

*Tender Fee: Rs. 2,000/-
(Non-Refundable)*

TENDER FORM

Tender # ES/08/24-25

Photography, Videography & Live Streaming for Convocation 2024

Date of Issue : October 24, 2024
Last Date of Submission : November 8, 2024 (3:00 PM)
Date of Opening of Tender : November 8, 2024 (3:30 PM)

Company Name: _____

NTN: _____, SRB Registration Number: _____

GST Registration Number: _____

Pay Order / Demand Draft # _____, Dated: _____

Amount of Rs. _____, Drawn on Bank: _____

Notice Request for Proposal (NIT)

Request for Proposal

The Institute of Business Administration (IBA) Karachi, invites online bids on SPPRA EPADS from tax-compliant Service Provider, registered with the relevant tax authorities and SPPRA EPADS, for the following tender:

Tender Title (Ref. No.)	Procedure	Bid Security
Photography, Videography & Live Streaming for Convocation 2024 (ES/08/24-25)	Single Stage One Envelope	2%
Document Fee & Important Dates		
▶ <i>Tender Fee:</i>	Rs. 2,000/-	
▶ <i>Issuance start date:</i>	October 24, 2024, from 9 AM	
▶ <i>Issuance end date and time:</i>	November 8, 2024, till 3 PM	
▶ <i>Submission date and time:</i>	October 24, 2024, to November 8, 2024, from 9 AM to 3 PM	
▶ <i>Opening date and time:</i>	November 8, 2024 at 3:30 PM	
It is mandatory for bidder(s) to submit online bid on SPPRA EPADS website https://portalsindh.eprocure.gov.pk/ by the Opening date and time mentioned above		

Tender documents are available at the Office of the **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi**, on any working day (Monday to Friday). The tender documents can also be downloaded from the IBA and SPPRA EPADS websites. The tender fee challan to be generated from the IBA website at <https://tenders.iba.edu.pk> and deposited at any branch of Meezan Bank Ltd.

Tender Document/Bid (with a copy of Bid Security/Earnest Money and supporting documents) should be submitted/uploaded on SPPRA EPADS <https://portalsindh.eprocure.gov.pk/>. The original Bid Security along with the Original Bid (duly signed and stamped) must be delivered to IBA, Karachi on below mentioned address before bid opening schedule. Bids will be opened on the same date and venue in the presence of the bidders' representatives who may wish to attend.

Please ensure that bid security, in the form of a Pay Order or Demand Draft, is submitted in favor of 'IBA Karachi' along with the tender.

N.B. (1) IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to the relevant provision of SPP Rules 2010.

(2) Bids uploaded on EPADS along with supporting documents will be accepted only. In case there is a contradiction between bidder's EPADS submitted bid and manually submitted bid, bid submitted on EPADS will be considered valid for evaluation purpose.

REGISTRAR

IBA, Main Campus, Karachi University Enclave, Karachi-75270
 UAN: 111-422-422, Fax: (92-21) 99261508
 Contact Person: Sr. Executive Procurement on 38104700, Ext: 2152
 Email: tenders@iba.edu.pk, IBA Website: <https://tenders.iba.edu.pk>
 SPPRA EPADS Website: <https://portalsindh.eprocure.gov.pk/>

CONTENTS

1. Introduction	Page 4
2. Instructions to Bidder	Page 5
3. Bidding Data	Page 6
4. Terms and Conditions	Page 7
5. Integrity Pact	Page 10
6. Scope of Work	Page 11
7. Bidder Qualification Criteria	Page 13
8. Bill of Quantity	Page 15

1. Introduction

Dear Tenderer:

Thank you, the interest you have shown in response to the IBA's advertisement which has floated in IBA & SSPRA websites on October 24, 2024, to "*Photography, Videography & Live Streaming for Convocation 2024*".

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them over time.

We expect to avail services/works/items of high standards that meet our prime & basic specifications through this transaction.

Please contact Sr. Purchase Executive on 38104700 ext.: 2152 for any information and query

Thank you.

