

**EXPRESSION OF INTEREST DOCUMENTS FOR PLANNING & EXECUTION OF
NATIONAL AWARD CEREMONY (NATIONAL TV, FILM & RADIO)**

EXPRESSION OF INTEREST DOCUMENTS**(EOI)****EOI for:-** Planning & Execution of National Awards Ceremony**Procuring Agency:-** Pakistan National Council of the Arts**INSTRUCTIONS TO BIDDERS**

1. Pakistan National Council of the Arts, Ministry of Information, Broadcasting & National Heritage intends to revive National Awards (National TV, Film & Radio) and invites proposals from renowned production houses, event management firms, cultural institutions and advertising agencies who are registered with Income Tax Departments for launching of/ holding of National Awards. The following documents form integral part of Tender Notice:-
 - i. General terms & Conditions Annexure I
 - ii. Details/ profile of the firm Annexure II
 - iii. Selected categories of National TV, Annex III
Film & Radio Awards
 - iv. Technical Plan Annex IV
 - v. Financial Plan Annex V
 - vi. Marketing Plan Annex VI
 - vii. Media Plan Annex VII
 - viii. Awards Design Annex VIII
 - ix. Evaluation Criteria Annex IX
2. Only renowned production houses, event management firms, cultural institutions and advertising agencies registered with Tax Departments will be eligible for participation in bidding process.
3. The following documents should be furnished with the bid:-
 - i. Detailed profile of the company/ firm/ individual including name, registered address, telephone /fax number (s), e-mail address and years of establishment/ experience, type of ownership, address and contact numbers of the owners/ partners etc.
 - ii. Production houses, event management firms, cultural institutions and advertising agencies with 10 years experience in relevant film award shall be preferred.
 - iii. A copy of the registration with the concerned authority under section 79 Motion Picture Ordinance.

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- iv. A copy of the National Tax/ Sales Tax registration certificate.
 - v. Undertaking on the letter head of the firm that the production house, event management firm, cultural institute and advertising agency is never blacklisted by any firm or Govt. Department.
 - vi. Availability of Senior Director (Production, Event Management) at the venue of the event
 - vii. Proof of the productions in form of Audio CDs, DVDs, Video DVDs, Videos cassettes, etc.,
 - viii. Bid Security equivalent to 2% of the total quoted amount in form of Deposit at Call or Pay Order issued in favor of Pakistan National Council of the Arts, Islamabad.
4. Interested firms/ bidders are requested to submit their offer in the specified proforma following single stage two envelope procedure i.e., submission of EOI documents along with financial bid in one envelope.
 5. The Bid containing Instructions to bidders, general terms and conditions (Annex I & Annex II), List of Awards Categories (Annex III), Technical Bid (Annex IV), Financial Bid (Annex V), Marketing Plan (Annex VI), Media Plan (Annex VII), Award Design and suggested award money (Annex VIII) duly filled in and signed for having accepted the General Terms and Conditions along with **Bid Security** amounting to 2% of the total bid value in form of deposit at call or pay order in favor of Pakistan National Council of the Arts, Islamabad shall be provided in an envelope. The envelope containing the bid shall be superscribed as “**Bid for Planning & Execution of National Awards Ceremony**” and must reach the office at the address, time and date mentioned in the tender notice. The bid will be opened on the same day at the Conference room of Pakistan National Council of the Arts, Islamabad at 15:00 hours in the presence of the bidders/ authorized representatives.
 6. Pakistan National Council of the Arts, Islamabad reserves the right to accept or reject any or all the tenders as per Rule 33 of PPRA Rules, 2004.

