



KHYBER PAKHTUNKHWA  
PAKISTAN

## TENDER DOCUMENTS

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FOR THE PRODUCTION OF VIDEO DOCUMENTARY ON KHYBER  
PAKHTUNKHWA

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**TOURISM CORPORATION KHYBER PAKHTUNKHWA  
2018**

**Note:** The bidder is expected to examine the Bidding Documents carefully, including all instructions, forms, terms, specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

## INSTRUCTIONS

1. The Tourism Corporation Khyber Pakhtunkhwa invites sealed bids from eligible bidders for the Production services of “Developing Video Documentary on Khyber Pakhtunkhwa” on the basis of “**Single Stage – Two Envelops Bidding Procedure**” comprising of Technical Bids and Financial Bids in different areas of Khyber Pakhtunkhwa.
2. Both Technical Bids and Financial Bids must be submitted in two separate sealed inner envelopes marked “1-Technical Bids” and “2-Financial Bids” which should be packed in one outer envelope.
3. The Technical Proposal should contain all the bid items without quoting the price and must list firm’s clientele, details of managerial staff, details budget breakup, list of equipment and machinery, number of similar assignments & past relevant record (public, private & development sectors) relevant experience last 5 years(minimum), experience in story board/script writing, experience in video production in Pakistan, experience in video production(documentary) abroad, International Recognition for producing multimedia work, experience in developing 3D animations(for geographical representation) and motion graphics, experience in photography, experience in product/service marketing and promotion, execution plan for making the documentary, financial status and capacity of the firm (bank statement 2016-18) and tax returns 2016-17. Samples of the previous work must be submitted to TCKP in usb.
4. All bids must be accompanied with call deposit/earnest money (refundable) in shape of pay order / bank draft/ CDR/Bank Guaranty of two percent (02%) of

total bid amount in favor of Managing Director Tourism Corporation Khyber Pakhtunkhwa.

5. The technical bids will be immediately opened after deadline for submission of bids in the presence of bidders representatives who choose to attend. Financial bids of only technically qualified responsive bidders will be opened while the financial bids of technically unqualified bidders will be returned unopened.
6. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
  - a. Received without earnest money;
  - b. It is received after the date and time fixed for its receipt;
  - c. The tender document and the bid is unsigned;
  - d. The offer is ambiguous;
  - e. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
  - f. The offer is from blacklisted firm in any Federal / Provincial Government Department; and
7. The Tourism Corporation Khyber Pakhtunkhwa will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
8. As competent authority to accept the tender, Tourism Corporation Khyber Pakhtunkhwa reserves the right to accept or reject one or all the tenders by assigning cogent reason as per KP-PPRA Rules.
9. If the Contractor is found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, Tourism Corporation Khyber Pakhtunkhwa may, at any time, without prejudice

to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders.

10. All Prices quoted must include all Taxes applicable, such as GST, Income Tax, etc. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.
11. Failure to complete the task within the stipulated time period will invoke penalty as specified in this document. In addition to that, 02% Call Deposit amount will be forfeited and the company will not be allowed to participate in future tenders as well.
12. Tourism Corporation Khyber Pakhtunkhwa reserves the right to increase/ decrease number of areas/ and/or any other items mentioned in this tender document.
13. Tourism Corporation Khyber Pakhtunkhwa reserves the rights to claim compensation for the loss caused by the delay in execution of task.
14. Usage of correction fluid & corrections in the bid documents are strictly prohibited.
15. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
16. Bidders must have the local knowledge of all the regions of Khyber Pakhtunkhwa, particularly the assigned areas
- 17.** The boarding, lodging and transportation cost of all the technical staff during the assignment will be the responsibility of the bidders/ firms.
- 18.** Force majeure shall not include insufficiency of funds or failure to meet any payment required under the agreement.

- 19.** The vendor shall not sublet or reassign this contract or any part thereof without the written permission of the procuring entity.
- 20.** The agreement shall in all respects be read and construed and shall operate in conformity with KPPRA Act 2012 and KPP Rules 2014.

## **EVALUATION CRITERIA AND COMPARISON OF BID**

The Technical Bids will be evaluated on the basis of following parameters and each bidder should clearly indicate the following in separated annexure duly labeled. In case the following information was missing the marks will not be given to the firm. No telephonic clarifications will be made and no additional documents will be entertained after the due date of technical proposal opening of the bids.

