

F. No. 26(3)2021-M
GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS & INTERFAITH HARMONY

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**TENDER / INVITATION FOR BIDS FOR HOLDING OF INTERFAITH HARMONY CONFERENCE,
QUETTA**

Sealed Tenders from reputed Firms having Income Tax / GST Registration are invited for the provision of following services on holding of Interfaith Harmony Conference, at **QUETTA**.

A.

- i. **Reservation of Hall at prominent place for holding of Interfaith Harmony Conference of 300-400 persons.** Catering/Water proof Canopies, sitting arrangements, tables, head table, stationary, Sound System, Light, Heater, Generator and multimedia etc.
- ii. **Arrangement of Tea with cookies after 1st session of the Conference and Lunch after concluding session of the Conference for 300-400 persons.** Menus are, as under:-

i	Tea with cookies at 11.00 am	ii	Chicken Qorma,
iii	Fried fish,	iv	Vegetable Rice/Pulao,
v	Chicken Boti Tikka / Seekh Kabab,	vi	Mixed Vegetable / Chanay,
vii	Nan (Roghni).	viii	Kheer /Fruit Trifle/Gajrar Ka Halwa
ix	Raita	x	3 types of Salads
xi	Mineral water + Cold drinks	xii	Green / Kashmiri Tea.

- iii. **Designing and preparation of Backdrop** (15X30), Standees (3x8) / Steamers / Banners Panaflex, transportation and installation. Attractive designs at least five relating to the Interfaith Harmony both in hard and soft forms must be attached with the quotation. SMD Screen for Stage Backdrop.
- iv. **Printing of Invitation Cards**, fine quality, hard card, 350 gm weight, size 7.5" x 5.4", four colours, as per approved specimen and envelopes.
- v. **Arrangement of Transport** / Hiaces for the shifting of invitees on local and outstation basis to place of function at Quetta and back. Separate rates be quoted.
- vi. **Arrangement of Stage Secretary**, fluent in English/Urdu, having at least 3 years working experience of handling such functions of 500 persons / Anchorperson of electronic media-PTV. CV must be attached.
- vii. **Arrangement of Flower/Interior Decoration** of the hall.
- viii. **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.
- ix. **Preparation of souvenirs**. Attractive designs be quoted.

Terms & Conditions

- A. **Tender Document mentioning the exact services required and other details can be obtained from the undersigned.**
- B. The Bidders / Suppliers shall have the working experience of arrangements of functions of at least three years.
- C. The Bidders / Suppliers will have to mention IT / GST Registration Number alongwith Vendor Number allotted by AGPR.
- D. 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.
- E. The Tender received without call Deposit will not be entertained.
- F. Conditional Tender or Tender received after due date & time will not be entertained.
- G. Services must be provided on any date and time as intimated in the supply order.
- H. The offers must include all taxes / duties which will be deducted as per Govt. Rules.
- I. **The authority reserve the rights to cancel/postpone the tender without any reasons**

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 **15.02.2021 at 11.00 A.M.** and will be opened on the same day at **11.30 am** the presence of bidders / suppliers of their authorized representatives.

Dated: 29.01.2021

(Iftikhar Ahmad)
Section Officer (IH)
Ph: 051-9207466