-sd-

Registrar

2. Instructions to Bidder

- a. IBA Karachi expects that aspirant firms/companies/agencies should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp every page. Moreover, attach the required supporting documentation according to the requirement.
- b. Filling the Tender Forms in writing with ink or type is mandatory. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space, please attach a paper & mention the item/column name or number etc that referred to the column/item of the Tender Form.
- c. Tender documents are available at the Office of the Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi, on any working day (Monday to Friday). The tender documents can also be downloaded from the IBA and SPPRA EPADS websites.
- d. Tender Document/Bid (with a copy of Bid Security/Earnest Money and supporting documents) should be submitted/uploaded on SPPRA EPADS. The original Bid Security along with the Original Bid (duly signed and stamped) must be delivered to IBA, Karachi on below mentioned address before bid opening schedule. Separate envelopes clearly labelled for 'Original Document' and 'Bid Security' must be submitted on or before the last date to submit the tender documents.
- e. Bid Security of 2% of total charges will be submitted along with Tender Documents in the shape of a Pay Order / Demand Draft only in the name of the Institute of Business Administration.
- f. The successful bidder should provide 5% performance security for the total value of the purchase order in the form of a pay order or bank guarantee before submission of the invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- g. Please mention "Tender Number" at the top left corner of envelopes. IBA, Karachi may reject any bid subject to the relevant provision of SPP Rules 2010 and may cancel the bidding process at any time before acceptance of the bid or proposal as per Rule-25(i) of said rules.
- h. All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- i. Firms / Companies shall maintain their status as active / filer taxpayers with taxation authorities while rendering services to IBA, Karachi.

Stamp and Signature

3. Bidding Data

- A. Name of Procuring Agency:** Institute of Business Administration, Karachi
- B. Brief Description of Works:** Photography, Videography & Live Streaming for Convocation 2024.
- C. Procuring Agency's address:** IBA Main Campus, University Enclave, Karachi.
- D. Amount of Bid Security:** Bid Security of 2% of the total amount/cost will be submitted along with Tender Documents in the shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- E. Period of Bid Validity (days):** 45 (forty-five) days.
- F. Performance Security Deposit:** Successful bidder should provide 5% Performance Security of the total value of the Work Order in the form of a Pay Order or bank guarantee before submission of the invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- G. Deadline for Submission of Bids along with time:** The last date for online submission of the Tender Document is November 8, 2024, by 3 PM. The Tender will be opened on the same day at 3:30 PM in the presence of representatives who may care to attend.
- H. The Time and Date of Bid Opening:** The tender will be opened on November 8, 2024, at 3:30 PM at SPPRA EPADS.
- I. Schedule of Work & Timeline:** The schedule of work and timeline will be framed with mutual consultation of the concerned Department and the Service Provider. However, the Service Provider is liable to abide and strictly adhere to the Schedule of Work and Timeline provided by the IBA.
- J. Liquidity damages:** 2% liquidity damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.
- K. Deposit Receipt No:** _____ **Dated:** _____
Amount (in words and figures): _____
Pay Order / Demand Draft #: _____, **Amount: Rs.** _____
Drawn on Bank: _____, **Dated:** _____

 Stamp and Signature

4. Terms and Conditions

a. Bid Security

Bid Security, in the shape of a bank draft/pay order in the name of “**Institute of Business Administration**” Karachi, equivalent to 2% of the total cost of the bid, should be submitted along with the tender documents.

b. Performance Security

The successful bidder should provide 5% Performance Security of the total value of the Purchase Order in the form of a Pay Order or bank guarantee prior to the signing of the Contract. The Performance Security shall extend at least three months beyond the completion of the contract.

c. Validity of the Tender

All proposals and prices shall remain valid for 45 days from the closing date of the submission of the proposal. However, the Bidders are encouraged to state a longer period of validity for the proposal.

d. Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

e. Ownership

The ownership of all products and services rendered under any contract arising as a result of this tender will be the sole property of IBA.

f. Arbitration and Governing Law

This tender and any contract executed under this tender shall be governed by and construed in accordance with the laws of Pakistan. The IBA and all bidders responding to this tender and parties to any contract executed pursuant to this tender shall submit to the exclusive jurisdiction of the Pakistani courts. The arbitration proceeding will be governed by the Arbitration Act, of 1940, and the substantive and procedural law of Pakistan. The venue shall be Karachi.

g. Acceptance of Tender

Tender bids must be submitted electronically through EPADS only. The IBA reserves the right not to accept the lowest and to annul the bidding process without assigning any reason whatsoever. IBA Karachi may ask to provide a demo unit that the supplier quoted in the tender. After the final inspection of the unit, the decision will be made.

h. Support Capabilities

The Service Provider should indicate the support capabilities for all the hardware provided during the course of the warranty.

