



Tourism Corporation Khyber Pakhtunkhwa

Government of Khyber Pakhtunkhwa

13-A, Khyber Road, Peshawar, Ph: 9211090-91 Fax: 9210871

Term of References

- Highlights of each day. (60 Seconds in FHD)
- Pictures of each day. (Edited as well as original)
- Highlights of the whole event (all 3 days), which will include all the activities i.e. opening and closing ceremonies, polo games and other activities as well. (2 to 3 minutes in FHD)
- Complete event Photography from start to end. (all 3 days, edited and original as well)
- Video Coverage of the whole Event. (Raw footage)
- 10 to 15 minutes Video Documentary on Shandur Festival with English voice over and English subtitles.
- Comments/Interviews from some of the participants and dignitaries/officials/Organizers.
- Complete data must be delivered to TCKP in an external HDD in both raw format and final (edited) format by the firm which will be TCKP property (including HDD).
- Complete data must be delivered to TCKP in categorized manner i.e. day wise distribution within 4 - 5 days after the activity.
- On late submission of data, TCKP will deduct 5% of the total and per day will be impose.
- HDD including data must be delivered to TCKP at corporation office.
- If TCKP wanted to modify or to change anything in the highlights/documentary or anything, the firm will be responsible to do the needful.
- Details should be mentioned that the event was organized by TCKP in documentary and highlights and a small logo of TCKP should be watermarked to the top right corner of each video.
- Details of the event along with the details that event was organized by TCKP should be mentioned at the startup of each video.
- All rates should be inclusive of all types of taxes, transportation, accommodation, food and other charges etc. Incomplete quotation or without complete details your quotation will be rejected.
- No other details should be mentioned in the video e.g. production services by the Firm etc. If firm wants to use these videos and pictures for their promotion, then the firm should share the data from TCKP and Department pages. Separately uploaded data from the firm on any social media or website would cause the cancellation of the payment.
- Firm or any individual of the firm will not upload or share any data on any website/social media or with any individual as legal action would be taken against the firm and payment will be cancelled.
- According to the needs and demands any item or term can be change.
- As per KPPRA Rules, Managing Director TCKP reserve the rights to accept or reject any or all tender by assigning any reason.
- Acknowledgement receipt, agreed with the above Terms and Conditions should be intimate in writing your acceptance.



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EVALUATION CRITERIA FOR PRODUCTION SERVICES

| <u>S.No</u> | <u>Selection Factor for Evaluation</u> | <u>Max Marks</u> | <u>Obtained Marks</u> | |
|--------------|--|--|-----------------------|----|
| 1 | Profile of the firm including NTN, FBR and other certificates | 10 | | |
| 2 | Staffing | Details of Managerial and Technical Staff (10) | | |
| | | i | 1 to 05 | 05 |
| | | ii | 06 to 10 | 10 |
| 3 | Past experience and No. of relevant past projects along with letter of completion/satisfaction | Past Projects (20) | | |
| | | i | 1 to 05 | 05 |
| | | ii | 06 to 10 | 10 |
| | | iii | 11 to 15 | 20 |
| 4 | Samples of Previous work (Promo / highlights etc.) | Samples (Promo/Highlights) (20) | | |
| | | i | Excellent | 20 |
| | | ii | Good | 15 |
| | | iii | Satisfactory | 10 |
| | | iv | Unsatisfactory | 0 |
| 5 | Previous Documentaries Samples | 25 | | |
| 6 | Financial status and Bank Statement 2014 to 2016 | 05 | | |
| 7 | Tax Returns 2014 to 2016 | 05 | | |
| 8 | Audit Reports 2014 to 2016 | 05 | | |
| Total | | 100 | | |

Note:

Total Marks: 100

Qualifying Marks: 70%

The financial bids of technically accepted bidders will be opened publicly at a time to be announced by the Procuring Agency and the financial bids found technically non-responsive shall be returned un-opened to the respective bidders.