



Tender Notice

Arrangements for 40th National Hifz-o-Qirat Competition 2025 to be held on 01 – 02 October, 2025

S.No	Lot	Item	Specification / Requirement
1.	Lot No. 01	Reservation of Hall for 02 days for 150-200 persons (at least 3 Stars)	Hall with sofas and chairs along with stage, rostrum with workable mic, air-conditioning/heating, table bouquet, stage table, backup generator with the attached baths for ladies and men separately. Exact place to be mentioned alongwith rates separately.
		Arrangement of Food for 150 -200 persons (Note: Bidder to mention separate rates per person for hall, marque and lawn)	Menu: Chicken Korma, Seekh Kabab/Chicken Boti, Mix Vegetable/Palak Paneer, Fried Rice/Vegetable Rice, Nan (Roghni)/Roti, Kheer/Fruit Trifle, Mixed Salads
		Arrangement of Tea, Hi-Tea/Coffee, separate mention of rates (on need basis)	Tea with Cookies, Tea/Coffee/Green Tea, Biscuits Cake Neat and clean crockery must be ensured.
		Accommodation for Guests with meals. (on need basis)	<ul style="list-style-type: none"> • Standard Room with Double occupancy room. The Hotel should be minimum three stars or equivalent for 100 persons (50 Rooms). • Rates to be quoted per person separately for separate hotels • Late check out till 1700 hrs. • Complimentary breakfast
2.	Lot No. 02	Arrangement of food boxes for 50 - 100 persons (rates per person)	Chicken piece, Kebab, Roghni Naan and raita/salad. OR Rice
		Provision of Mineral Water/Cold Drinks for 500 persons (on need basis)	Small bottles of mineral water served during the function. Small/Large mineral water, Cold drinks (03 types) according to weather during the dinner. The quality of drinks must be ensured.
3.	Lot No. 03	Designing, preparation and placement of Backdrop (15X30) (On need basis)	Attractive designs related to the 40 th National Hifz-o-Qirat Competition 2025 (in urdu) with the name of Ministry, picture of Minister, logo of Government of Pakistan.
		DJ Sound system (On need basis)	Arrangement and transportation of DJ Sound System will be ensured by the bidder.

Note: All terms and conditions of tender are mentioned in the document

Tender will be opened on 22.09.2025 at 11:30hours



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

**BIDDING DOCUMENTS
Arrangements for
40th National Hifz-o-Qirat Competition 2025
to be held on 01 – 02 October, 2025**

S.No	Lot	Job Description
1.	Lot No. 01	Reservation of Hall for 02 days for 150-200 persons (at least 3 Stars)
		Arrangement of Food for 150 -200 persons (Note: Bidder to mention separate rates per person for hall, marquee and lawn)
		Arrangement of Tea, Hi-Tea/Coffee, separate mention of rates (on need basis)
		Accommodation for Guests with meals. (on need basis)
2.	Lot No. 02	Arrangement of food boxes for 50 - 100 persons (rates per person)
		Provision of Mineral Water/Cold Drinks for 500 persons (on need basis)
3.	Lot No. 03	Designing, preparation and placement of Backdrop (15X30) (On need basis)
		DJ Sound system (On need basis)

Last Date for Submission of Bid **22.09.2025 at 11:00 hours**

Tender Opening Date & Time **22.09.2025 at 11:30 hours**

General Terms & Conditions: -

- i. The firm should be registered with Income Tax and Sales Tax Departments, having a minimum of 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. The procedure of bids will be single stage – two envelopes as per Rule 36(b) of PPRA Rules, 2004. Sealed bids along with earnest money / bid security the total amount of 5 % of allocated budget of the Ministry in the shape of pay order / bank draft in favor of Section Officer (General) (RA&IH).
- iii. Firms may quote their best/competitive prices against any or all items/services.
- iv. The Bids will be received only from those firms/Hotels who are registered with PPRA for procurement on EPADS for Tendering through their Email addresses which were provided by them to PPRA at the time of their registration.
- v. The interested bidders are requested to submit their Bids/ proposals online through EPADS at <https://eprocure.gov.pk> before opening date and Original Bids/ proposals must be submitted at the Office of the undersigned (1st floor Kohsar Block Pak Secretariat). The Bids will be opened publicly on the same day at 11:30 Hours in the presence of Bidder's representatives.
- 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 the venue/place. Installing & 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. **Partial bids against single sub item will not be entertained.**

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 40 th National Hifz-o-Qirat Competition 2025 to be held on 1 & 2 October, 2025, File No. 2(1)/Dawah/2025
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 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 a 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>22.09.2025 at 11:00 hours</u>

E. Opening and Evaluation of Bids

ITB 20.1	Time, date, and place for bid opening.	<u>22.09.2025 at 11:30 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.

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 40th National Hifz-o-Qirat Competition 2025, 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 40th National Hifz-o-Qirat Competition 2025)

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) AGPP Vendor No. f) Income Tax Clearance Certificate g) Affidavit (Non Blacklisted) h) Bids Security 5% i) Vendor-Supplier Contract	Mandatory
Total		100