

F. No.4(2)/2024-IH  
Government of Pakistan  
Ministry of Religious Affairs & Interfaith Harmony  
Green Trust Tower, Blue Area  
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**TENDER NOTICE**

Ministry of Religious Affairs and Interfaith Harmony invites sealed bids from reputed and well-established firms/ suppliers/service providers etc. in possession of Income Tax Number (NTN) / GST Registration for provision of services for the celebration of '**Christmas**' at Islamabad.

2. E-bidding documents as per regulations, containing detailed terms and conditions, specifications, tender documents etc. are available for the registered bidders on EPADS ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).

3. The electronic bids must be submitted by using EPADS on or before 1100 hrs on **10.12.2024**. Manual bids shall not be accepted. Electronic bids will be opened on the same day at 1130 hrs.

**(Syed Muhammad Burhan)**  
Section Officer (IH)  
051-9207466

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

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**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 celebration of Christmas at Islamabad;
2. The firm/bidder/vendor must have relevant working experience in arrangement of relevant 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 Section Officer (IH), Ministry of Religious Affairs & Interfaith Harmony, Islamabad. **THE EARNEST MONEY SHOULD BE SUBMITTED BEFORE 05.12.2024 TO THIS OFFICE**
5. The applications 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 in 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 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.

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

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

S#	Item	Specification / Requirement
1.	Reservation of Hall, Catering/Water proof Canopies; (at least three stars) <b>(On need basis)</b>	Hall with sofa chairs for celebrating of Christmas Celebrations at Islamabad alongwith Stage, Dice, 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 Food for VIPs (100 Persons) <b>(On need basis)</b>	Menu: Chicken Korma, Chicken pulao, Mixed Vegetable, Palak Paneer, Nan, Kheer/Fruit Trifle, Chutneys + Raita, Mixed Salads and Green Tea in buffet for VIPs.
3.	Arrangement of Food for General Public (300 persons) <b>(On need basis)</b>	Food boxes (containing rice, kebab, chicken piece, raita) offered by a renowned food service.
4.	Arrangement of Hi-Tea for 400 persons <b>(On need basis)</b>	Tea with Cookies with Patties, Pastry, Samosa Clean crockery to be provided.
5.	Provision of Mineral Water for 500 persons	Small bottles of mineral water to be served during the function. Large bottles of mineral water during the dinner.
6.	Designing, preparation and placement of Backdrop (15X30) (Iron Frame, Panaflex) <b>(On need basis)</b>	Attractive designs relating to the Christmas celebration with the name of Ministry, picture of the Minister, logo of Government of Pakistan and transportation and placement of Backdrop (15X30) to be provided in hard and soft form. Iron frame with panaflex will be prepared and placed on the venue well before the function.
7.	Designing, preparation and placement of SMD.	Attractive designs relating to the Christmas 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. <b>(Separate Rate for Designs and SMD)</b>
8.	Designing, preparation of material for Standees and placement of the same. <b>(04 Nos.)</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.
9.	Designing, preparation of material for flex banners and 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.	Printing of Invitation Cards <b>(Good Quality)</b>	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 envelops.
11.	Arrangements of Carol Singing <b>(on need basis)</b>	A group of children in special Christmas dresses who will present two Christmas 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.

12.	Santa Clause <b>(On Need basis)</b>	Hiring the services of the Santa Clause in typical dress for celebration of Christmas function.
13.	Buntes/Toffee/Chocolates <b>(On Need basis)</b>	Distribution of Buntes/Chocolates/Toffees during the function (300 pieces each)
14.	Christmas Tree <b>(On Need basis)</b>	Christmas Trees decoration.
15.	Christmas Gift Packs etc. <b>(50 Nos.)</b>	Distribution of Christmas Gift Packs to VVIPs during the function.
16.	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 Christmas festival. Vendor is required to attach CV of the Comper/Stage Secretary.
17.	Christmas Cake <b>(on need basis)</b>	Preparation of Christmas Cake (10 Pounds), shape made of hard stuff, fresh cream and almonds, with "Happy Christmas" 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
18.	Arrangement of Flower/Interior Decoration (like colored cloth etc.) <b>(on need basis)</b>	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.
19.	DJ Sound System / Lights <b>(on need basis)</b>	Arrangement and transportation of DJ Sound System will be ensured by the bidder. Truss lights, LED lights and Electric Candles in sufficient quantity.
20.	Video coverage and still photography of the function <b>(on need basis)</b>	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 video-recording after editing. iv. Still Photography. v. Hard copies of the selected photographs in a decent album.

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## 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, 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 (3-4) relating to the Christmas/Interfaith Harmony in hard and soft forms;
- 5. Standees (3x8), Steamers (3x5), Banners (20x50) with ropes, SMD**  
(i) material for standees/banners with different colours  
(ii) transportation  
(iii) placement  
(iv) attractive designs (3-4) relating to the Christmas/Interfaith Harmony in hard and soft forms  
(v) SMD size will be informed accordingly;
- 6. 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
- 7. Arrangement of Artistes;**  
Artistes must be with Christmas dresses; Christmas instruments etc.
- 8. Arrangement of Stage Secretary;**  
(i) fluent in English/Urdu, (ii) at least 3 years working experience of handling such functions  
(iii) Anchorperson of electronic media (iv) CV must be attached.
- 9. Christmas Cake;**  
Weight of Christmas Cake 10 Pound, hard stuff, fresh cream and almonds with "Merry Christmas",  
decorated trolley, decorated knife, a waiter with uniform;
- 10. Arrangement of Flower/Interior Decoration;**  
(i) bouquet (ii) flower decoration (iii) colored cloth etc. (iv) decoration of stage (v) hall decoration in  
themes of interfaith harmony.
- 11. DJ Sound System/Lights**  
Complete set of DJ sound, extra lights, coloured LED lights, electric candles etc.
- 12. Video coverage/still photography of the function;**  
(i) Two cameras to 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 (for photographs & speeches)

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