



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

**BIDDING DOCUMENTS
Arrangements for
National Seerat-un-Nabi (ﷺ) Conference – 2024
to be held on 11 - 12 Rabi-ul-Awwal ,1446 AH
(15-16th September 2024, subject to sighting of Moon)**

Tender #	Description
1	Panaflex Banners, hoarding of boards, Invitation cards, Envelops, Certificate, Souvenirs, Golden Seerat badge (Metal/Brass) & Video Recording etc.
2	Accommodation & Transportation
3	Stage Decoration, Serving of Lunch, etc. for 12 Rabi-ul-Awwal / 1446 AH at Pak China Center, Islamabad)
4	Stage Decoration, Serving of Dinner, etc. of Mehfil-e-Naat 11 Rabi-ul-Awwal/1446 AH at PNCA, Islamabad

Last Date for Submission of Bid

26-.08.2024 at 11:00 AM

Tender Opening Date & Time

26-.08.2024 at 11:30 AM



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

TENDER No.01

INVITATION FOR BIDS

(Panaflex, Banners, Souvenirs & Video Recording etc.)

This Ministry invites sealed bids from well reputed firms/local manufacturers/authorized for provision of multiple items/services for arrangements of National Seerat-un-Nabi (ﷺ) Conference – 2024 which will be held on 11-12 Rabiul Awwal 1446 AH (15-16th September, 2024) (Subject to sighting of Moon) at Islamabad. The detail of items required is as under: -

Detail of Material / Services Required

S. #	Items to be procured	Proposed Qty
1.	i. Panaflex Streamers size 5x6 ft with wooden frames (China 260 grams)	200
	ii. Panaflex Streamers size 4x6 ft with Iron frames (China 260 grams)	200
	iii. Panaflex X standee size 2.5x5 ft at venue (China 260 grams)	40
	iv. Panaflex Reception Area 10x30 ft at venue (Iron frame) (China 260 grams)	1
	v. Hoarding 10x10 ft with iron frame and installation (China 260 grams)	55
2.	i. Certificate (as per sample)	90
	ii. Shield Souvenirs with box (as per sample)	90
	iii. Invitation card 5x7” (two types 500+2000) (as per sample)	2500
	iv. Envelop 5.5” x 7.5” (as per sample)	3000
	v. Golden Seerat badge (Metal /Brass) (as per sample)	200
Services to be procured		
3.	i. SMD Screen/Video Wall 10 x 30 ft P3 original crystal stage	1 Day
	ii. 02 SMD Screen Side Panel Wall 10 x 05 ft P3 original crystal stage	1 Day
	iii. Sound system mini–Line Array with required Mics	1 Day
	iv. HD Recording with 4 Cameras, Still Photography, OB Van	2 Days
	v. Live streaming on Facebook and YouTube	2 Days
	vi. Montage/Video interviews of Ulama of different sect on Topic	6-8 Min
4.	vii. Interpretation system for 30 participants/03 translation consoles/Booths	One Day

General Terms & Conditions:-

- i. The firm should be registered with Income Tax and Sales Tax Departments, having minimum 5 years working experience with Government departments (Registration numbers should be clearly mentioned and valid documentary evidence be attached) and should have a vender number from AGPR.
- ii. Tender documents can be obtained from the office of the undersigned (free of cost) during working hours. The 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 refunded after finalization of tender. Whereas, the earnest money of successful firms will be converted as security deposit and will be returned after completion of the job.
- iii. The procedure of bids will be single stage – two envelopes as per Rule 36(b) of PPRA Rules, 2004.
- iv. Firms may quote their best/competitive prices against any or all items/services.
- v. The last date of submission of the Tender is **26.08.2024 till 11:00 am** and will open on the same day at **11.30 am** in the presence of the bidders or their representatives, who may like to be present.
- vi. Bids would be evaluated on the basis of evaluation criteria and most advantages bidder would be awarded tender accordingly.
- vii. Payment of the bills will be subject to the deduction of all government taxes/levies, rate should be quoted including of all taxes.
- viii. The firm will be responsible for delivering the items at venue/place. Installation & dismantling will also be the responsibility of the firm. The date and time will be mentioned in work order.
- ix. The bidder shall be bound to take back the unutilized items at his own cost and payment will be made against actual utilization.
- x. The ministry reserves the right to increase or decrease the quantity of items.
- xi. 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.
- xii. Firms may quote their best/competitive prices against any or all 4 main items/services. **Partial bids against single sub item will not be entertained.**
- xiii. All Panaflex work includes wooden/iron frames and installation/removal charges.
- xiv. Sample of items mentioned at Sr. No. 2 can be inspected at the Office of Assistant Director (Media). Samples of Item No. 2 must be provided with quotations.

