



**SHAHEED BENAZIR BHUTTO UNIVERSITY
SHAHEED BENAZIRABAD**

No./SBBU/ PD/02/2018

Nawabshah, Dated: Feburary ,07 2018


Expression of Interest

Shaheed Benazir Bhutto University, Shaheed Benazirabad invites the tender/bids for the FM Radio at main campus of Shaheed Benazir Bhutto University Shaheed Benazirabad as detailed below.

S. No	Name of Work	Tendr fees	Completion period
01	Supplying , providing and commissioning of FM Radio at Shaheed Benazir Bhutto University.SBA	1000	02 months

Terms and Conditions/Procedure of tenders are detailed below:

1. The tender will be issued from 08.02.2018 to 26.02.2018 during the office hours against a written request attaching therewith all required documents & company profile. The tender will be received back with proper sealed envelope up to 11:00 am on 26.02.2018 and will be opened at 12:00 noon in office of the undersigned on the same day in the presence of contractors or their authorized representatives who may intend to be present.
2. The bidder should submit the affidavit on judicial stamp paper stating that their company has not been black listed nor any involvement in litigation in any court of law.
3. The tender document can be received by office of the undersigned from 08.02.2018 to 26.02.2018 on payment of the cost of tender fee (nonrefundable), in shape of Demand Draft/Pay Order in the name of Director Finance, Shaheed Benazir Bhutto University, Shaheed Benazirabad.
4. Telephonic/Fax request will not be entertained for the issuance of bid document.
5. The competent authority may reject any or all tenders any time prior to the acceptance of tender/bid subject to the relevant provision of SPPRA Rules 2010.
6. Conditional bid will not be entertained.
7. Copy of valid NTN and Sales Tax Certificate must be attached.


Project Director
Shaheed Benazir Bhutto University
Shaheed Benazirabad
Civil Lines Nawabshah
Tel # 0244-9370523
www.sbbusba.edu.pk



Notification

In continuation of this office notification No. SBBU/Registrar/943 dated 08.08.2017 and in accordance with SPP Rules-2010, the procurement committee is reconstituted to examine and evaluate the bids received from the contractors for the establishment of Shaheed Benazir Bhutto University, Shaheed Benazirabad.

- | | |
|--|----------|
| 01. Mr. Faheem Ahmed Soomro
Project Director | Convener |
| 02. Mr. Tariq Aziz Jamali
Assistant Director P&D | Member |
| 03. Prof. Dr. Bashir Ahmed Memon
Dean, Faculty of Engineering
QUEST, Nawabshah | Member |


Registrar

Copy to:

01. The Secretary to Vice Chancellor, SBBU, SBA.
02. The Director Finance, SBBU, SBA.
03. The Resident Auditor, SBBU, SBA.
04. Concerned



Shaheed Benazir Bhutto University, Shaheed Benazirabad

Knowledge - Commitment - Leadership

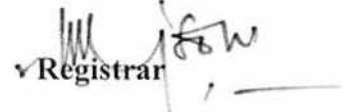
No. SBBU/Registrar /- 192
Dated: 07/02/2018

Notification

In continuation of this office notification No. SBBU/Reg/Admn/1208 dated 27.09.2017 and in accordance with SPP Rules, the Purchase Committee Shaheed Benazir Bhutto University, Shaheed Benazirabad, for equipment/local purchasing is reconstituted as under:

- | | |
|--|----------|
| 01. Mr. Faheem Ahmed Soomro
Project Director | Convener |
| 02. Mr. Muhammad Hanif Brohi
Deputy Controller of Examination | Member |
| 03. Mr. Akhtar Hussain Umrani
Assistant | Member |

These issues with approval of the Competent Authority.


Registrar

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04. Concerned



**SHAHEED BENAZIR BHUTTO UNIVERSITY
SHAHEED BENAZIRABAD**

TENDER DOCUMENTS

FOR

Invitation Bid for Video Film of Shaheed Benazir Bhutto
University Shaheed Benazirabad.

