

**TERMS AND CONDITIONS FOR TENDER**

The interested bidders/firms/suppliers are required to observe the following ToRs: -

1. Sealed tenders/applications from reputed firm/bidder/vendor in possession of Income Tax / GST Registration for the provision of services for holding of Diwali Function at **Islamabad**.
2. The firm/bidder/vendor must have relevant working experience in arrangement of conferences/functions;
3. The IT / GST Registration Number must be mentioned alongwith Vendor Number allotted by AGPR; a copy of valid registration certificate must be provided;
4. The bid shall be accompanied with a 2% of the total tender value as earnest money in the shape of pay order/demand draft in the name of DDO (Interfaith Harmony), Ministry of Religious Affairs & Interfaith Harmony, Islamabad. **EARNEST MONEY MUST BE SUBMITTED TO THIS OFFICE BEFORE 11.09.2024**
5. The application received without earnest money will not be entertained;
6. Incomplete and conditional tender/response or tender received after due date & time will not be entertained;
7. The selected firm/bidder/vendor shall be responsible for completing the job/services within the stipulated time;
8. In case of failure to provide services as required by the Ministry, the supply order will be cancelled and the earnest money shall be forfeited;
9. The services must be provided on any date/time and venue as intimated in the supply order before the function;
10. The offers must be inclusive of all taxes / duties which shall be deducted as per Govt. Rules;
11. The bidders must indicate their intention for selection for single or multiple categories;
12. The Ministry reserves the rights to cancel/postpone the tender without giving any reason;
13. The Ministry reserves the rights to cancel/postpone the function at any stage;
14. The application on the letterhead pad of the Company/contractor/firm/supplier must include:
  - i. The name of Firm/Contractor/Supplier etc.;
  - ii. Address;
  - iii. Telephone No. (Land Number or Mobile No); e-mail address;
  - iv. GST/NTN Number;
  - v. Vendor Number.

Government of Pakistan  
Ministry of Religious Affairs & Interfaith Harmony  
(IH Wing, Green Trust Tower, Blue Area)

\*\*\*\*\*

The Ministry of Religious Affairs & Interfaith Harmony is celebrating “**Diwali**” function of Hindu Community at **Islamabad** for promoting interfaith harmony.

**TENDER DOCUMENT FOR CELEBRATION OF DIWALI – 2024**

S#	Item	Specification / Requirement
1.	Reservation of Hall / Auditorium;	Hall with sofa chairs with a seating capacity for 400-500 persons for holding the Diwali Celebrations at <b>Islamabad</b> along with stage, rostrum, air-conditioning/heating, backup generator in a well-known place with the attached baths for ladies and men separately. Exact place to be hired be mentioned.
2.	Arrangement of Lawn with Water proof Canopies for Dinner;	Arrangement of Water proof Canopies for a seated dinner on round tables for Diwali Celebrations, including decoration/ side catering, waiters in uniform, lights, and carpet runner. Neat and clean crockery must be ensured.
3.	Arrangement of Food for 400-500 persons;	Menu: Chicken Korma/Mutton Korma, Chicken Boti, Vegetable Fried Rice, Mixed Vegetable, Palak Paneer, Nan (Roghni), Kheer/Fruit Trifle, Caramel Custard/Gulab Jaman, Chutneys + Raita, Mixed Salads and Green Tea. A separate buffet for VIPs.
4.	Provision of Mineral Water/Cold Drinks/ Juices <b>(on need basis)</b>	Small bottles of mineral water served during the function. Small/Large mineral water, Cold drinks (03 types) and juices according to weather during the dinner. The quality of drinks must be ensured.
5.	Designing, preparation and placement of Backdrop (15X30) (Iron Frame), Panaflex, <b>(On need basis)</b>	Attractive designs relating to the Diwali celebration with the name of Ministry, picture of Minister, logo of Government of Pakistan and transportation and placement of Backdrop (15X30). Iron frame with panaflex will be prepared and placement on the venue well before the function. Attractive designs relating to the Diwali celebration with name of Ministry, pictures of Minister will be provided in hard and soft form.
6.	Designing, preparation and placement of SMD. <b>(On need basis)</b>	Attractive designs relating to the Diwali celebration with the name of Ministry, picture of Minister, logo of Government of Pakistan. The placement/transportation will be the responsibility of the bidder. SMD must be placed on the venue one day before the function. Attractive designs will be presented in hard and soft form.
7.	Designing, preparation of material for Standees and placement of the same. <b>(On Need basis)</b>	Attractive designs for Standees (3’x8’) relating to the concerned function with the name of Ministry, picture of the Minister, logo of Government of Pakistan. The approved Standees (3’x8’) with frame will be placed at prominent places as directed by this Ministry. Attractive designs will be presented in hard and soft form.
8.	Designing, preparation of material for Stemmers and its placement. <b>(On Need basis)</b>	Attractive designs for Stemmers (3’x5’) must be provided. The approved Stemmers on wooden frame will be provided on the poles or trees at prominent places as approved/directed by this Ministry. Attractive designs will be presented in hard and soft form.
9.	Designing, preparation of material for flex banner and its placement. <b>(On Need basis)</b>	At least 3-4 attractive designs for the Banner (20’x50’) relating to the concerned function with the name of Ministry, picture of the Minister. Banners will be placed at prominent places as directed by this Ministry one day before the function. Attractive designs will be presented in hard and soft form.
10.	Media Wall Panaflex	Media wall Panaflex (size 8x8) should be arranged with wooden frame. The picture of symbol of Diwali i.e. ‘Deeva’ happy Diwali, Govt monogram must be presented on panaflex. Media wall panaflex must be placed on the venue one day before the event.