GENERAL TERMS & CONDITIONS**1. DESCRIPTION OF WORK**

Arrangement & Launching Ceremony/ Holding of Mega Show of National Awards (National TV, Film & Radio Awards)

2. SCOPE OF WORK

- 2.1 Production houses, event management firms, cultural institutions and advertising agencies are invited to send their proposals for launching of/ mega show of National Awards in the highest possible production Standards meeting the international standards for holding a national award show.
- 2.2 Successful bidder will organize National Awards show in a befitting manner carrying out the following works
- i. propose and arrange venue for holding award ceremony
 - ii. announcement of categories as per list (attached at Annex III) for receipt of nominations
 - iii. finalization of nominations
 - iv. Submission of nominations (after finalization) to the Jury through National Award Committee
 - v. Preparations of awards/ shields, plaques, etc., for all categories
 - vi. Deliverance of cash awards for selected categories
 - vii. Selection of presenters
 - viii. Selection of Master of Ceremonies (MCs)
 - ix. Selection of Performances & performers (songs, skits & dances)
 - x. Finalization of Que Sheet/ Program Script
 - xi. Finalization of Guests list
 - xii. Preparation & launching of red carpet show
 - xiii. Preparation of Set for Award Show & Red Carpet
 - xiv. Audio/video recording of Award Show
 - xv. Arrangement of sponsors/ collaborating agencies sharing administrative & financial cost
 - xvi. Arrangement of publicity through print, electronic & social media
 - xvii. Arrangement of media coverage of the National Award Show in a befitting manner
- 2.3 Production houses, event management firms, cultural institutions and advertising agencies shall submit Technical Plan, Financial Plan, Media Plan, Award Design, Suggested venue, award design & award money at the time of submission of their proposals.
- 2.4 Provision of requisite services shall be up to the entire satisfaction of the Employer.
- 2.5 PNCA will constitute a seven members National Award Committee for overall supervision of execution of National Awards.
- 2.6 Jury will be constituted by National Awards Committee to decide award winners.

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- 2.7 Cost on money awards will be directly borne by the Employer whereas as all other expenditure as per Financial Bid (Annex V) will be borne by the successful bidder.
- 2.8 Successful bidder provide 10 copies of final DVDs.
- 2.9 The contract will be valid for six months from the date of letter of award.

3 GENERAL TERMS & CONDITIONS

- 3.1 The bidders shall provide evidence of similar services, event management, show productions and recordings.
- 3.2 **A copy of the registration with the concerned authority under section 79 Motion Picture Ordinance.**
- 3.3 The bidder should have never been blacklisted by any government organization or any other organization.
- 3.4 **The selected bidder (herein after referred as Contractor) will have to ensure completion within three months from the date of letter of award.**
- 3.5 In case the Contractor fails to complete the job in time, the letter of award/ contract shall be terminated and bid security of the firm shall be forfeited.
- 3.6 The bid along with the written consent of the bidder for acceptance of award of contract will be binding contract.
- 3.7 All government applicable taxes, etc will be deducted from the Contractor's bill.
- 3.8 The successful tenderer shall be issued a letter of award, which on acceptance by the firm in writing, shall constitute to be a formal contract.
- 3.9 The incomplete or conditional tenders would not be accepted and is liable to be rejected.

4. EXPRESSSION OF INTEREST (EOI) BID OFFER

- 4.1 The bidder shall quote lumpsum bid amount to be paid to the Employer against planning & executions of National Awards Ceremony.
- 4.2 Provision for all taxes, rates or for any other cause, etc shall be included in BID price given in percentage.1
- 4.2 No revision of rates will be admissible during the period of contract.
- 4.3 Rate should be quoted in Pak Rupees.
- 4.4 The bidders shall bear all costs associated with the preparation and submission of their bids.
- 4.5 The successful bidder shall pay the offered bidding amount as quoted in Financial Proposal (Annexure V) to the employer through demand draft or pay order in favour of DDO, Pakistan National Council of the Arts before signing of the agreement.