WILL BE

OPENED ON

19/ 02 /2018

INSTRUCTIONS TO BIDDERS

1. The Contract resulting from this invitation to tender shall be governed by the SPP Rule 2010.
2. In the event of Tender being submitted by the firm, it must be signed by the contractor /Manufacturer / Dealer / Supplier thereof, in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing to do so.
3. The amount of earnest money deposited shall be Rs. 2% of the maximum quoted value of all items, earnest money should be paid by the contractors through Pay Order / Demand Draft of the scheduled banks in favor of Director Finance, Shaheed Benazir Bhutto University Shaheed Benazirabad **(No other payment will be accepted)**.
4. The procuring Agency reserves the right to call any or all the bidder (s) to give presentation / demonstration for their items/works.
5. The proposal of bid shall be opened publicly at the time, date and venue announced and communicated to the bidders in advance.
6. The bidder has to quote the total value of bids in the financial proposal including all taxes.
7. The income tax, sale tax and all Government taxes shall be deducted at a source on total value of bid.
8. The bidder has to provide the GST registration certificate, NTN, PEC Certificate (where applicable) and Sindh Revenue Board registration certificate. The Department while making payments to any supplier / contractor shall deduct according to rule.
9. The Procuring Agency shall have right of rejecting all or any of the tenders as per provisions of SPP Rules 2010.
10. The bidders will supply a sample of the material (if any) for approval (if applicable).

BIDDING DATA

- (a). Name of Procuring Agency **Shaheed Benazir Bhutto University, SBA**
- (b). Brief Description of Works **Invitation Bid for Video Film of SBBU-SBA**
- (c). Procuring Agency's address **SBBU, Civil Lines SBA**
- (d). Estimated Cost:- _____
- (e). Earnest Money: - **2% of Contract Work** _____
- (f). Period of Bid Validity (days):- **90 DAYS**
- (g) Security Deposit :- (including bid security):- **5%**
- (h). Percentage, if any, to be deducted from bills: - **Income Tax & GST (as per rule)**
- (j). Venue, Time, and Date of Bid Opening: - **SBBU, SBA – 12:00 Noon @ 26-12-2017**
- (k). Time for Completion from written order of commence: - **30 Days**
- (m). Deposit Receipt No: Date: Amount: _____

----- (in words and figures)

Conditions of Contract

Clause – 1: Commencement & Completion Dates of work. The contractor shall not enter upon or commence any portion or work except with the written authority and instructions of the Engineer-in-charge/Project Director/Executive Engineer or of in subordinate-in-charge of the work. Failing such authority the contractor shall have no claim to ask for measurements of or payment for work.

The contractor shall proceed with the works with due expedition and without delay and complete the works in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall reckoned from the date on which the order to commence work is given to the contractor. And further to ensure good progress during the execution of the work, contractor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on the prorate basis.

Clause – 2: Liquidated Damages. The contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the bidding data for each day that the completion date is later than the Intended completion date; the amount of liquidated damage paid by the contractor to the Procuring Agency shall not exceed 10% of the contract price. Procuring Agency may deduct liquidated damages from payments due to the contractor. Payment of liquidated damages does not affect the contractor's liabilities.

Clause – 3: Termination of the Contract.

(A) Procuring Agency/Project Director may terminate the contract if either of the following conditions exists:-

- (i) Contractor causes a breach of any clause of the Contract;
- (ii) The progress of any particular portion of the work is unsatisfactory and notice of 10 days has expired;
- (iii) In the case of abandonment of the work owing to the serious illness or death of the contractor or any other cause.
- (iv) Contractor can also request for termination of contract if a payment certified by the Engineer is not paid to the contractor within 45 days of the date of the submission of the bill;

(B) The Project Director/Executive Engineer/Procuring Agency has power to adopt any of the following courses as may deem fit:-

- (i) To forfeit the security deposit available except conditions mentioned at a (iii) and (iv) above;
- (ii) To finalize the work by measuring the work done by the contractor.

