



TOURISM CORPORATION, KHYBER PAKHTUNKHWA

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

Term of References

- Short Promo of each day at the end of the day. *(60 Seconds in FHD)*
- Pictures of each day at the end of the 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 etc. *(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)*
- 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.
- Complete data must be delivered to TCKP in categorized manner i.e. day wise distribution within 3 - 4 days after the activity.
- On late submission of data, TCKP will deduct some amount (will be mentioned at the time of agreement) 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/promo or anything, firm will be responsible to do the needful.
- Details should be mentioned that the event was organized by TCKP in promo 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 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 page. 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.
- Acknowledgement receipt, agreed with the above Terms and Conditions should be intimate in writing your acceptance.

EVALUATION CRITERIA FOR PRODUCTION SERVICES

Sr. No.	Selection Factor for evaluation	Max Marks	Obtained Marks										
1	Profile of the firm Including NTN Certificate	20											
2	Past experience and No. of relevant past projects along with letter of completion/satisfaction	20 <table border="1"> <tr> <td>5 Projects</td> <td>0</td> </tr> <tr> <td>5 to 9</td> <td>5</td> </tr> <tr> <td>6 to 10</td> <td>10</td> </tr> <tr> <td>11 to 15</td> <td>15</td> </tr> <tr> <td>16 to 20</td> <td>20</td> </tr> </table>	5 Projects	0	5 to 9	5	6 to 10	10	11 to 15	15	16 to 20	20	
5 Projects	0												
5 to 9	5												
6 to 10	10												
11 to 15	15												
16 to 20	20												
3	Samples of Previous work (Promo / highlights etc.)	30 <table border="1"> <tr> <td>Excellent</td> <td>30</td> </tr> <tr> <td>Good</td> <td>15</td> </tr> <tr> <td>Satisfactory</td> <td>10</td> </tr> <tr> <td>Unsatisfactory</td> <td>0</td> </tr> </table>	Excellent	30	Good	15	Satisfactory	10	Unsatisfactory	0			
Excellent	30												
Good	15												
Satisfactory	10												
Unsatisfactory	0												
4	Financial status and Bank Statement	20											
5	Tax Returns/ audit reports	10											
	Total	100											