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5. TENDER SECURITY

- 5.1 The bidder shall furnish Bid Security amounting to 2% of the total bid value (refundable) in form of Deposit at Call or Pay Order issued by a scheduled bank in favour of DDO, Pakistan National Council of the Arts alongwith their bid in technical bid envelope.
- 5.2 Any bid not accompanied by an acceptable bid security shall be rejected by the employer as non-responsive.
- 5.3 The bid securities of un-successful bidders will be returned as promptly as possible, but not later than 30 days after the expiration of the period of bid validity.
- 5.4 The bid security of the successful bidder will be returned on successful completion of the job i.e. supply of the items as per letter of award of the employer.
- 5.5 The bid security of the successful bidder will be forfeited in case the Contractor fails to complete the job in time as per specifications.

6. SUBMISSION OF EXPRESSION OF INTEREST

- 6.1 The interested bidder shall prepare a copy of documents comprising the Expression of Interest (EOI) Documents and shall seal the original copy of the tender in an inner and outer envelope duly marked as “ORIGINAL” and “COPY” as appropriate.
- 6.2 The EOI shall contain Instructions to bidders, (Annex I & II) dully filled in and signed for having accepted the General, Special Terms and Conditions, List of Awards Categories (Annex III), Technical Bid (Annex IV), Financial Bid (Annex V), Marketing Plan (Annex VI), Media Plan (Annex VII), Award Design and suggested award money (Annex VIII) Financial Bid (Annex III) & **Bid Security** amounting to 2% of the total bid value in form of Deposit at Call or pay order in favour of Pakistan National Council of the Arts, Islamabad. The envelope containing bid shall be superscribed as “**Expression for Planning & Execution of National Awards Ceremony**”. The Bid must reach the office at the address, time and date given in tender notice.
- 6.3 Tender modification or notice of withdrawal shall be prepared in sealed, marked and delivered in accordance with the inner envelope marked MODIFICATION as appropriate.
- 6.4 Withdrawal of the tender during the interval between deadline for submission of the tender and the expiration of the period of tender validity specified by the tender in the form of the tender may result in forfeiture of the bid security.

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7. EXPRESSION OF INTEREST (EOI) OPEN AND EVALUATION

- 7.1 The employer will open the Expressions in the presence of the tenderers or their representatives who choose to attend on date, time and venue mentioned in Expression of Interest (EOI) notice.
- 7.2 Bidder for which an acceptable notice of withdrawal has been received, shall not be opened. The employer will examine tenders to determine whether the requisite tender security has been furnished. Whether documents have properly been signed and completed. At tender opening the employer will announce the tender name, written notifications and withdrawal, if any, quoted rates for requisite equipments. The employer shall prepare for his own record minutes of the tender opening including the information disclosed to those who were present.

8. EXPRESSION VALIDITY

- 8.1 Expression shall remain valid and open for acceptance for a period of Ninety Days after the date of tender opening.
- 8.2 In exception cases prior to expiry of Expression validity period, the employer may request the tenderers for a specified extension in the period of validity. The request and response thereto shall be made in writing. A tenderer may refuse the request without forfeiting his tender security. A tenderer agreeing to the request will neither be required nor permitted to modify his tender. He will only be required to extend the validity of his tender security correspondingly.

9. FORMAT AND SINGING OF THE EXPRESSIONS

- 9.1 The complete expression shall be without alterations, interactions or erasures, except those to accord with instructions issued by the employer, or as necessary to correct errors made by the tenderer, in which case such correction shall be initiated by the person or persons signing the contract/ accepting the letter of award.
- 9.2 Each page of EOI documents shall be duly signed and stamped by the tenderer before making submissions.
- 9.3 Each tenderer may submit only one tender.
- 9.4 No bidder shall participate in the tender of another for the same contract in any relationship whatsoever.
- 9.5 Bidders shall indicate all information required vide Annexure II & III.

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10. MODE OF PAYMENT

- 10.1 The successful bidder shall pay bid amount as per quote vide Financial Proposal (**Annex V**) through demand draft or pay order in favour of Pakistan National Council of the Arts, Islamabad before signing the agreement.
- 10.2 Apart from bidding amount, the successful bidder shall pay to the Employer 50% of the total receipts earned through sponsorships, commercials and publicity before the National Awards Show.