Stamp and Signature

i. Compliance with Specifications

The Bidders shall provide information as per requirements given in BoQ. However, Bidders can submit multiple solutions.

j. Bid Evaluation:

The bid will be considered as the Most Advantageous on most closely conforming to evaluation criteria and other conditions specified in the bidding document and having the Least cost.

k. Cancellation

IBA reserves the right to cancel any or all of the above items if the material is not in accordance with its specifications or if the delivery is delayed.

l. Invoice

The invoice/bill should be submitted to the Procurement Department.

m. Stamp Duty

The Stamp duty of 0.35% against the total value of the Purchase Order will be levied accordingly.

n. Completion Time

The output should be provided within 2 weeks of the event.

o. Liquidity Damages

Liquidity damages at the rate of 2% per month of the total contract amount will be imposed on delayed work, up to 10% of the total contract value.

p. Increase in Price

No increase in the value of the items will be accepted on account of either unit price, total price, any or all other charges, duties, taxes, the scope of supply and or any other head of account shall be allowed.

q. Increase in Taxes

For any increase in taxes, the IBA should not be responsible, but, if any taxes are reduced, the IBA should get its benefit.

Stamp and Signature

r. Payment

Payment will be made within 30 working days after completion as per BoQ and submission of Invoices.

s. Default

If the Bidder fails to timely deliver services as per BoQ, IBA Karachi reserves the right to penalize and may also terminate the contract.

t. Force Majeure

The Service provider shall not be held liable in the event of their failure to comply with the delivery schedule of the ordered items(s) for reasons of Force Majeure including war and other instabilities invasion, the act of foreign enemies, embargo, civil war etc.

u. Emergency Outage Management

Bidder should have a Disaster Recovery site to resume the business in case of primary site failure with a minimum service outage.

Stamp and Signature

5. Integrity Pact

- (a) Its intention is not to obtain the Provide and Supply work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the Bidder represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the Provide and Supply or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The Bidder accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right and remedies available to the IBA under any law, contract, or other instruments, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, Bidder agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice and further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/bidder as aforesaid for the purpose of obtaining or inducing Provide and Supply and /work/service or other obligation or benefit in whatsoever from the IBA.

Note:

This integrity pact is a mandatory requirement other than auxiliary services/works.

Stamp and Signature

6. Scope of Work

a) Live Streaming:

Blackmagic ATEM Television Studio 4k Pro Panel or equivalent with 8 Camera input

- i. Blackmagic Web presenter or equivalent for Live Streaming
 - ii. Blackmagic Hyper Deck Mini-Recorder Device or equivalent
 - iii. Audio Interface- to record uncompressed Sound-
 - iv. Wireless Talk Back System- 1km radius
 - v. Wireless Video Transmitter – 400 ft radius
 - vi. 200-meter cables, 50-meter cables and 10-meter cables (All cables must be Mogami or Canary or equivalent)
- a. Camera Equipment for live streaming: Sony Alpha A7III/ Nikon D850/ Canon EOS R6/Panasonic S1 Pro or equivalent (coverage to be provided with minimum 8 cameras including 1 JIB Camera and 1 Drone Camera. The drone should be (Mavic Pro 2/DJI Mavic 3/Phantom 4 Pro+ or equivalent).
- b. Prime and Zoom lenses ranging from 14mm to 200mm.
- c. To ensure internet connectivity with power backup options:
- 2 mobile broadband connections (35mb per device)
 - 4 port load balancer/failover broadband router (Gigabit ports supported)

b) Photography & videography:

Event Coverage minimum 8 photographers/ videographers from 12:00 pm till 08:00 pm.

c) 360-degree Camera:

For dynamic video content (2 cameras) with the technical staff present on the ground. Camera quality 4k.

d) The GIF Booth/Boomerang Booth:

A photo booth that captures short, looping video clips or a series of still images, which are then stitched together to create a GIF. It works with the objective of instant media sharing. Capture- Process- Share and done!

e) Virtual Background Photo & Video Booth:

The booth uses green screen technology to allow guests to place themselves in different virtual environments or scenes (that are already installed in the system), such as famous landmarks, branded backdrops, or fantasy worlds. The possibilities for creative photos & videos become endless.