(C) In the event of any of the above courses being adopted by the Project Director/Executive Engineer/Procuring Agency, the contractor shall have:-

- (i) No claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements, or made any advances on account of, or with a view to the execution of the work or the performance of the contract,
- (ii) However, the contractor can claim for the work done at site duly certified by the Executive Engineer in writing regarding the performance of such work and has not been paid.

Procuring Agency/Engineer may invite fresh bids for remaining work.

Clause 4: Possession of the site and claims for compensation for delay. The Engineer shall give possession of all parts of the site to the contractor. If possession of site is not given by the date stated in the contract data, no compensation shall be allowed for any delay caused in starting of the work on account of any acquisition of land, water standing in borrow pits/ compartments or in according sanction to estimates. In such case, either date of commencement will be changed or period of completion is to be extended accordingly.

Clause -5: Extension of Intended Completion Date. The Procuring Agency either at its own initiatives before the date of completion or on desire of the contractor may extend the intended completion date, if an event (which hinders the execution of contract) occurs or a variation order is issued which makes it impossible to complete the work by the intended completion date for such period as he may think necessary or proper. The decision of the Executive Engineer in this matter shall be final; where time has been extended under this or any other clause of this agreement, the date for completion of the work shall be the date fixed by the order giving the extension or by the aggregate of all such orders, made under this agreement.

When time has been extended as aforesaid, it shall continue to be the essence of the contract and all clauses of the contract shall continue to be operative during the extended period.

(D) In case of quantities of work executed result the Initial Contract Price to be exceeded by more than 15%, and then Engineer can adjust the rates for those quantities causing excess the cost of contract beyond 15% after approval of Superintending Engineer/Authority.

(E) **Repeat Order:** Any cumulative variation, beyond the 15% of initial contract amount, shall be subject of another contract to be tendered out if the works are separable from the original contract.

Clause-10: Quality Control.

(A) **Identifying Defects:** If at any time before the security deposit is refunded to the contractor/during defect liability period mentioned in bid data, the Engineer-in-charge or his subordinate-in-charge of the work may instruct the contractor to uncover and test any part of the works which he considers may have a defect due to use of unsound materials or unskillful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.

(B) **Correction of Defects:** The contractor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice.

(C) **Uncorrected Defects:**

(i) In the case of any such failure, the Engineer-in-charge shall give the contractor at least 14 days notice of his intention to use a third party to correct a defect. He may rectify or remove, and re-execute the work or remove and replace the materials or articles complained of as the case may be at the risk and expense in all respects of the contractor.

(ii) If the Engineer considers that rectification/correction of a defect is not essential and it may be accepted or made use of; it shall be within his discretion to accept the same at such reduced rates as he may fix therefore.

Clause – 11: Inspection

- (A) **Inspection of Operations.** The Engineer and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.
- (B) **Dates for Inspection and Testing.** The Engineer shall give the contractor reasonable notice of the intention of the Engineer-in-charge or his subordinate to visit the work shall have been given to the contractor, then he either himself be present to receive orders and instructions, or have a responsible agent duly accredited in writing present for that purpose, orders given to the contractor's duly authorized agent shall be considered to have the same force an effect as if they had been given to the contractor himself.

Clause – 12: Examination of work before covering up

- (A) No part of the works shall be covered up or put out of view/beyond the reach without giving notice of not less than five days to the Engineer whenever any such part of the works or foundations is or are ready or about to be ready for examination and the Engineer shall, without delay, unless he considers it unnecessary and advises the contractor accordingly, attend for the purpose of examining and measuring such part of the works or of examining such foundations;
- (B) If any work is covered up or placed beyond the reach of measurement without such notice having been given, the same shall be uncovered at the contractor's expense, and in default thereof no payment or allowance shall be made for such work, or for the materials with which the same was executed.