11. AWARD OF CONTRACT

- 11.1 The employer may award the contract to the tenderer whose tender has been determined to be substantially responsive and whose sample products are approved by Procurement Committee. Products of low quality and inferior brand will be rejected.

12. EMPLOYERS'S RIGHT TO ACCEPT OR REJECT ANY OR ALL TENDERS

- 12.1 The employer reserves the right to accept or reject any tender, and to annul the tender prices and reject all tenders, at any time prior to award of contract as per PPRA Rules, 2004 without hereby incurring any liabilities to the effected tenderer(s) on the ground of employer's action.

13. LETTER OF AWARD

- 13.1 Prior to the expiration of the period of validity prescribed, the employer will notify the successful bidders in writing by the registered letter at their mailing address that his tender has been accepted.
- 13.2 The letter of award shall constitute to be a formal contract if accepted by the firm.

14. SIGNING OF AGREEMENT

- 14.1 In case the letter of award is accepted by the firm, it shall return to the employer. Duly signed and stamped copy of the acceptance letter along with a cover letter on firm's letter head, which shall constitute to be a formal contract agreement between the two parties.
- 14.2 Within 7 days of receipt of the letter of award, the successful tenderer shall sign and return the letter of award through a cover letter addressed to the employer.

15. GENERAL PERFORMANCE OF THE TENDERS

- 15.1 The employer reserves the right to obtain information regarding performance of the tenderers on their previously award contracts/ services. The employer may in case of consistent poor performance of the tenderer as reported by the employer of previously

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awarded contracts interlaid, reject this tender or take such action as may be deemed appropriate under the circumstances of the case including blacklisting of such firm and debarring him from participation in future bidding for similar work.

16. PERFORMANCE SECURITY

- 16.1 Bid Security of the successful bidders shall be retained as performance security.
- 16.2 Performance Security will be released to the successful bidder within 30 days after completion of warranty period.

17. SUBLETTING

- 17.1 The successful tenderer shall not sublet the contract.

18. SUSPENSION AND TERMINATION

- 18.1 The firm will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed terms and agree with employer for any suitable course of action.
- 18.2 The employer may suspend the performance of any or all of the agreed terms and conditions by giving one week's notice in writing to the Agency.
- 18.3 In case of any dispute, the decision of the honorable CE/Director General, Pakistan National Council of the Arts shall be final.
- 18.4 The application of these conditions shall be governed by the laws of Pakistan.

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ANNEXURE II

1 Basic Information of the agency

- A** Name & Address of the Firm _____
- B** Year of Establishment _____
- C** Name of Proprietors/ Owners/ Directors _____
- D** Contact Person _____
- E** Telephone No./ Mobile No. _____
- F** Fax No. _____
- G** Email Address _____
- H** 24 Hours Helpline Number (if any) _____
- I** Type of Firm, Private Limited, Partnership/
Cooperative Agency, etc _____

2 Current list of clients: _____

**3 Copy of registration with authority under
Section 79 Motion Picture Ordinance** _____

**4 NTN/ GST Numbers & copies of the
certificates** _____

5 Income Tax returns for the last two years _____

6 Audio, Video Productions _____

7 Bank Account Number _____

8 Bank Account Title _____

9 Bank Name _____

Undertaking:

I/ We hereby certify that the information furnished above is true to the best of my knowledge and belief. I have no objection to Pakistan National Council of the Arts, Islamabad verifying any or all the information furnished in this document with the concerned authorities, if necessary. I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Authorized signatory of the agency

Official seal/ stamp _____

Date _____

Place _____

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Annex III

LIST OF CATEGORIES

Awards will be given in the following art fields and categories: -

Awards will be given in 22 categories of Films and 11 departments of Television. Total number of award to be conferred on every year comes to 33.

