

Request for Quotation (Works)

Description : 0370-0218 - Documentary Film
Date of Issue : 19-Jan-18 10:54 AM
Date of Submission of Quotation : 25-Jan-2018 02:30 PM
Place of Work : Main Campus
Contact Person & Telephone : Purchase Department, IBA Main Campus,
+922138104700, Ext 2150, 2152

Sr #	Description	Item Specification	Quantity / Job
1	MAKING OF DOCUMENTARY FILM	<p>The agencies fulfilling the following criteria may participate in the bidding process.</p> <p>Experience in Film making, Documentary production and other relevant media services.</p> <p>Scope of Work:</p> <ul style="list-style-type: none"> • 15-20 minutes video documentary. • A shorter 5-minute version of the same film with highlights and key messages. • Video coverage & Still photography of award distribution ceremony. • Conduct interviews with Trainers, Student, staff and other relevant key stakeholder. <p>Documentary DSLR Film (the Bidder must have these Equipment)</p> <ul style="list-style-type: none"> a) 2 DSLR b) 1 Steady Cam c) 1 Slider d) Tripod e) Top to bottom slider f) Mono-pod g) Mic h) Editing with 15 to 30 min i) 1 DVD Master j) Continuous light 	1



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		Lenses: a) 14 mm b) 24-105 mm c) 70-200/2.8 d) 50 mm	
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Terms & Conditions:

1. Sales tax registration certificate with last month return copy (FBR and / or SRB) must be provided at the time of submission of quotation.
2. Work of this order is subject to final inspection at the time of completion.
3. We reserve the right to cancel any or all the above work if it is not in accordance with our specification or if the delivery is delayed.
4. Payment will be made through crossed cheque after the receipt of the bill and completion of the above work.
5. General Sales Tax will be paid on applicable items only.
6. Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
7. The rate / item cost is final and no change what so ever will be accepted.
8. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
9. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
10. Invoice should be submitted to Finance Department.
11. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
12. No subletting in any case / item / form will be allowed.
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Work Order.
14. Stamp duty 0.25% for works against total value of Work Order will be levied accordingly.
15. IBA, also reserve the right to issue Work Order for any single items to different lowest responsive bidders or issue Work Order for all the items to any lowest responsive bidder.