11.	Preparation of Rangoli	As per attractive designs relating to the Diwali celebration. Quotation without attractive designs of Rangoli would not be accepted. For Rangoli Diwali colours in powder form and cool fires will be provided by the bidder.
12.	Printing of Invitation Cards,	As per approved specimen of the Ministry in four colours and would be required on the day following the issue of order. Invitation Cards in fine quality, hard card, size 7.5' x 5.4", four colours, as per the approved specimen and envelopes.
13.	Arrangement of Artistes to present Tableau (4 to 5) with reference to Diwali.	A group of children in special Diwali dresses who will present two Diwali Songs and one interfaith tableau alongwith musicians and arrangement of transport for them. The Ministry will not be responsible for their transportation. Musical band and instruments are the responsibility of the bidder.
14.	Arrangement of Transport. <b>(On need basis)</b>	Arrangement of air-conditioned Coasters including fuel for shifting of invitees to the place of function and back (Local & Outstation). Separate rates for local transportation and outstation transportation are required to be quoted.
15.	Arrangement of Stage Secretary	Having at least three years experience of conducting the functions. Good looking, smart, fluent in English & Urdu and having knowledge of the Diwali festival. Vendor is required to attach CV of the Compere/Stage Secretary.
16.	Diwali Cake	Preparation of Diwali Cake (10 Pounds), shape made of hard stuff, fresh cream and almonds, with "Happy Diwali" written over it. Provision of a trolley with floral decorations and knife for cake cutting as well as a waiter is the sole responsibility of the bidder
17.	Arrangement of Flowers/Interior Decoration (like colored cloths etc.) of the hall	Arrangement of Flower /Interior decoration of Hall i. Flower Baskets on the head table and all around the stage ii. Flower standees on stage and at reception. iii. Two large-size flower bouquets for the chief guest. iv. Flower petals. v. Fresh floral arrangements.
18.	DJ Sound System / Lights	Arrangement and transportation of DJ Sound System will be ensured by the bidder. Truss lights, LED lights and Electric Candles in sufficient quantity.
19.	Video coverage and still photography of the function	i. Video coverage of the function. ii. Two cameras should be used so that no part of the function is missed and the stage and the audience are shown simultaneously. iii. Supply of CDs/USBs for the video-recording after editing. iv. Still Photography. v. Hard copies of the selected photographs in a decent album.

\*\*\*\*\*

## List of Categories for Tender of Firms/Bidders/ Suppliers etc.

- 1. Reservation of Hall,**  
(i) sufficient seating Capacity, (ii) Sofas (iii) Sound System for National Anthem  
(iv) Cordless mike, (v) Light, (vi) Air Conditioning/Heaters (vii) backup generator
- 2. Arrangement of Water Proof Canopies;**  
(i) Water Proof Canopies with Lawn (ii) Good quality crockery (iii) VIP Corner (iv) Carpet,  
(v) Lights, (vi) backup generator.
- 3. Arrangement of Food:**  
Food chain must be observed at spot, a proper dressing of Waiters (ladies/gents) for services,
- 4. Designing, preparation and placement of Backdrop;**  
(i) material for Backdrop (15X30 – Iron Frame) (ii) backdrop on panaflex  
(iii) transportation (iv) attractive designs at least 3-4 relating to the Diwali/Interfaith Harmony both in hard and soft forms;
- 5. Standees (3x8), Steamers (3x5), Banners (20x50) with ropes, SMD**  
(i) material for standees/steamers/banners with different colours (ii) transportation, (iii) placement, (iv) attractive designs at least 3-4 relating to the Diwali/Interfaith Harmony both in hard and soft forms; (v) SMD size will be informed accordingly;
- 6. Media Wall Panaflex;**  
Panaflex size (8x8); picture of Deeva; Govt Monogram;
- 7. Preparation of Rangoli;**  
Colorful Diwali Powder, cool fires will be provided by the bidder, etc.
- 8. Printing of Invitation Cards:**  
(i) fine quality hard paper (ii) 350 gm weight, (iii) size 7.5' x 5.4", (iv) four (04) colours, (v) envelops
- 9. Arrangement of Artists;**  
Artists must be with Diwali dresses; Diwali instruments etc.
- 10. Arrangement of Transport;**  
Shifting of invitees (local/outstation) to place of function and back, vehicle must having air-condition/heating system,
- 11. Arrangement of Stage Secretary;**  
(i) fluent in English/Urdu, (ii) at least 3 years working experience of handling such functions/conference  
(iii) Anchorperson of electronic media (iv) CV must be attached.
- 12. Diwali Cake;**  
Weight of Diwali Cake 10 Pound, hard stuff, fresh cream and almonds, Happy Diwali, Trolley must be decorated, decorated knife, A waiter with uniform;
- 13. Arrangement of Flower/Interior Decoration;**  
(i) bouquet (ii) flower decoration (iii) colored cloths etc. (iv) decoration of stage (v) hall decoration in respect of interfaith harmony
- 14. DJ Sound System/Lights**  
Completed set of DJ sound, extra lights, coloured LED lights, electric candles etc.
- 15. Video coverage/still photography; of the function;**  
(i) Two cameras be used so that no part of the function is missed and audience is also shown at the same time (ii) album of selected photographs (iii) USB (having photographs & speeches

\*\*\*\*\*