<b>S. No.</b>	<b>Selection Factor for Evaluation</b>	<b>Max. Marks</b>		<b>Marks Obtained</b>
1.	Profile of the Firm	10		
2.	Details of Managerial Staff (Staff List & CV's)	05		
3.	Number of similar assignments & Past Relevant Record (Public, Private & Development Sector) Relevant Experience in media production for last 5 years (minimum)	15		
		1 to 05 samples	05	
		06 to 10 samples	10	
		11 to 15 samples	15	
4.	Experience in Video Production (documentaries)abroad and or for international clients	10		
	International Recognition for producing multimedia work	05		
5.	Financial status (Annual Audited Accounts) and capacity of the firm (Bank Statement 2015-17)	10		
6.	Quality of the samples submitted	15		
		Excellent	15	
		Good	10	
		Average	05	
		Unsatisfactory	00	
7.	Detailed execution plan for the documentary along with draft script and presentation.	30		
	<b>Total Marks</b>	<b>100</b>		

The bid not obtaining minimum qualifying score shall not be considered for financial evaluation and their financial proposals shall be returned unopened. Out of the bids qualifying the technical criteria, the 70% - 30% formula will be applied for award of contract to the successful bidder provided it meets all other procedural requirements.

## **OBJECTIVE OF THE ASSIGNMENT**

Khyber Pakhtunkhwa is a land full of extra-ordinary history, diverse culture, incredible & breathtaking landscapes. It has a great potential for attracting both national and international tourists to the breathtaking scenes, gushing rivers, streams and mountains. To explore the tourism potential in province, the Tourism Corporation Khyber Pakhtunkhwa plans to promote the entire beautiful province and its unique characteristics via high definition documentary, depicting culture, sports, tourism, archaeology, museums, fauna/flora, landscapes & lakes, trekking & hiking trails, peaks and destinations etc.

## **SCOPE OF WORK**

### **Specific Tasks/ Proposed Destination & Topics for Assignment:**

- To develop a video documentary, Bidders / Interested firms are required to visit and cover the 27 Districts of Khyber Pakhtunkhwa.
- District-wise Waterfalls and Water sports areas must be highlighted in the video documentary such as Khanpur, Tanda dam, Sajikot etc.
- Activities focused on Adventure tourism shall be covered i.e. Rafting, Paragliding, kayaking, boating, rappelling, zip lining, snow hiking etc.
- Passes of Khyber Pakhtunkhwa including Babusar Pass, Lowari Pass, Malakand Pass, Dorah Pass etc.

**Note:** Other sites of tourism attractions, with rich culture, archaeological sites, museums and sports which are not mentioned in the above, will also be highly considered in technical evaluation.

### **Deliverables/Output**

Production Services provider firm will be required to offer its bids for the below mentioned works:

- i. 10-15 minutes FHD documentary (covering all the province) specifically based on tourism, rich culture, archaeological sites, museums and sports in each area, focusing/ covering all the four seasons, tourists' spots, points of interest, local cuisines & handicrafts, regional fauna/flora, wild life, landscapes, lakes, trekking & hiking trails, peaks, parks etc.
- ii. A one-minute promo for broadcast, promoting tourism in Khyber Pakhtunkhwa.
- iii. 2-3 minutes Promo of each district(separately) for future projects of TCKP.
- iv. Voice over in English and Urdu for the documentary and for each promo.
- v. Background music for the documentary and all the promos (the contractor will be responsible to change the music according to the satisfaction of the TCKP management).
- vi. English subtitles for the documentary.
- vii. Design/ produce the cover/case accompanying the final video item.
- viii. Provision of 100 copies of DVD.
- ix. 2000 high-quality photographs of the whole Province.
- x. All the data including final and RAW format must be submitted to Tourism Corporation Khyber Pakhtunkhwa in external HDD which will be the property of the corporation.



**Timeline:**

The assignment is expected to be completed in 9 months from the date of signing the contract.

**Ownership/ Copyrights**

All the information/ data related to this assignment shall be remained the property of Tourism Corporation Khyber Pakhtunkhwa and shall not be disclosed to public nor used/uploaded by the firms or any individual of the firm on any social websites. The rules of national and international Copyright Laws will be applicable. As in case of doing the same, legal action would be taken by Tourism Corporation Khyber Pakhtunkhwa against the Firm.