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.	Multiple items, services required for the arrangement of two days National Seerat Conference – 2024 to be held on 11 & 12 Rabi-ul Awwal 1446 AH, (15 – 16 September, 2024 (Subject to sighting of Moon) No. 7(7)/2023-Gen
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.	<ol 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.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>26-08-2024 till 1100 hours</u>

E. Opening and Evaluation of Bids

ITB 20.1	Time, date, and place for bid opening.	<u>26.08.2024 at 1130 hours</u> Committee Room of Ministry of Religious Affairs and Interfaith Harmony, 1 st Floor TUV Kohsar 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.

Vender / Supplier/ Contract

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 Seerat Conference-2024, 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.



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

INVITATION FOR BIDS

(Arrangement of National Seerat Conference-2024)

Bidder Evaluation Criteria

Sr.	Bidding Documents	Weightage
1	Technical a) Experience (15) b) Provision/Quality of Samples (10) c) Bank Statement (05) d) Office / Shop / Outlet (05) e) Landline Telephone Facility (05)	40
2	Financial	60
3	Mandatory Requirements a) Registration with Income Tax/Sales Tax Department b) ATL Certificate c) NTN No. d) Sales Tax No. e) Income Tax Clearance Certificate f) Affidavit (Non Blacklisted) g) Bids Security 5% h) Vendor-Supplier Contract	Mandatory
Total		100



**GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
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TENDER No.02

INVITATION FOR BIDS

(Accommodation & Transportation etc.)

This Ministry will organize one day Seerat Conference therefore, services Islamabad Local - Based Hotels or nearest to the venue having minimum three or equal star category are required for accommodation of out-stationed guests for arrangements of National Seerat-un-Nabi (ﷺ) Conference – 2024 which will be held on 11-12 Rabiul Awwal 1446 AH (15-16th September, 2024) (Subject to sighting of Moon) at Islamabad. The detail of items required is as under:-

Detail of Material / Services required Accommodation, Transportation out-stationed Guest)

Sr. No.	Specification	Price
1	Single Standard Room	
2	Double Occupancy Room	
3	Triple Occupancy Room	
4	Complementary Services (i.e. Fruit Basket, Welcome Drinks/Mineral Water, Buffet Breakfast, Wi-Fi Internet Facilities, Facility of Free Parking Vehicles)	
5	Facility of Lunch & Dinner	
6	Airport/Railway and Bus Station Pick & Drop Facility.	

General Terms & Conditions:-

For accommodation of out-station guests following are important: -

a)	The bidder should have capacity for accommodation of 200-250 guests. The number of guests may be increased or decreased.
b)	The stay of guests would be one night. However, under some special circumstances stay of one additional night will be granted. The Ministry will pay for the stay on actual occupancy basis.
c)	No extra payment shall be made in case the extra services (i.e. extra accommodation, separate transport, laundry, additional meals and any other facility availed by guests)
d)	The priority to accommodate the out-stationed guests will be given to those Hotels who have capacity / availability of rooms and within the Area /Location i.e. Blue Area up to Khyber Plaza / Melody G-6, G-7, G-8 / Club Road/Jinnah Super F-7 Markaz, Islamabad or nearest to the venue of the conference.
e)	All aspirant bidders should indicate the availability of rooms as per requirements on the next day of awarding contract.
f)	Successful bidder will not be allowed to sublet the contract to any other firm/cater. In case of violation the work/job order will be cancelled immediately.
g)	In case of non-availability of rooms due to any unavoidable circumstances, the bidder should inform the Ministry at least Seven (07) days before the arrival of guests.
h)	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.
i)	The firm having working experience of Government work will be preferred.
j)	The 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 refunded after finalization of tender. Whereas, the earnest money of successful firms will be converted as security deposit and will be returned after completion of the job.
k)	Last date of submission of Tender is _____. Tender committee will open the tender on the same day at _____ in the presence of the bidders or their representatives, who may like to be present.
l)	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.
m)	The contract will be awarded to the lowest rate bidder (s).
n)	Payment of the bills will be subject to the deduction of all government taxes/levies.
o)	Conditional bidding will not be accepted.
p)	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.
q)	Each Page of financial proposal is required to be signed and stamped by the vendor/firm concerned, failing which the bid will not be accepted.
r)	If any firm intends to withdraw from the competition, may inform in writing before accepting the offer letter.
s)	No Tender will be entertained after due date and time.
t)	The Ministry reserves the right to accept or reject any or all the tenders in accordance with PPRA ordinance 2002, 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.

