

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 celebration of **Diwali, Christmas, Holi, Easter, Eid-e-Ridvan and Chelum Jusht** at **Islamabad/Karachi/Hyderabad/Lahore/Chitral etc.**
2. The firm/bidder/vendor must have relevant **working experience of holding of similar kind of at least five (5) events of same magnitude**.
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 (IH-II) (Interfaith Harmony), Ministry of Religious Affairs & Interfaith Harmony, Islamabad. **EARNEST MONEY SHOULD BE SUBMITTED BEFORE 16.10.2026 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/Mobile No); e-mail address; GST/NTN and Vendor Numbers.
- Financial worth of the firm must be more than 10 million verifiable through audited statement of the firm for the last 03 years.

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The Ministry of Religious Affairs & Interfaith Harmony is celebrating Minorities Religious Festivals for promoting interfaith harmony.

TENDER DOCUMENT FOR CELEBRATION OF MINORITIES FUNCTIONS (DIWALI, CHRISTMAS, HOLI, EASTER, EID-E-RIDVAN AND CHELUM JUISHT)

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, marque 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 Hi-Tea (On need basis)	Tea with Cookies with Patties, Pastry, Samosa, Seekh Boti with Tea/Green Tea Clean crockery to be provided.
5.	Arrangement of food boxes (rates per person)	Chicken piece, Kebab, Roghni Naan and raita/salad. OR Rice, Chicken piece, Kebab and raita/salad.
6.	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.
7.	Designing, preparation and placement of Backdrop (15X30) (On need basis)	Attractive designs relating to the Concerned Function 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 will be provided in hard and soft form.
8.	Designing, preparation and placement of SMD. (On need basis)	Attractive designs relating to the Concerned Function 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 relating will be provided 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.	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 venue. • Rates to be quoted per person separately for separate hotels
11.	Designing, preparation of material for flex banner and its placement. (On Need basis)	Attractive designs of Banner (20 x 50) relating to the concerned function with name of Ministry, picture of Prime Minister, Minister, logo of Government of Pakistan (to be provided in hard/soft form with the sealed bids). Banners will be placed at prominent places as directed by this Ministry one day

		before the function.
12.	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 4.5", four colours, as per 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.	Arrangements of Singers for songs; (on need basis)	A group of professional singers in special dresses who will present 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.
15.	Santa Clause (On Need basis)	Hiring the services of the Santa Clause in typical dress for celebration of Christmas function.
16.	Buntes/Toffee/Chocolates (On Need basis)	Distribution of Buntes/Chocolates/Toffees during the function (300 pieces each)
17.	Christmas Tree (On Need basis)	Christmas Trees decoration.
18.	Christmas Gift Packs etc. (50 Nos.)	Distribution of Christmas Gift Packs to VVIPs during the function.
19.	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 festival. Vendor is required to attach CV of the Comparer/Stage Secretary.
20.	Cake (on need basis)	Preparation of Cake (30 Pounds), shape made of hard stuff, fresh cream and almonds. Provision of a trolley with floral decorations and knife for cake cutting as well as a waiter is the sole responsibility of the bidder
21.	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.
22.	Decoration for Christmas Function	Arrangement of decoration for Christmas:- Decoration of halls with red cloth, multiple lights, silver stars, buntings, balls, fresh/artificial flowers, merry Christmas stickers, balloons etc.
23.	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.
24.	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 USB of the function after editing. iv. Still Photography of the function. v. Hard copies of the selected photographs in a decent album.
