

F.No.4(1)/2024-IH
Government of Pakistan
Ministry of Religious Affairs & Interfaith Harmony
Green Trust Tower, Blue Area
<*>*>

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 'Holi', 'Easter', 'Eid-e-Ridvan' 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).

3. The electronic bids must be submitted by using EPADS on or before 1100 hrs on 08.04.2025. 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

21
051-9207466-84

TERMS AND CONDITIONS FOR TENDER

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

1. Sealed tenders/applications from reputed firm/bidder/vendor in possession of Income Tax / GST Registration for the provision of services for celebration of **Holi, Easter & Eid-e-Ridvan at Islamabad.**
2. The firm/bidder/vendor must have at least three years relevant working experience in arrangement of functions, which must be mentioned in the application.
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 of the function 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. Earnest Money should be submitted before 04.04.2025 to this office.**
5. The applications received without earnest money shall not be entertained.
6. Incomplete, conditional and post-dated tenders shall 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 required by the Ministry, the award 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; the venue will be finalized by the authority.
10. The offers must be inclusive of all taxes / duties which shall be deducted as per rules.
11. The bidders must indicate their intention for selection in single or multiple categories / services;
12. The Ministry reserves the right to cancel/postpone the tender without giving any reason.
13. The Ministry reserves the right 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 "**Holi, Easter**" and **Eid-e-Ridvan**" functions of Hindu Community, Christian Community and Baha'i Community, respectively at **Islamabad** for promoting interfaith harmony.

TENDER DOCUMENT FOR CELEBRATION OF HOLI, EASTER & EID-E-RIDVAN – 2025

S#	Item	Specification / Requirement
1.	Reservation of Hall (at least 3 Stars)	Hall with sofas and chairs along with stage, rostrum with workable mic, air-conditioning/heating, backup generator with the attached baths for ladies and men separately. Exact place to be mentioned alongwith rates separately.
2.	Reservation of Lawn/ Marquee (Services will be used in case hall is not required)	Arrangement of Water proof canopies alongwith rostrum with workable mic, air-conditioning/heating, backup generator, arrangement for a seated dinner on round tables, including decoration/ side catering, waiters in uniform, lights, and carpet runner. Neat and clean crockery must be ensured.
3.	Arrangement of Food (Note: Bidder to mention separate rates per person for hall, marquee and lawn)	Menu: Chicken Korma/Mutton Korma, Seekh Kabab/Chicken Boti, Mix Vegetable/Palak Paneer, Fried Rice/Vegetable Rice, Nan (Roghni)/Roti, Kheer/Fruit Trifle/Gulab Jaman, Chutneys + Raita, Mixed Salads and Green Tea. A separate buffet for VIPs.
4.	Arrangement of food boxes (rates per person)	Chicken piece, Kebab, Roghni Naan and raita/salad. OR Rice, Chicken piece, Kebab and raita/salad.
5.	Provision of Mineral Water/Cold Drinks (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.
6.	Designing, preparation and placement of Backdrop (15X30) (On need basis)	Attractive designs relating to the Holi, Easter & Eid-e-Ridvan 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 Holi, Easter & Eid-e-Ridvan with name of Ministry, pictures of Minister will be provided in hard and soft form.
7.	Designing, preparation and placement of SMD. (On need basis)	Attractive designs relating to the Holi, Easter & Eid-e-Ridvan 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.
8.	Printing of Invitation Cards,	As per approved specimen of the Ministry in four colours and would be required on next day the order issued. Invitation Cards fine quality, hard card, 350 gm weight, size 7.5' x 5.4", four colours, as per approved specimen and envelopes.
9.	Arrangement of Transport: (on need basis)	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.

10.	Arrangements of Singing for Holi, Easter/Eid-e-Ridvan song; (on need basis)	A group of professional singers in special Holi, Easter & Eid-e-Ridvan dresses who will present Holi, Easter & Eid-e-Ridvan Songs (3-4) alongwith arrangement of musicians. Ministry will not be responsible for their transportation. Musical band and instruments are the responsibility of the bidder.
11.	Arrangement of Stage Secretary, (On Need basis)	Having at least three years' experience of conducting the functions. Good looking, Smart, fluent in English & Urdu and having knowledge of the Holi, Easter and Eid-e-Ridvan festivals. Vendor is required to attach CV of the Comparer/Stage Secretary.
12.	Arrangement of Flower/ Interior Decoration (like colored cloths etc.)	Arrangement of Flower /Interior decoration of Hall i. Flower Baskets on the head table ii. Two large size flower bouquets for the chief guest.
13.	DJ Sound System / Lights;	To arrange DJ Sound System with Speakers and accessories will be provided by the bidder. Ministry will not be responsible to provide transportation for DJ Sound System.
14.	Video coverage and still photography of the function; (on need basis)	i. Video coverage of the function. ii. Two cameras be used so that no part of the function is missed and audience is also shown at the same time. iii. Supply of CD/USB of the function after editing. iv. Still Photography of the function. v. Hard copies of the selected photographs in a decent album.