Stamp and Signature

Deliverables:

- a. OB Event video: OB event video to be delivered the next day of the event.
- b. Event Highlight video and 15-20 Testimonials fully edited to be delivered within 2-3 days.
- c. All pictures to be hi-resolution fully edited (Color corrected, straightened, and cropped) to be delivered in 2-3 days.
- d. Photo Booth for group picture on the venue on the day of Convocation.
- e. Full fledge setup 360-degree camera solution on the venue on the day of Convocation with prompt output for students. Edited dynamic content of 360-degree cameras (100-150 short clips).
- f. A complete setup with a high-resolution camera to capture, process and share prompt output in the form of GIFs promptly.
- g. A complete setup for green screen videos and photos for prompt output on the selected background (from the already-installed backgrounds in the system).
- h. A clear and transparent process to deliver all the data to IBA Karachi (all videos, photography, video content of 360-degree cameras and other required material).

Stamp and Signature

7. Bidder Qualification Criteria

Sr #	Description	Yes	No
1.1	Registered with specialization in photography, videography, and live streaming services for at least the past 03 years. <i>(Provide Documents; copies of contract or Purchase Orders)</i>		
1.2	Last 3 years' average annual turnover of minimum 4 million (per year) <i>(Provide Annual Return or Audited Financial Statement)</i>		
1.3	Head office or an independent office in Karachi with all core and all support business functions but not limited to editing and technical teams for photography, videography, and live streaming. The company should be fully equipped with professional-grade cameras, drones, lighting, audio equipment, and live streaming technology. <i>(Provide proof on company letterhead with the company structure, organogram of the Karachi team having names, designations, number of years of experience, and qualifications)</i>		
1.4	Firm ever been blacklisted by IBA or any other Government firm? <i>(Provide an undertaking on Rs.100/-Stamp paper that your firm is not blacklisted by IBA and any other firm)</i>		
1.5	Proven experience in managing live streaming services for large-scale events with at least 500+ attendees. <i>(Provide documented evidence of live streaming events with technical specifications and the number of viewers reached)</i>		
1.6	Submission of client references from at least 3 previous projects of similar scale and nature. <i>(Attach reference letters with contact details)</i>		
1.7	Sales tax registration certificate of FBR and SRB. <i>(Provide a copy of a valid SST Registration Certificate)</i>		
1.8	The company must own a complete range of professional equipment, including but not limited to 4K or higher resolution cameras, drones, stabilizers, professional lighting setups, and sound equipment. <i>(Attach an inventory list of equipment owned by the company with proof of purchase or ownership)</i>		

Note: Please note that IBA can verify any document submitted by the agency at any point in time. In case of non-validation of any document submitted during/ after the bidding process, the IBA reserves the right to remove the agency from the IBA's panel.

Stamp and Signature

8. Bill of Quantity:

Sr #	Description & Features	Qty	Unit Price	Total Amount
1.	Live Streaming of Convocation Event Blackmagic ATEM Television Studio 4k Pro Panel or equivalent with 8 Camera input As per the scope of work	1 job		
2.	Photography & Videography With at least 8 photographers/videographers Duration: 12:00 noon - 8:00 pm As per the scope of work	1 job		
3.	360 Degree Camera Solutions for dynamic video content with the technical staff present on ground As per the scope of work	2 units		
4.	The GIF/Boomerang Booth (storicam or equivalent)	1 unit		
5.	Virtual Background Video & Photo booth	1 unit		
Total				
15% SST (If Applicable)				
Grand Total				

Grand Total Amount (in words) Rupees _____

Stamp and Signature

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 and Signature