B. Introduction		
ITB 1.1	Name of Office	Ministry of Religious Affairs and Interfaith Harmony, Islamabad
ITB 1.1	Name of Contract & IFB No.	Services required for <u>Accommodation of out stationed guest facility of Pick and drop etc</u> to the Ministry for arrangement of National Seerat Conference, 2024/1446AH No. _____
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.	v. The bidder must submit National Tax No. Sales Tax No. Certificates & Income Tax clearance certificate on the last Income Tax returns. vi. Active Taxpayer Certificate. vii. 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. viii. 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	iv. The tenders found deficient of the amount as bid security compared to total bid Price will not be considered. v. No personal cheques will be acceptable at any cost. vi. 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.	_____

E. Opening and Evaluation of Bids

ITB 20.1	Time, date, and place for bid opening.	_____ 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.	iv. Delivered Duty Paid (inclusive of all applicable taxes & transportation charges) Price Only. v. The tenderer has to quote only one rate for each item as per tender specification. No alternate model or separate accessories will be accepted. vi. 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, 1st floor, TUV Kohsar Block, New Pak Secretariat,
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 Seerat Conference-2024, 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.



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

INVITATION FOR BIDS

(Arrangement of National Seerat Conference-2024)

Bidder Evaluation Criteria

Sr.	Bidding Documents	Weightage
1	Technical f) Experience (15) g) Bank Statement (10) h) Office / Shop / Outlet (10) i) Landline Telephone Facility (05)	40
2	Financial	60
3	Mandatory Requirements i) Registration with Income Tax/Sales Tax Department j) ATL Certificate k) NTN No. l) Sales Tax No. m) Income Tax Clearance Certificate n) Affidavit (Non Blacklisted) o) Bids Security 5% p) Vendor-Supplier Contract	Mandatory
Total		100



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

TENDER No.03

INVITATION FOR BIDS
(General items, Catering etc.)

This Ministry invites sealed bids from well reputed firms/local manufacturers/authorized-agents/local-caterers for provision of multiple items/services for arrangements of National Seerat-un-Nabi (ﷺ) Conference – 2024 which will be held on 11-12 Rabiul Awwal 1446 AH (15-16th September, 2024) (Subject to sighting of Moon) at Islamabad. The detail of items required is as under: -

Detail of Material / Services Required

S. #	Items Required	Proposed Qty
1	Serving of Lunch and high-tea to the participants of Seerat Conference & catering Services (Approx. 1100 persons), includes: a. Lunch, (as per Menu) b. High tea, (as per Menu) c. Catering services at the venue	1100 (Ministry may reduce or increase the no.)
2	Stage decoration/flowering etc.	
3	Drinking water bottles (Approx. 250 ml each)	2000
4	Lunch Boxes (Pulao, 2-Kabab, Chicken-piece, Raita/Salad, Drinking water bottles (Approx. 250 ml each))	300
5	Prayer mates (On Rent)	For 300 persons

Lunch and High-tea (Pak China center)

Menu for Lunch	Menu for High-Tea
<u>Salad</u> Assorted Salad, Raita <u>Main Course</u> Mutton Qorma Chicken Baryani, Chicken Seekh Kabab Rogni Nan <u>Dessert</u> Fruit-Trifle	Bakery Biscuits (Good quality) Fruit Cake (Fresh and good quality) Tea / Coffee (rate may be quoted separately)
Note: Kernal Basmati White Rice may be used for Baryani. The standard of quantity & quality of meet (Mutton, Chicken etc.) & other items will be observed.	

