



PAKISTAN TOURISM DEVELOPMENT CORPORATION

PTDC Head Office: Flashman's Hotel, The Mall, Rawalpindi – Pakistan.

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TENDER DOCUMENTS

INVITATION OF BIDS / PROPOSALS FROM WELL REPUTED PRODUCTION HOUSES / MEDIA PERSONNEL / INDIVIDUALS / FIRMS QUALIFIED FOR MAKING OF 5-MINUTES DOCUMENTARY FILM (ENGLISH)

The Pakistan Tourism Development Corporation (PTDC) intends to make “5 – Minutes Documentary Film” on Tourism destinations and attractions of Pakistan. The contract will include script writing/ copy rights/ direction, shooting on indoor/ outdoor locations on HD format, editing, motion graphics, BGM/ High Resolution and development of promotional videos etc.

The technical requirements are explained at Annex-A. The content of the documentary in English is attached as Annex-B.

INSTRUCTIONS

1. Purchase price of this tender document is Rs.1,000.00 (Rupees one thousand only) which will be non refundable. Tender Documents may be obtained from Office of the Manager (Publicity & Promotion), PTDC Flashman's hotel, The Mall, Rawalpindi during office hour.
2. Earnest money in the shape of CDR @ 2% of total estimated price in the name of PTDC must be accompanied with the proposal / documents. Offer received without CDR will not be considered for evaluation / acceptance. Bid security of unsuccessful Firms shall be refunded after the award of contract to the Successful Bidder.
3. On award of contract, the bidder will be required to submit 10% of the bid price as performance security within 15 days of award of contract. In case the bidder fails to discharge his contractual liabilities strictly in accordance with terms and conditions laid down in the contract / letter of intent, the performance security deposited by him shall be forfeited.
4. Film Makers/ Media Houses/ Firms should support the offer with the following criteria:
 - a. Detailed profile of Production House/ Firm/ Individual including name, registered address, telephone/ fax number(s), Email address and year of establishment, etc.

- b. Particulars of permanent/ technical staff, their qualification, experience and the available facilities including the detail of equipment.
 - c. Copy of CNIC of the Directors of the firm.
 - d. Company Registration Certificate.
 - e. Income Tax/ GST/ and other Tax Registration Certificates.
 - f. Bank certificate of financial viability.
 - g. List of Clients and detail of services offered to them.
 - h. Show reels of best documentaries produced earlier for clients along with a list of clients.
5. All necessary documents such as advertisements etc would be the part of the contract. Cash receipt (in original or photocopy) in token of having purchased the tender must accompany the offer.
6. Any offer not received as per terms and conditions of the Tender Documents is liable to be rejected.
7. No offer shall be considered, if:
 - a. It is received after the time and date fixed for its receipt.
 - b. The tender document is unsigned and does not bear seal of the firm.
 - c. The offer is ambiguous.
 - d. The offer received is of shorter validity than required in the tender enquiry.
 - e. The offer is for the items not given above or omits any of the item mentioned above.
 - f. The validity of the offer will be 60 days from the date of opening of the tender.
8. Any conditional, ambiguous or incomplete offer, in any respect shall be ignored. No supplementary or revised offer after the opening of the tender documents shall be entertained.
9. Any erasing, cutting, crossing etc. appearing in the offer must be properly signed by the person signing the tender document. Offers with any overwriting shall in no circumstances be accepted.
10. PTDC has the right to accept or reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA Rules.
11. If acceptance of the offered bid / proposal by PTDC is conveyed to the bidder during validity period of the offer, the bidder shall be bound to accept the same. If the bidder does not accept the offer, his bid participating money (earnest money) would be forfeited and no appeal shall lie against that would be entertained.
12. After mutual acceptance of the offer, both parties shall enter into an agreement stating the rights & liabilities of the parties.
13. In case the offer is withdrawn, amended or revised during the validity period of the offer, the earnest money shall be liable to be forfeited.

14. The duration to complete the assignment will be 30 days from the date of award of contract.
15. PTDC has the right to claim additional compensation for delay in delivery of the documentary film as per given schedule in the agreement.
16. The tender document shall be signed by an authorized representative of the participating firm otherwise the offer will be ignored.
17. The participating firm must quote the final and firm rates both in words as well as figures in Pakistani currency.
18. The rates offered shall be inclusive of all applicable taxes. All applicable taxes shall be deducted while making payment to the firm as per Government Rules / Instructions/ Notifications.
19. Last date of submission of bids is November 20, 2017 at 11.00 noon. Bids shall be opened on same day at 11.30 pm in the Office of Manager (Publicity & Promotion), Flashman's Hotel, The Mall Rawalpindi.
20. The financial bid of technically qualified bidder found to be the lowest shall be accepted as per PPRA Rules.
21. All the data, documents and reports produced by the Media Agency/ Firm/ Company for the said services shall be the property of PTDC. The Media Agency/ Firm/Company shall not share and use these data, document and reports for any other purpose / job without the explicit written approval of Managing Director, PTDC.
22. In case the Media Agency/Firm/Company fails to fulfill the contractual obligations and violate the contract agreement, the contract agreement shall be terminated and Media Agency Firm/Company/Contractor shall not be liable to make any pending claims.
23. Copy Right/Intellectual Property: All information pertaining to this project (documentary, audio, digital, project documents, etc.) belongs to the client, who the Media Firm may come into contact with in the performance of their; duties under this services shall remain the property of the Client who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the Client in line with the national and International Copyright Laws applicable. The consultant will have no right of claim to the assignment or its outputs once completed and will not use or reproduce the contents related documents / material without the prior written permission of the client.

