

F. No. 2(4)2023-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/bidders/suppliers/service providers etc. in possession of Income Tax Number (NTN) / GST Registration for provision of services for holding of 'Interfaith Harmony Conferences at Lahore/Karachi/Quetta.

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

MA 253-84

GENERAL 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 Interfaith Harmony Conferences at **Lahore, Karachi and Quetta.**
2. The firm/bidder/vendor must have at least three years relevant working experience in arrangement of conferences, which must be mentioned in the application.
3. The IT / GST Registration Number must be mentioned along with the 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 IH Conference 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 must 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 the 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 award order before the function.
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 number (Landline or Mobile No.); e-mail address
 - iv. GST/NTN Number
 - v. Vendor Number

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

The Ministry of Religious Affairs & Interfaith Harmony is holding **“Interfaith Harmony Conferences “at Lahore/Karachi/Quetta** for promoting interfaith harmony.

TENDER DOCUMENT FOR INTERFAITH HARMONY CONFERENCES

S.No	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.	Arrangement of Tea, Hi-Tea/Coffee, separate mention of rates (on need basis)	Tea with Cookies, Hi-Tea/Coffee with one-bite Patties, Pastry, Samosas, Cakes, Sandwiches, etc. Neat and clean crockery must be ensured.
7.	Accommodation for VIP Guest Speakers with meals. (on need basis)	<ul style="list-style-type: none"> • Single Standard Room/Double occupancy room. The Hotel should be minimum three stars or equivalent. • To accommodate the guest speakers, priority will be given to those hotels in close vicinity of the Conference venue. • Rates to be quoted per person separately for separate hotels
8.	Designing, preparation and placement of Backdrop (15X30) (On need basis)	Attractive designs related to the IH Conference with the name of Ministry, picture of Minister, logo of Government of Pakistan and transport and placement of Backdrop (15X30). Iron frame with panaflex will be prepared and placed on the venue well before the function. Attractive designs related to the IH Conference with the name of Ministry, pictures of Minister to be provided in hard and soft form.
9.	Designing, preparation and placement of SMD. (On need basis)	Attractive designs related to the IH Conference 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.
10.	Printing of Invitation Cards; alongwith envelop	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.

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11.	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.
12.	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 IH Conferences. Vendor is required to attach CV of the Compere/Stage Secretary.
13.	Arrangement of Flowers/ Interior Decoration (like coloured cloths etc.) of the hall: (On need basis)	Arrangement of Flower /Interior decoration of Hall i. Flower Baskets on the head table ii. Two large-size flower bouquets for the chief guest.
14.	Video coverage and still photography: (On need basis)	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.
15.	DJ Sound system (On need basis)	Arrangement and transportation of DJ Sound System will be ensured by the bidder. Truss lights, LED lights and Electric Candles in sufficient quantity.

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