Catering (Pak China center)

Catering may include, but not limited to (Unit rate may be quoted, supply order will be issued as per requirement):

- i. VVIP Chairs & Tables for stage
- ii. Sofa
- iii. Carpets for Stage (Mention Size)
- iv. Chairs (rates of different types of chairs may be quoted separately)
- v. VIP Dining sitting (Chairs & Table) for Approx. 50 Persons
- vi. Dinning items for participants
- vii. Podium/ Dias (as per sanctity/ glory of event)
- viii. Stage table (as per sanctity/ glory of event)
- ix. Prize table
- x. Crockery for Lunch and Hi-Tea/coffee (rate of each item may be quoted separately)
- xi. Separator Curtain for female dinning place (Kanaat)
- xii. Red Carpet (Runner) for Lobby of Venue (Mention Size)

Stage decoration/flowering etc. (Pak China center)

Stage decoration includes, but not limited to, flowering on the stage, stage table & prize table. Flowering may include roses, lilies, marigolds. The price may be quoted per running foot basis (1' × 1' running foot, 1' × 4" running foot, standing bouquet, VIP-table bouquet). The pictures of the stage are under for ready reference.

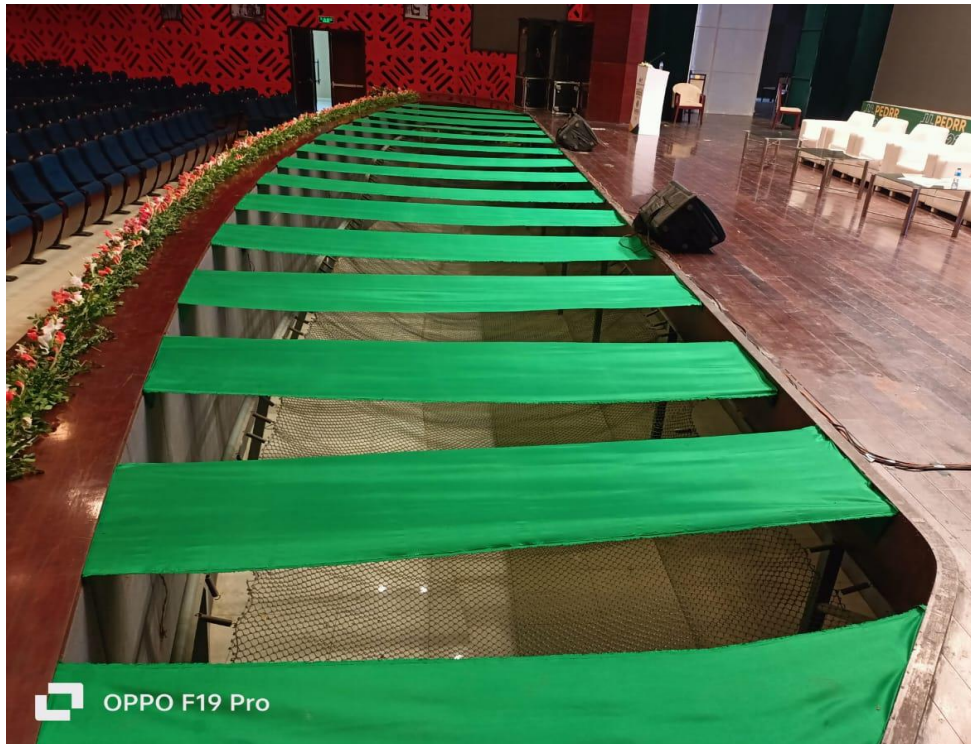


Figure 1 Pak China Center



Figure 2 Pak China Center

Drinking water bottles (Pak China center)

The brand of drinking water bottles should be registered by the food authorities and should not be banned by any food authority in Pakistan.

Lunch Boxes (Pak China center)

The menu of lunch boxes is Pulao, 2-Kabab, Chicken-piece, Raita/Salad, Drinking water bottles (Approx. 250 ml each)). Kernal Basmati White Rice may be used for Pulao. The standard of quantity & quality of meet & other items will be observed.