24. Where no specific instructions are available in the tender documents, PPRA Rules shall be followed in letter and spirit.
25. For any details or clarification, the bidders may contact Mr. Mukhtar Ali, Acting Manager (P&P), Pakistan Tourism Development Corporation (PTDC), Flashman's Hotel, The Mall, Rawalpindi during office hours in person or at (Tel: 051-5513568).

CERTIFICATE

1. We hereby confirm to have read carefully and understood all the terms and conditions of the tender document and also all the special instructions attached to the said document.

2. We also hereby categorically confirm that the sales & purchase contract shall be in accordance with the respective rules and regulations of the Government of Pakistan in that respect.

3. We accept that if our offer is found lacking in any of the requirements of the Tender Document it may be rejected.

I have read all the terms & condition, and agreed upon it therefore submitting my bid I, Mr. _____ will abide by all relevant rules & regulations under the law with letter & spirit.

Name: _____

Signature: _____

Date: _____

Telephone No. Office: _____

Mobile No: _____

Postal Address: _____

TECHNICAL REQUIREMENTS

- **Cameras: Red Epic Professional Camera + Red Rock Rig or Equivalent**
- Three camera shoot (2 Stand Cameras + 1 Drone)
- **4 K 4096 x 2160** frame size Standard, Wide Angle & Prime Lenses + Filters
- LED & HMI Lights
- Sound Proof Studio
- Complete Professional audio field- Microphones, Boom Mics & switchers
- **B-roll footage** may be provided per shoot.
- For cut piece a **SPLIT TRACK AUDIO** (natural sound on track, and voiceover and/or music, if any, on the other track) may be provided.
- “L” cuts, jump-cuts, and transitions must be avoided for edited pieces, no special effects, no b-roll over sound-bites
- Compression: **H.264 video at 15000kbps**
- **AAC Audio** at 256kbps
- The agency to provide **4K broadcast quality video B-roll footage**, playable on both Windows and Apple computers, with accompanying detailed shot list and sound bite translation along with time codes (names, ages, and titles of each person interviewed),as
- well as relevant production notes.
- **Titles of Documentary:** Printed title for DVDs should have all relevant information including dates of shooting, location, size of video and length of the video footage, etc.
- **Documentary:** 10 copies of Documentary in DVDs.
- **VO & Subtitling:** VOs required for documentary in English language
- **Web Version:** Web/YouTube/Daily Motions (1-1.5min) will also be provided.
- **Still Photographs:** During the shooting 100 quality still photos will be taken.

CONTENTS OF THE DOCUMENTARY

The Documentary should contain the following tourism products of Pakistan:

a. Adventure Tourism

- i. Mountaineering & Trekking
- ii. Skiing and Snow Surfing / Kite Skiing
- iii. White Water Rafting
- iv. Hiking
- v. Mountain Biking
- vi. Jeep and Camel Safaris

b. Valleys & Lakes

- i. Gilgit Baltistan
- ii. Chitral & Kalash
- iii. Swat
- iv. Kaghan
- v. Azad Jammu & Kashmir

c. Religious Tourism

- i. Islam
- ii. Buddhist remains
- iii. Sikh Temples and sacred places
- iv. Hindu Temples and Sacred Places
- v. Prominent Churches

d. Transportation Services

- i. Aviation and Heli Services
- ii. Trains
- iii. Highways and Motorways

e. Shopping & Day Excursions

- i. Islamabad, Murree & Galliat
- ii. Lahore
- iii. Karachi
- iv. Peshawar
- v. Khewra Salt Mines
- vi. Beaches of Karachi

f. History

- i. Ancient Civilizations
 1. Moenjodaro
 2. Harrappa
 3. Gandhara
 4. Mehrgarh
- ii. Mughal Monuments
- iii. Colonial Monuments
- iv. Post independence monuments

g. Culture

- i. Traditional Dresses and Costumes
- ii. Rural Life
- iii. Wedding Ceremonies and local festivals

h. Sports

- i. Cricket
- ii. Hockey
- iii. Squash
- iv. Local / Rural / Traditional games