Clause – 13: Risks. The contractor shall be responsible for all risks of **loss of or damage to physical property or facilities or related services at the premises and of personal injury and death which arise during and in consequence of its performance of the contract.** if any damage is caused while the work is in progress or become apparent within **three months** of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense, or in default the Engineer may cause the same to be made good by other workmen, and deduct the expenses from retention money lying with the Engineer.

Clause-14: Measures for prevention of fire and safety measures. The

contractor shall not set fire to any standing jungle, trees, bush-wood or grass without a written permit from the Executive Engineer. When such permit is given, and also in all cases when destroying, cutting or uprooting trees, bush-wood, grass, etc by fire, the contractor shall take necessary measures to prevent such fire spreading to or otherwise damaging surrounding property. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labor shall be paid by him.

Clause – 15: Disputes. All disputes arising in connection with the present contract, and which cannot be amicably settled between the parties, , the decision of the Superintending Engineer of the circle/officer/one grade higher to awarding authority shall be final, conclusive and binding on all parties to the contract upon all questions relating to the meaning of the specifications, designs drawings, and instructions, hereinbefore mentioned and as to the quality of workmanship, or materials used on the work or as to any other questions, claim, right, matter, or thing whatsoever in any way arising out of, or relating to the contract design, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution, of failure to execute the same, whether arising, during the progress of the work, or after the completion or abandonment thereof.

Clause –16: Site Clearance. Deleted.

Clause –17: Financial Assistance /Advance Payment.

(A) **Mobilization advance:** Deleted

Clause –18: Refund of Security Deposit/Retention Money. On completion of the whole of the works (a work should be considered as complete for the purpose of refund of security deposit to a contractor from the last date on which its final measurements are checked by a competent authority, if such check is necessary otherwise from the last date of recording the final measurements), the defects notice period has also passed and the Engineer has certified that all defects notified to the contractor before the end of this period have been corrected, the security deposit lodged by a contractor (in cash or recovered in installments from his bills) shall be refunded to him after the expiry of three months from the date on which the work is completed.

Technical conditions of contract

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1. The firms should have a minimum of 5 years of experience in documentary production, hiring and/or launching of documentary, and should have proper set up in Islamabad or Lahore or Karachi or Hyderabad
2. The rates quoted shall be considered valid for the period of 3 months. The suppliers / firms will be bound to produce/deliver the required documentary of the approved quality at CGN-P office shaheed banzirabad . No extra charges/facilitation will be provided during assignment.
3. The bid should not have any over-writing or cutting. Bids with any of the aforementioned defects will not be considered.
4. Incomplete quotations, quotations not conforming to bid requirements or with value replies will not be considered.
5. All the taxes levied must also be clearly stated.
6. The selected firm should complete the delivery of items as per CGN-P's schedule.
8. The sealed envelope must be super scribed with "SBBU/PD/2018
7. The Purchase Committee may ask the bidders to provide samples of the quoted items.\

ANNEXURE – 1

Terms of Reference Video Documentaries under Project

“SHAHEED BANAZIR BHUTO UNIVERSITY “

Background

SHAHEED BANAZIR BHUTO UNIVERSITY nawabshah Pakistan wants to seek the services of a firm or production house (hereinafter termed the Consultant) that is competent in producing video documentary.

Objective of the Assignment

The basic objective of this assignment is to develop/ produce video documentary (advocacy and awareness raising) the documentary covers various activities of the university. The documentary will be produced in Urdu and English languages.

Specific Tasks/Roles and Responsibilities

Requirements: Pre & Post production and Final Products

Pre-production

- Provide all pre-production services that is background research, concept note, script, and production schedules.
- All the material will be reviewed by SBBU and suggestions will be incorporated in the final script
- Provide all production facilities including performance set and stage, sound system, costumes, etc. if any make-up, crew, all logistics for the crew, which may include but not be limited to travel, accommodation, food, insurance etc.
- Present a complete plan of action and recording schedule to coordinate their visit and meet the concern persons.
- Narrative storyboards will be shared along with final scripts of both documentaries & mentioned

success stories.

