders in accordance with PPRA Rules, 2004. The reason of which will be intimated on request of the bidder.

Section Officer (General)
Ph: 051-9208411



GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
& INTERFAITH HARMONY

INVITATION FOR BIDS
(Panaflex Banners, Souvenirs & Video Recording etc.)

Ministry of Religious affairs and Interfaith Harmony, Government of Pakistan, Islamabad invites sealed bids from the manufacturers/authorized agents for provision of multiple items for arrangements of National Rehmat-ul-lil-Aalamain Conference, 2022 which will be held on 12th Rabiul Awal 1444 AH (8 or 9th October, 2022) (Subject to appearance of moon) at Islamabad. The detail of items required is as under:-

Detail of Material / Services Required

S. #	Proposed Items to be procured	Qty
1.	Certificates for Prize winners (as per sample)	70
2.	Shield Souvenirs with box (as per sample)	70
3.	Large shield with box (as per sample)	5
4.	Invitation card 5x7" (as per sample)	8,000
5.	Envelop 5x7" (as per sample)	8,000
6.	Panaflex Streamers size 4x6 (with installation) for Constitution Avenue. (China 260 g or equal)	300
7.	Panaflex Streamers size 3x6 (with installation) for different places at Islamabad (China 260 g or equal)	700
8.	Panaflex X standee size 3x6 (China 260 g or equal)	50
9.	Wings for backdrop size 8x14 at venue (China 260 g or equal)	2
10.	Iron frame Hoarding size 10x30 at different places Islamabad (Korean Matt or equal)	30
11.	Bridge panel size 220x10 (Korean Matt or equal)	2
12.	Golden Seerat badge 4 colour with matt lamination (as per sample)	500
S. #	Proposed Services to be procured	Proposed Qty
13.	SMD Screen/Video Wall 8 x 30 P3 original crystal stage	1
14.	SMD Screen/Video Wall 8 x 10 P3 original crystal stage	2
15.	HD Recording with OB Van, 4 Cameras, complete with editing, promos	One Day
16.	Sound system mini Line Array with required Mics	1
17.	Live streaming on Facebook and YouTube	One Day
18.	Montage of interviews of different Ulama on Topic with graphics and editing	6-8 Min
19.	Press Ad in prominent local newspaper (Isb only) front page Colour Qtr Page	1

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- The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached) and should have venter number from AGPR.
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- Bid/Offer should accompany a pay order of 5% as earnest money from a scheduled bank failing which the bid will be rejected. Cheques will not be accepted. The earnest money of the unsuccessful bidders/parties will be refund after finalization of tender. Whereas, the earnest money of the successful firms will be converted as Security deposit and will be returned after completion of job.
- Last date of submission of Tender is **15.09.2021 till 11:00 am**. No Tender will be entertained after due date and time. Tender committee will open the tender on the same day at **11.30 am** in the presence of the bidders or their representatives, who may like to be present.
- The financial proposal shall not have any over writings or cutting. M/O RA&IH reserves the right not to consider the proposal having aforementioned deficiencies.
- The contract will be awarded to the lowest rate bidder (s). Conditional bidding will not be accepted.
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- The firm will be responsible to deliver the items at venue/place. Installation of Panaflex and removal will also the responsibility of firm. The date and time will be mentioned in work order.
- The bidder shall be bound to take back the unutilized items on his own cost and payment will be made against actual utilization.
- The ministry reserves the right to increase or decrease quantity of items.
- The Ministry reserves the right to accept or reject any or all the tenders in accordance with PPRA Rules, 2004. The reason of which will be intimated on request of the bidder.

Section Officer (General)
Ph: 051-9208411



**GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTERFAITH HARMONY**

BIDDING DOCUMENTS

For

**Panaflex Printing, Souvenirs & Video Recording etc. for National Rehmat-
Ul-Lil Alameen Conference, 2021/1443AH**

Last date for submission of bid

22.09.2021 at 11:00 am

Tender Opening date & time

22.09.2021 at 11:30 am

Detail of Material / Services Required

S. #	Items to be procured	Proposed Quantity
1	Certificate (as per sample)	70
2	Shield Souvenirs with box (as per sample)	70
3	Large shield with box (as per sample)	5
5	Invitation card 5x7" (as per sample)	3000
4	Envelop 5x7" (as per sample)	3000
6	Panaflex Streamers size 3x6 with wooden frames at different places of Islamabad. (Star Korean or equivalent quality)	500
7	Panaflex X standee size 3x6 at venue/Hotels/Airport/Railway Station/ Daewoo etc. (Star Korean or equivalent quality)	50
8	Wings for backdrop size 8x14 at venue (Star Korean or equivalent quality)	2
9	Hoarding panel banner size 10x30 with frame and installation at different places Islamabad (Star Korean or equivalent quality)	15
10	Bridge panel size 220x10 (Star Korean or equivalent quality)	2
11	Golden Seerat badge 4 colour with matt lamination (as per sample)	300

S. #	Services to be procured	Proposed Quantity
12	SMD Screen/Video Wall 8 x 30 P3 original crystal stage	1
13	SMD Screen/Video Wall 8 x 10 P3 original crystal stage	2
14	HD Recording with OB Van, complete with editing & promos	04 Cameras
15	Sound system mini Line Array with required Mics	1
16	Live streaming on Facebook and YouTube	-
17	Montage of interviews of Ulama of different sect on Topic with graphics and editing	6-8 Min

Note: -All panaflex includes wooden frames and installation/removal charges. All other items will be according to sample.

