TENDER FORM

Tender # MISC/02/12-13

PRODUCTION OF IBA DOCUMENTARY

TECHNICAL PROPOSAL

Date of Issue : July 31, 2012
Last Date of Submission : August 15, 2012 (12:00 noon)
Date of Technical Proposal Opening : August 15, 2012 (12:30 pm)
Date of Financial Proposal Opening : August 17, 2012 (11:30 am)
1. **Introduction**

Dear Tenderer:

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to production of IBA Documentary from your esteemed agency.

Tender Forms are available at the Office of Manager Purchase from July 31, 2012 to August 15, 2012 during 8:00 am to 12:00 noon. In case of any holiday the tender shall be opened on next working day at same place and time.

You are requested to kindly fill in the attached Tender Forms (Technical & Financial Proposals) and attach firm / agency profile etc along with the Tender Documents. This will be greatly helpful in evaluating the firm / agency standing.

Please mention “Tender Number” at top left corner of the envelopes. IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

Kindly deposit a Pay Order / Demand Draft of 2.5% of the offered amount, the Earnest Money, issued in favor of the Institute of Business Administration, Karachi.

It is requested to those who intend to download Tender Documents from portal to attach paid challan of Fee Rs. 500/- (Rupees Five Hundred Only) with the Document. The fee can be deposited in United Bank Ltd, Karachi University Campus Branch in Account # A/c # 003-0002-5. Please note that it is mandatory to pay the document fee Rs. 500/- (non-refundable)

For more information, please contact with Manager Communication her email address ehafeez@iba.edu.pk or call her on 38104700 Ext. 2011

Thank you.

-sd-

**Director CED**
1. **TENDER FORM**

Production of IBA Documentary

<table>
<thead>
<tr>
<th>S.#</th>
<th>Specification</th>
<th>Qty</th>
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<tbody>
<tr>
<td>01</td>
<td>Production of Ten to Fifteen Minutes of IBA Documentary Complete (pre-post production) in all respect to be telecast.</td>
<td>01 Job</td>
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Stamp & Signature
Evaluation Criteria

a. Total point for Technical Proposal: 100
b. Minimum qualifying percentage is 70%. Applicant who secured less than 70% will be categorically disqualified for further process.

2. Technical Qualifications Criterion

1- Number of Relevant Production: (please tick appropriate area)

Note: Please provide supporting documents of your claims.

i. More than 05: ____________________________ 20 Marks

ii. 05: ____________________________ 18 Marks

iii. 04: ____________________________ 15 Marks

iv. 03: ____________________________ 12 Marks

v. 02: ____________________________ 10 Marks

vi. Less than 02: ____________________________ Zero Mark

2- Clientele List with Satisfaction Letters: (please attach list): (please tick appropriate area)

Note: Please provide supporting documents with contact numbers of your claims.

i. More than 05: ____________________________ 20 Marks

ii. 05: ____________________________ 18 Marks

iii. 04: ____________________________ 15 Marks

iv. 03: ____________________________ 12 Marks

v. 02: ____________________________ 10 Marks

vi. Less than 02: ____________________________ Zero Mark

Stamp & Signature
3- Experience in Producing video documentaries (number of years):

(please tick appropriate area)  Note: Please provide supporting documents / films of your claims.

i. More than 05 + Years: ___________________________ 20 Marks

ii. 05 Years: _________________________________ 18 Marks

iii. 04 Years: _________________________________ 15 Marks

iv. 03 Years: _________________________________ 12 Marks

v. 02 Years: _________________________________ 10 Marks

vi. Less than 02 Years: ____________________________ Zero Mark

4- Creative and Innovative ideas in the Proposal:

Note: Please provide supporting documents / films of your claims.

i. A panel of experts will analyze & mark each proposal:

______________________________ 30 Marks

5- Effectiveness of a Proposal work plan with realistic timeline / deadlines:

Note: Please provide supporting documents of your claims.

i. Implementation deadlines will be marked relatively.

______________________________ 10 Marks
3. **Terms & Conditions of Works**

The following terms of the works are agreed by the agency:

(i) **Receiving/Acceptance of Purchase/Work Order:** The company / agency will sign the copy of the Work Order as acknowledgement.

(ii) **Delivery Challan:** All services must be accompanied by the Delivery Challan on which the Order number, date of delivery/work execution, quantity, quality, specs, company/agency name clearly mentioned. Non-compliance with this condition renders the goods/services/works liable to non-acceptance. After seven days, IBA will not be responsible for any claim(s) / responsibility.

(iii) **Date of Delivery/Execution:** The period of Delivery or Execution will be identified on Work Order.

(iv) **Place of Delivery:** As specified in the Work Order unless otherwise informed accordingly.

(v) **Delayed Delivery:** Penalty 2% of the total amount will be imposed per month for which the company/agency failed to deliver within the delivery/execution period.

(vi) **Production Execution:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance job without assigning any reason and contractor will abide the instruction.

(vii) **Condition of Works:** All items must meet in all respects with the requirement of the Order and must be in acceptable format otherwise they will be liable to rejection.

(viii) **Delivery of Services/Works:** After completion of job delivered to the authorized personnel of the IBA who will sign the receipt with stamp on delivery note.

(ix) **Rejection of Works:** We reserve the right to cancel any or all the items if job is not in accordance with our specification or if the completion of work is delayed.

(x) **Disclosure of Confidential Script/Material:** All rights reserve with the IBA and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.

(xi) **Termination:** That upon termination of this agreement the agency shall be permitted to remove all its devices and equipment which may have been placed by its at premises from the time to time.

(xii) **Submission of Bills/Invoices:** Invoice/bill, Work Order & Delivery Challan should be submitted to Finance Department.

(xiii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
(xv) **Arbitration:** In case of any dispute, difference or question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the company/agency for arbitration/settling of the dispute, failing which the decision of the court low in the jurisdiction of Karachi binding to the parties.

(xvi) **Earnest Money:** 2.5% earnest money should be deposited along with the Tender Form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.

(xvii) **Security Deposit:** 5% Security Deposit of total amount will be provided by the party before award of Work Order.

(xviii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.

(xix) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.

(xx) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.

(xxii) **Validity of Bid:** Validity is for ninety (90) days.

(xxiii) **Rights:** IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

(xxiv) **Company Profile:** Company Profile be attached with this document.

(xxv) **Tender Document:** Tender Document available at the Office of Manager Purchase, IBA Main Campus, University Road, Karachi.

(xxvi) **Submission of Documents:** Last date for tender submission is August 15, 2012 upto 12:00 noon

(xxvii) **Opening of Tender:** Tender will be opened on August 15, 2012 on 12:30 pm at IBA Main Campus, University Road, Karachi.

(xxviii) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) will be opened on August 17, 2012.

(xxix) **Minimum Qualifying Percentage:** is 70%

(XXX) **Envelopes:** Envelopes of Technical Proposal, Financial Proposal & Earnest Money should be further enclosed in a envelope & seal of Company should be affix on opening flaps.

(XXXi) **Copy Rights:** (i) All rights reserved with the IBA, Karachi. No part of article can be published, print, copy or transferred to other format without written permission of the IBA authority.
It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s ______________________________________________________________

Contact Person_______________________________________________________

Address____________________________________________________________

Tel #_________________________Fax _________________________________

Mobile________________________email_______________________________

____________________ Stamp & Signature