

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

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 Peshawar, Lahore, Karachi and Quetta;
2. The firm/bidder/vendor must have relevant working experience in arrangement of conferences/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. Active Taxpayer Certificate, Income Tax Certificate on the last income tax returns, an affidavit on the legal stamp paper not below Rs50 to the fact that bidder is not been blacklisted by any of the federal/provincial government organizations,
5. The bid shall be accompanied with a 5% of the total tender value as earnest money in the shape of pay order/demand draft in the name of Section Officer (Interfaith Harmony), Ministry of Religious Affairs & Interfaith Harmony, Islamabad. **EARNEST MONEY SHOULD BE SUBMITTED BEFORE 05.10.2026 TO THIS OFFICE**
6. The application received without earnest money will not be entertained;
7. Incomplete and conditional tender/response or tender received after due date & time will not be entertained;
8. The selected firm/bidder/vendor shall be responsible for completing the job/services within the stipulated time;
9. 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;
10. The services must be provided on any date/time and venue as intimated in the supply order before the function;
11. The Ministry reserves the rights to cancel/postpone the function at any stage.
12. The Evaluation Criteria for open competitive bidding will be adhered to in letter and spirit.

EVALUATION CRITERIA FOR OPEN COMPETITIVE BIDDING

- Single Stage ('One Envelope') Procedure: Each electronic bid shall comprise a single stage containing the financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.
- The earnest money should be submitted to this office before the final date announced by this Ministry.
- The detail of earnest money should be written on letter pad of the firm.
- The Bid should be applied through EPADS and opened on the announced date, time and venue;
- The earnest money would be retained in the custody of the procuring agency till the approval of the authority and issuance of award/supply order.
- The offers must be inclusive of all taxes / duties which shall be deducted as per Government Rules;
- The bidders must indicate their intention for selection in single or multiple categories;
- The Ministry will accept the lowest rates quoted by any bidder.
- The application on the letterhead pad of the company/contractor/firm/supplier must include the name of Firm/Contractor/Supplier etc. Address, Telephone No. (Land Number or Mobile No); e-mail address; GST/NTN and Vendor Numbers.

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

TENDER DOCUMENT FOR INTERFAITH HARMONY CONFERENCES

S.No	Item	Specification / Requirement
1.	Reservation of Hall (at least 3 Stars) for a gathering of 250-350.	Hall with sofa chairs with a seating capacity for 250-350 persons for holding the Interfaith Harmony Conferences at Peshawar, Lahore, Karachi and Quetta along with stage, rostrum, 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.	Reservation of Lawn/Marquee (for a gathering of 250-350)	Arrangement of Water proof canopies for a seated dinner on round tables for holding of IH Conference, 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 rate for hall, marquee and lawn)	Menu: Chicken Korma/Mutton Korma, Chicken Boti, Vegetable Fried Rice, Mixed Vegetable, Palak Paneer, Nan (Roghni), Kheer/Fruit Trifle, Caramel Custard/Gulab Jaman, Chutneys + Raita, Mixed Salads and Green Tea. A separate buffet for VIPs.
4.	Provision of Mineral Water/Cold Drinks/ Juices (on need basis)	Small bottles of mineral water served during the function. Small/Large mineral water, Cold drinks (03 types) and juices according to weather during the dinner. The quality of drinks must be ensured.
5.	Arrangement of Tea, Hi-Tea/Coffee, separate mention of rates (on need basis)	Tea with Cookies, Hi-Tea/Coffee with one-bite Patties, Pastry, Samosa, Cake, Sandwich, etc. Neat and clean crockery must be ensured.
6.	Accommodation for Guest Speakers without meals. (on need basis)	• Single Standard Room/Double occupancy room/Suite. 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
7.	Designing, preparation and placement of Backdrop (15X30) (On need basis)	Attractive designs relating to the IH Conference 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 IH Conference with name of Ministry, pictures of Minister will be provided in hard and soft form.
8.	Designing, preparation and placement of SMD. (On need basis)	Attractive designs relating 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.
9.	Designing, preparation of material for Standees and its placement. (On Need basis)	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.
10.	Designing, preparation of material for Steamers and its placement. (On Need basis)	Attractive designs for Stemmers (3'x5') must be provided. The approved Stemmers on wooden frame will be provided on the poles or trees at prominent places as approved/directed by this Ministry. Attractive designs will be presented in hard and soft form.
11.	Designing, preparation of material for flex banner and its	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

	placement. (On Need basis)	day before the function. Attractive designs will be presented in hard and soft form.
12.	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.
13.	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.
14.	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 Conference. Vendor is required to attach CV of the Compere/Stage Secretary.
15.	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 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. v. Fresh floral arrangements.
16.	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.
17.	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.