General Terms & Conditions:-

i.	The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached) and should have vender number from AGPR.
ii.	The firm should have a minimum (10) years working experience of Government work.
iii.	Bid/Offer should accompany a pay order of 5% as earnest money from a scheduled bank failing which the bid will be rejected. Cheques will not be accepted. The earnest money of the unsuccessful bidders/parties will be refund after finalization of tender. Whereas, the earnest money of the successful firms will be converted as Security deposit and will be returned after completion of job.
iv.	Last date of submission of Tender is 22.09.2021 till 11:00 am . Tender committee will open the tender on the same day at 11.30 am in the presence of the bidders or their representatives, who may like to be present.
v.	The financial proposal shall not have any over writings or cutting. M/O RA&IH reserves the right not to consider the proposal having aforementioned deficiencies.
vi.	The contract will be awarded to the lowest rate bidder (s).
vii.	Payment of the bills will be subject to the deduction of all government taxes/levies.
viii.	Conditional bidding will not be accepted.
ix.	An original and latest undertaking on judicial paper (not below Rs.50/-) that firm is not black listed by any Government, Semi Government or Autonomous body.
x.	Each Page of financial proposal is required to be signed and stamped by the vendor/firm concerned. Filing which bid will not be accepted.
xi.	If any firm intends to withdraw from competition, can intimate in writing before accepting of offer letter.
xii.	No Tender will be entertained after due date and time.
xiii.	The firm will be responsible to deliver the items at venue/place. Installation of Panaflex and removal will also the responsibility of firm. The date and time will be mentioned in work order.
xiv.	The bidder shall be bound to take back the unutilized items on his own cost and payment will be made against actual utilization.
xv.	The ministry reserves the right to increase or decrease quantity of items.
xvi.	The Ministry reserves the right to accept or reject any or all the tenders in accordance with PPRA Rules, 2004. The reason of which will be intimated on request of the bidder.

Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB): Section I. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A. Introduction		
ITB 1.1	Name of Office	Ministry of Religious Affairs and Interfaith Harmony, Islamabad
ITB 1.1	Name of Contract & IFB No.	Supply of Panaflex Printing, Souvenirs & Video Recording etc to the Ministry for arrangement of National Rehmat-UI-Lil-Aalamain Conference, 2021 No. F 3 _____
ITB 3.1	Name of Purchaser	Ministry of Religious Affairs and Interfaith Harmony, Islamabad
ITB 3.1	Purchaser's Address	1 st floor, TUV Kohsar Block, New Pak Secretariat, Islamabad

B. The Bidding Document		
ITB 7.1	Language of the Bid	English

C. Preparation of Bids		
ITB 10.2	The price quoted shall be	DDP in Pak Rupees i.e. inclusive of all applicable taxes & transportation charges.
ITB 10.5	The price shall be	Fixed and must include the Income & General Sales Taxes (GST) and other taxes and duties, where applicable as per law. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties.
ITB 12.2 (a)	Qualification requirements.	<ul style="list-style-type: none"> i. The bidder must submit National Tax No. Sales Tax No. Certificates & Income Tax clearance certificate on the last Income Tax returns. ii. Active Taxpayer Certificate. iii. An affidavit on legal stamp paper not below of Rs.50/- to the effect that bidder as not been blacklisted by any of the Federal/Provincial Government Organization. iv. The bidder must have proper Business Location (Shop/Outlet) and Landline telephone facility.
ITB 13.1	Amount of bid security	Bid security @ 5% may be attached with the Tender. The bid security will be returned to the unsuccessful bidders. Immediately after finalization of tender and in case of successful bidder (s), it will be converted into Security Deposit will be retained till completion of the Contract.

ITB 13.3	Form of Bid Security	<ul style="list-style-type: none"> i. The tenders found deficient of the amount as bid security compared to total bid Price will not be considered. ii. No personal cheques will be acceptable at any cost. iii. The previous bid security will not be considered or carried forward.
ITB 14.1	Bid validity period.	Bid should remain valid for six months (from the date of awarding of tender to the firm).
ITB 15.1	Number of copies.	One original

D. Submission of Bids

ITB 17.1	Address for bid submission.	Section Officer (General), Ministry of Religious Affairs and Interfaith Harmony, 1 st Floor, TUV Kohasar Block, New Pak Secretariat, Islamabad
ITB 17.1	Deadline for bid submission.	<u>22.09.2021 till 1100 hours</u>

E. Opening and Evaluation of Bids

ITB 20.1	Time, date, and place for bid opening.	<u>22.09.2021 at 1130 hours</u> Committee Room of Ministry of Religious Affairs and Interfaith Harmony, 1 st Floor TUV Kohasar Block, New Pak Secretariat, Islamabad
ITB 23.2	Criteria for bid evaluation.	<ul style="list-style-type: none"> i. Delivered Duty Paid (inclusive of all applicable taxes & transportation charges) Price Only. ii. The tenderer has to quote only one rate for each item as per tender specification. No alternate model or separate accessories will be accepted. iii. The items/material will be accepted according to specification of the Ministry.

MANUFACTURER'S AUTHORIZATION CERTIFICATE

The Section Officer (General)
Ministry of Religious Affairs & Interfaith Harmony
Government of Pakistan, Civic Center,
Islamabad

WHEREAS (NAME OF SUPPLIER) who are established and reputable firms of (name and/or description of goods) having Office at (address of office) do hereby authorize (name and address of supplier/agent) to submit a bid, and subsequently follow-up/negotiation and sign the contract with you against the tender for the procurement/supply of multiple items (Names) for arrangements of National Rehmat-UI-Lil-Aalameen Conference-2021, under the patent name of _____ for performance of contract.

We hereby commit and assure our full guarantee and warranty regarding quality, efficacy and timely supply of offered items by the above mentioned firm/ supplier/ manufacturer against the invitation of bids.

(Signature for and on behalf of Manufacturer)

Note: This letter of authority should be signed by the person competent and having the attorney to bind the manufacturer/supplier. It should be included by the bidder in its bid.