Oud Fragrance, through quotation

Cloth for covering Front trench, through quotation

General Terms & Conditions:-

- i. The firm should be registered with Income Tax and Sales Tax Departments, having minimum 5 years working experience with Government departments (Registration numbers should be clearly mentioned and valid documentary evidence be attached) and should have a vender number from AGPR.
- ii. Tender documents can be obtained from the office of the undersigned (free of cost) during working hours. The 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 refunded after finalization of tender. Whereas, the earnest money of successful firms will be converted as security deposit and will be returned after completion of the job.
- iii. The procedure of bids will be single stage – two envelopes as per Rule 36(b) of PPRA Rules, 2004.
- iv. Firms may quote their best/competitive prices against any or all items/services.
- v. The last date of submission of the Tender is **26.08.2024 till 11:00 am** and will open on the same day at **11.30 am** in the presence of the bidders or their representatives, who may like to be present.
- vi. Bids would be evaluated on the basis of evaluation criteria and most advantages bidder would be awarded tender accordingly.
- vii. Payment of the bills will be subject to the deduction of all government taxes/levies, rate should be quoted including of all taxes.
- viii. The firm will be responsible for delivering the items at venue/place. Installation & dismantling will also be the responsibility of the firm. The date and time will be mentioned in work order.
- ix. The bidder shall be bound to take back the unutilized items at his own cost and payment will be made against actual utilization.
- x. The ministry reserves the right to increase or decrease the quantity of items.
- xi. 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

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C. Introduction		
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ITB 1.1	Name of Contract & IFB No.	Multiple items, services required for the arrangement of two days National Seerat Conference – 2024 to be held on 11 & 12 Rabi-ul Awwal 1446 AH, (15 – 16 September, 2024 (Subject to sighting of Moon) No. 7(7)/2023-Gen
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.
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ITB 13.3	Form of Bid Security	vii. The tenders found deficient of the amount as bid security compared to total bid Price will not be considered. viii. No personal cheques will be acceptable at any cost. ix. 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>26-08-2024 till 1100 hours</u>

E. Opening and Evaluation of Bids

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ITB 23.2	Criteria for bid evaluation.	vii. Delivered Duty Paid (inclusive of all applicable taxes & transportation charges) Price Only. viii. The tenderer has to quote only one rate for each item as per tender specification. No alternate model or separate accessories will be accepted. ix. The items/material will be accepted according to specification of the Ministry.

Vender / Supplier/ Contract

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 Seerat Conference-2024, 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.



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

INVITATION FOR BIDS

(Arrangement of National Seerat Conference-2024)

Bidder Evaluation Criteria

Sr.	Bidding Documents	Weightage
1	Technical a) Experience (15) b) Bank Statement (10) c) Office / Shop / Outlet (10) d) Landline Telephone Facility (05)	40
2	Financial	60
3	Mandatory Requirements a) Registration with Income Tax/Sales Tax Department b) ATL Certificate c) NTN No. d) Sales Tax No. e) Income Tax Clearance Certificate f) Affidavit (Non Blacklisted) g) Bids Security 5% h) Vendor-Supplier Contract/	Mandatory Documents
Total		100



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

TENDER No.04

(Stage Decoration , Serving of Dinner, etc. for Mehfil-e-Naat)

This Ministry will organize one day (Mehfil-e-Naat at PNCA) therefore, multiple services are required for arrangements of Seerat Conference, 2024 which will be held on 11 Rabiul Awwal 1446 AH (15-16th September 2024) (Subject to sighting of Moon) at Islamabad. The detail of items required is as under: -

S. #	Items Required	Proposed Qty
1	Venue Decoration, Stage Border (30 feet), Flower Arrangements, Farshi Setup (Gao Takia, Color full cushion (Large & small) for 30 person), carpet , bakhoor with stand for fragrance in the hall, and color full sheets, white sheets in large number, iron grill (jali), rose petal, tissue boxes, sonf and sipari with bowls, vases, flower stands, 3 qannatein and out door lighting etc	
2	Serving of Dinner to VIP Guest i. Mutton Qorma ii. Chicken Pullao iii. Reshmi Kabab/Seekh Kabab iv. Nan/Roti v. Raita/Chatni vi. Green + Russian Salad vii. Kheer + Fruit Trifle viii. Khawa/Green Tea/cold drink	200 persons
3	Serving of Dinner boxes to the participants of Mehfil-e-Naat i. Chicken Tika ii. Chicken Kabab/Seekh Kabab, iii. Rogni Nan iv. Raita/Chatni v. Salad vi. Kheer vii. Juice (250 ml) for Audience/security and other officials	400 persons
4	Drinking water bottles (Approx. 330ml each) Nestle, Aquafina or equivalent	2000 Nos
5	Prayer Mats on rent	100 persons
6	Catering/ Serving of Dinner at the venue	

Note: -Catering (PNCA, Islamabad) may include as per requirement.