SR	FIELD	CATEGORY
1.	Film	i. Best Actor Lead Role
		ii. Best Actress Lead Role
		iii. Best Supporting Actor
		iv. Best Supporting Actress
		v. Best Director
		vi. Best Cinematographer
		vii. Best Editor
		viii. Best Script Writer
		ix. Best Dialogue Writer
		x. Best Choreographer
		xi. Best Lyricist
		xii. Best Music Director
		xiii. Best Set Designer
		xiv. Best Comedian
		xv. Best Playback Male
		xvi. Best Playback Female
		xvii. Best Feature Film
		xviii. Best Documentary
		xix. Best Sound Recordist
		xx. Best Film Journalist
		xxi. Best New Talent
		xxii. Life achievement award
2.	Television	i. Best Lead Actor
		ii. Best Lead Actress
		iii. Best Supporting Actor

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	iv. Best Supporting Actress
	v. Best Script Writer
	vi. Best Anchor Person Male, TV Programs
	vii. Best Anchor Person Female, TV Programs
	viii. Best Serial, TV
	ix. Best assorted play
	x. Best Director, TV plays
	xi. Life Achievement Award

RADIO ART EXCELLENCE AWARDS

Radio Art Excellence Awards will be conferred upon in the following categories.

SR	FIELD	CATEGORY
3.	Radio	i. Best program presenter / Anchor person (male)
		ii. Best program presenter / Anchor person (female)
		iii. Best Radio Drama voice (male)
		iv. Best Radio Drama voice (female)
		v. Best Announcer (Male)
		vi. Best Announcer (Female)
		vii. Best News Reader (Male)
		viii. Best News Reader (Female)
		ix. Best Script Writer
		x. Best Radio Drama National Hock up (Urdu Language)
		xi. Best Radio Drama (Regional Language)
		xii. Best Composer
		xiii. Best Singer, Classical Music
		xiv. Best Singer, Light Music
		xv. Best Singer, Folk Singer
		xvi. Best Naat Khuwan
		xvii. Best Devotional Singer / Qawwal
		xviii. Best Music Programme
		xix. Best Current Programs Anchor
		xx. Best Lyricist

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	xxi. Best Educational Programme
	xxii. Life Sports Anchor / Commentator
	xxiii. Life Achievement Award (Male)
	xxiv. Life Achievement Award (female)
	xxv. Best Radio Programme Producer
	xxvi. Best Radio News Producer
	xxvii. Best FM Presenter (Male)
	xxviii. Best FM Presenter (Female)

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ANNEXURE IV

TECHNICAL BID/PLAN

Sr.	Details/ Series of activities	Tentative Time Schedule
1	Presentation of program (Initial)	
2	Provision of Audio/ Video Recording facilities	
3	Provision of light & Sound arrangements	
4	Announcement of Categories for National Awards through print, electronic & social media for receipt of nominations	
5.	Finalization & submission of nominations to the National Award Committee	
6.	Designing of Awards & approval of the National Awards Committee	
7.	Arrangement of Venue	
8.	Set Designing & Venue Décor	
9.	Selection of Presenters	
10.	Selection of Master Ceremony (MCs)	
11.	Selection of Performers & Performances	
12.	Selection & preparation of props & costumes	
13.	Publicity materials	
14.	Media Coverage	
15.	Rehearsals Plan	
16.	Final Presentation of the Program	
17.	Red Carpet Show	
18.	Final Program	
19.	Other Activities (please attach list alongwith time schedule)	

Undertaking

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

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Authorized signatory of the agency

