

No. 3(3)/2017-M
GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS & INTERFAITH HARMONY
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INVITATION OF BIDS FOR CHRISTMAS-2017 CELEBRATIONS

Sealed Tenders from Firms having Income Tax / GST Registration are invited for the provision of following services on holding of Christmas celebration / function of this Ministry, in Islamabad:-

A.

- i. Reservation of Hall (in red zone) having Catering/Water proof Canopies and sitting arrangements **for 400** persons alongwith arrangement for Sound System, Light, Heater and Generator.
- ii. Supply of 20 KG Christmas Cake (25x25) (hard stuff with almonds) (Rate per KG) alongwith Trolley/decorations & knife etc.
- iii. Designing, preparation and installation of Backdrop (15X30) (Iron Frame), Standees (3x8) (Aluminum frame)/ Steamers (3x5) (wooden frame)/ Banners (20x50) (with ropes) Panaflex, transportation and installation. Attractive designs at least five relating to the Christmas Festival both in hard and soft forms must be attached with the quotation. Quotation without attractive designs would not be accepted.
- iv. Printing of Invitation Cards, fine quality, hard card, 350 gm weight, size 7.5' x 5.4", four colours, with logos, as per approved specimen and envelopes.
- v. Arrangements of Artists. A group of Choir / Artists/ children in special Christmas dresses who will present Christmas Songs / Carol Singing (3 to 4) alongwith arrangement of musicians/musical instruments. Profile of Artists / Narrative of songs to be presented be attached / CD containing the clips to see the quality of performance must also be attached
- vi. Arrangement of Transport alongwith fuel / toll atc for the shifting of invitees from Islamabad/Rawalipindi, Peshawar, Kohat, Nowshehra, Risalpur & Mardan to place of function at Islamabad and back.
- vii. Arrangement of Stage Secretary/Comparer, fluent in English/Urdu, having at least 3 years relevant working experience of handling such functions of 500 persons / Anchorperson of electronic media-PTV will be preferred. CV must be attached.
- viii. Arrangement of Flower/Interior Decoration of the hall (fresh flowers).
- ix. Arrangement of Santa Clause in his traditional X-Mass dress having at least 03 years professional experience alongwith his allied items like bags etc.
- x. Arrangement /installation of Christmas Tree (12 feet) with Decorations / Buntees / Stars and complete illuminations with electric system.
- xi. Video coverage and still photography of the function. Two cameras be used so that no part of the function is missed and audience is also shown at the same time.

B. Arrangement of seated / serving Dinner for **400** persons for the function as per following Menu on **round tables, with separate Dera/Side Catering/water proof Canopies, service, waiters, Lights, Carpet runner, Heaters, Water Dispensers, Good Crockery:-**

i	Chicken Qorma,	ii	Fried fish,
iii	Vegetable Rice/Pulao,	iv	Chicken Boti Tikka / Seekh Kabab,
v	Mixed Vegetable + Chanay,	vi	Nan (Roghni).
vii	Kheer /Fruit Truffle/Gajrar Ka Halwa	viii	Raita
ix	3 types of Salads	x	Mineral water + Cold drinks
xi	Kashmiri Tea.		

Terms & Conditions

- i. **Tender Document mentioning the exact services required and other details can be obtained from the undersigned.**
- ii. The Bidders / Suppliers shall have the working experience of arrangements of functions of at least three years.
- iii. The Bidders / Suppliers will have to mention IT / GST Registration Number alongwith Vendor Number allotted by AGPR.
- iv. The offers shall be accompanied with a call deposit @ 2% of Tender amount as Earnest Money in the name of DDO (Interfaith Harmony), Ministry of Religious Affairs & Interfaith Harmony, Islamabad.
- v. The Tender received without call Deposit will not be entertained.
- vi. Conditional Tender or Tender received after due date & time will not be entertained.
- vii. Services must be provided on any date and time as intimated with the supply order.
- viii. The offers must include all taxes / duties which will be deducted as per Govt. Rules.

2. The offer should reach in the office of the Section Officer (M), Ministry of Religious Affairs & Interfaith Harmony, Islamabad, 8th floor, Green Trust Tower, Blue Area, Islamabad up to **29.11.2017 at 11.00 A.M.** and will be opened on the same day at **12.00 Noon** the presence of bidders / suppliers of their authorized representatives.

Dated: 09.11.2017

(Ihsan ud Din)
Section Officer (M)
Ph: 051-9207466