- i) Dinning sitting arrangements for 200 VIP guests including catering/ serving and VIP Decoration
- ii) Separate partition at females dinning place
- iii) The firm will be responsible for delivering the items at venue/place, installation & dismantling will also be the responsibility of the firm. The date and time will be mentioned in work order.

General Terms & Conditions:-

- i. The firm should be registered with Income Tax and Sales Tax Departments, having minimum 5 years working experience with Government departments (Registration numbers should be clearly mentioned and valid documentary evidence be attached) and should have a vender number from AGPR.
- ii. Tender documents can be obtained from the office of the undersigned (free of cost) during working hours. The 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 refunded after finalization of tender. Whereas, the earnest money of successful firms will be converted as security deposit and will be returned after completion of the job.
- iii. The procedure of bids will be single stage – two envelopes as per Rule 36(b) of PPRA Rules, 2004.
- iv. Firms may quote their best/competitive prices against any or all items/services.
- v. The last date of submission of the Tender is **26.08.2024 till 11:00 am** and will open on the same day at **11.30 am** in the presence of the bidders or their representatives, who may like to be present.
- vi. Bids would be evaluated on the basis of evaluation criteria and most advantages bidder would be awarded tender accordingly
- vii. Payment of the bills will be subject to the deduction of all government taxes/levies, rate should be quoted including of all taxes.
- viii. The firm will be responsible for delivering the items at venue/place. Installation & dismantling will also be the responsibility of the firm. The date and time will be mentioned in work order.
- ix. The bidder shall be bound to take back the unutilized items at his own cost and payment will be made against actual utilization.
- x. The ministry reserves the right to increase or decrease the quantity of items.
- xi. 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.

D. Introduction		
ITB 1.1	Name of Office	Ministry of Religious Affairs and Interfaith Harmony, Islamabad
ITB 1.1	Name of Contract & IFB No.	Multiple items, services required for the arrangement of two days National Seerat Conference – 2024 to be held on 11 & 12 Rabi-ul Awwal 1446 AH, (15 – 16 September, 2024 (Subject to sighting of Moon) No. 7(7)/2023-Gen
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.	xiii. The bidder must submit National Tax No. Sales Tax No. Certificates & Income Tax clearance certificate on the last Income Tax returns. xiv. Active Taxpayer Certificate. xv. 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. xvi. 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 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	x. The tenders found deficient of the amount as bid security compared to total bid Price will not be considered. xi. No personal cheques will be acceptable at any cost. xii. 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>26-08-2024 till 1100 hours</u>

E. Opening and Evaluation of Bids

ITB 20.1	Time, date, and place for bid opening.	<u>26.08.2024 at 1130 hours</u> Committee Room of Ministry of Religious Affairs and Interfaith Harmony, 1 st Floor TUV Kohsar Block, New Pak Secretariat, Islamabad
ITB 23.2	Criteria for bid evaluation.	x. Delivered Duty Paid (inclusive of all applicable taxes & transportation charges) Price Only. xi. The tenderer has to quote only one rate for each item as per tender specification. No alternate model or separate accessories will be accepted. xii. The items/material will be accepted according to specification of the Ministry.

Vender / Supplier/ Contract

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 Seerat Conference-2024, 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.



GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
& INTERFAITH HARMONY

INVITATION FOR BIDS

(Arrangement of National Seerat Conference-2024)

Bidder Evaluation Criteria

Sr.	Bidding Documents	Weightage
1	Technical a) Experience (15) b) Bank Statement (10) c) Office / Shop / Outlet (10) d) Landline Telephone Facility (05)	40
2	Financial	60
3	Mandatory Requirements a) Registration with Income Tax/Sales Tax Department b) ATL Certificate c) NTN No. d) Sales Tax No. e) Income Tax Clearance Certificate f) Affidavit (Non-Blacklisted) g) Bids Security 5% h) Vendor-Supplier Contract/	Mandatory Documents
Total		100