- The detailed storyboards are expected covering every shot to be captured. • Advance technical expertise in video-graphy.

Technical Expertise & Production Crew

- Advance technical expertise in sound recording
 - Advance technical expertise in post-production
 - Experience and technical ability in production of b-rolls (rough cuts) as well as finished documentary products.
 - State of the art video filming, sound recording, editing and production equipment
- Ability to provide basic translations from regional languages to English and Urdu.

Production Equipment

- **Cameras: DSLR HD or HIGHER** Professional Cameras
- Three camera shoot (2 Stand Cameras + 1 Drone)
- HD frame size Standard, Wide Angle & Prime Lenses + Filters
- LED & HMI Lights
- Sound Proof Studio

Complete Professional audio field- Microphones, Boom Mics & switchers

Other technical Requirements

- All footage should be shot 1920 x 1080 or higher
- **B-roll footage** must be provided per shoot.
- For cut piece a **SPLIT TRACK AUDIO** (natural sound on track, and voiceover and/or music, any, on the other track should be sent.
- "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

Deliverables

It is expected that the work shall include, but not be limited to, the following;

video footage

The Ad-agency to provide HD broadcast quality video footage, playable on both Windows and Apple computers, with accompanying detailed shot list and sound bite translation .

along with time codes (names, , and titles of each person interviewed), as well as relevant production notes.

Printed titles 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

Female Vos required for documentary in both languages Urdu

and English subtitling in opposite languages.

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.

SCRIPT

- Script of the documentary to be developed by the consultant and approved by the client
- Documentary to be finalized after the inputs from all relevant persons of the client.
- All raw footage taken during this process shall be provided to the client and would not be used for any other purpose.
- Child Protection and other Policies will be followed.

Required Qualifications and Experience

The consultant will be required to have;

- Possess considerable experience (at least 5 years) in producing videos documentaries on social issues especially education sector and education projects.
- Extensive experience in producing development work related to the topic for international and national organizations with the aim of reaching both local and international audiences.
- Demonstrable expertise on rights and gender equality
- Have national level geographical coverage
- Local Knowledge of the all social and regions aspects of project areas.
- Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high quality production.
- Additional experience in development communication will be an added advantage

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Proposal Requirements:

This activity is only for accredited & unsuspended advertising agencies. The Ad-agencies will have to submit a comprehensive technical proposal, keeping in account the requirements specified above and the project objectives.

The Technical proposal should provide:

- a) Company profiles clearly stating the company's capabilities of undertaking the presented task.
- b) A short account of the bidder understanding of the programme/ intervention.
- c) Experience in implementing campaigns or developing documentaries of similar nature with other organizations Govt/NGO at least three.
- d) Recommendation letter from 02 previous or existing clients stating the competency of the firm/production house developing documentaries of similar nature/social issues.
- e) Physical evidence of previous work produced, preferably for the development sector clients for educational projects
- f) Detail work plan of activities for the current consultancy with clearly laid out deadlines.

h) Two different innovative scripts with story boards in alignment with the objectives of current consultancy listed above.

i) CVs/profiles of the team, who will work on the assignment, Name of Script writer along with his/her experience

j) Group/firm/organization Registration Certificates with PBA, NTN and STRN.

Financial Proposal will include itemized fees of all production and post-production charges which are inclusive of all as mentioned under specific task and administrative cost including all taxes mentioned separately.

Copy Right/Intellectual Property

All information pertaining to this project (documentary, audio, digital, project documents, etc.) belongs to the client, who the Consultancy firm/individual may come into contact with in the performance of his/her; duties under this consultancy 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.

Contractor

**Project Director/Procuring
Agency**