Official seal/ stamp _____

Date _____

Place _____

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ANNEXURE V

FINANCIAL BID

Sr.	Details	Amount (Pak Rupees)
1.	Selling of Rights/ Bid Amount to be paid to the Employer	
	Less:- Expenditure as detailed at S.No. 2	
2.	Arrangement of Venue for holding Award Ceremony	
4	Selection & payment of Presenters	
5	Selections & payment of MCs	
6	Designing of Award & publicity materials	
7.	Preparation of Awards (shields, plaques & gold medals, etc)	
8.	Payment to performers	
9.	Stage Designing	
10.	Light & Sound Equipment	
11	Hire of Furniture & Fixture	
12	Hire of Technical Facilities	
13	Props & costumes	
14.	Arrangement of Red Carpet show	
15.	Audio & Video Recording	
16.	Publicity materials	
17.	Media Coverage	
18.	Allied Expenses	
19.	Service Charges	
	Applicable Taxes	
	Total (inclusive of all taxes)	
	Total Bid Amount offered to the Employer (S.No 1-S.No. 2-19)	

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Undertaking

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Authorized signatory of the agency

Official seal/ stamp _____

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ANNEX VI

MARKETING PLAN

Please give details of the tentative sponsors for National Awards.

Sr.	Sponsoring Agency	Contact details	Tentative share

- i. The Successful bidder shall be responsible to share Marketing Plan in detail with the National Award Committee.
- ii. The successful bidder shall pay the Employer 50% of the total receipts earned through sponsorships, commercials and publicity apart from the bid amount/ financial proposal offered vide Annex V.

Authorized signatory of the agency

Official seal/ stamp _____

Date _____

Place _____

MEDIA PLAN

- i. Please attach proposal for media coverage and telecast/broadcast of the National Award Show on Various TV Channels.
- ii. The successful bidder shall be responsible to comply with the instructions contained in Code of Conduct notified by PEMRA.
- iii. The successful bidder shall submit media plan in writing to the National Award Committee for concurrence before telecasting/ broadcasting of National Award Show on various TV channels.

Authorized signatory of the agency

Official seal/ stamp _____

Date _____

Place _____

AWARDS DESIGN

Please submit at least five tentative designs for awards (shields, plaques, etc.) and publicity materials.

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FORM OF EXPRESSION OF INTEREST

Tender Reference No: _____

To: _____

Gentleman,

1. Having examined the Tender Documents including instructions to bidders, Conditions of Contract for planning & execution of National Awards Ceremony, we, the undersigned, offer to provide services in conformity with the said Expression of Interest Documents, Specifications, Conditions of Contract at the rates given in our Financial Proposal and such other sum in the manner prescribed in the tender documents.
2. WE UNDERSTAND THAT ALL appendices attached hereto form part of this Tender.
3. We undertake, if our Tender is accepted, to provide services at times as required by the Employer in conformity with Tender Documents.
4. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bidding amount (in total) in the amount of Rupees _____ (Rs. _____) drawn in your favour or made payable to Pakistan National Council of the Arts, Islamabad and valid for a period of _____ days beginning from the date Bids are opened.
5. We agree to abide by this Tender for the period of _____ days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until the Letter of Award is accepted by us, this Tender together with your written acceptance thereof shall constitute a binding Contract between us.
7. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 2017

Signature _____ (Name _____ NIC _____)

in the capacity of _____ duly authorized to sign tender for and on behalf of _____
_____ (in Block Capital)

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Address: _____

Witness: _____

CNIC No. _____

Address: _____

Occupation: _____

EVALUATION CRITERIA FOR BIDS

1. Company details along with registered address
2. Proof of Registration along with Tax ID
3. Proof of Registration with the concerned authority under Section 79 of Motion Pictures Ordinance, 1979
4. List of Clients/events conducted at national / international level
5. Certificate that the company is not black listed
6. Experience Details in the relevant area
7. Availability of Senior Director (Production, Event Management) at the venue of event
8. Detailed Technical / Financial / Marketing / Media Plan as explained in the Bidding Documents
9. Proof of production in form of audios CDs, DVDs, Video DVDs, Video Cassettes etc
10. Overall conformity with the TORs