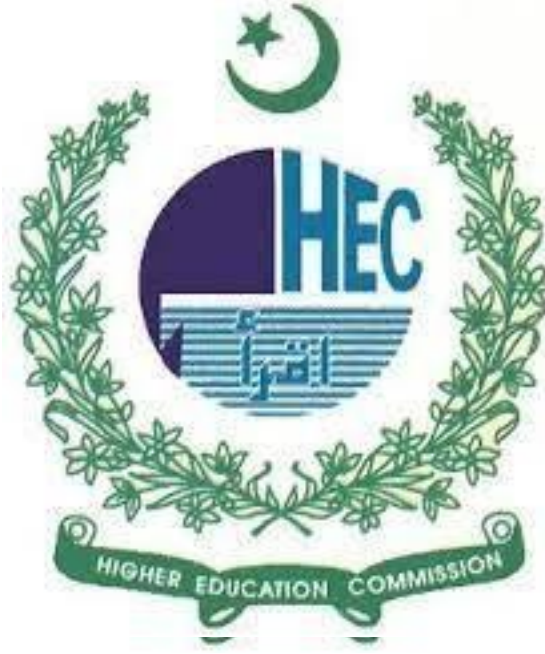


Bidding Document



**REQUEST FOR PROPOSAL (RFP) TO HIRE A MEDIA
ORGANIZATION TO PRODUCE AND TELECAST TV
SHOW UNDER
PRIME MINISTER'S NATIONAL INNOVATION
AWARD
PRIME MINISTER'S YOUTH PROGRAMME**

**Project Director PMNIA (R&ID)
Higher Education Commission (HEC)**

Sector H-9, Islamabad - Pakistan Telephone: + 92-51-9040-1960

Email: asoomro@hec.gov.pk | Website: <http://www.hec.gov.pk>



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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Place this Form along with the copy of License from PEMRA for Media Services in the first envelope "TECHNICAL PROPOSAL"......		127
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Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Summary of Sections

PART – A: BIDDING PROCEDURE & REQUIREMENTS

Section – I: Invitation to Bids

Section – II: Instructions to Bidder (ITBs)

This Section provides information to help Bidders prepare their Bids. Information is also provided on the submission, opening, and evaluation of Bids and on the award of Contracts. *This Section contains provisions that are to be used without modifications.*

Section – III: Bid Data Sheet (BDS)

This Section includes provisions specific to procurement and to supplement **Section-II**. This section may be customized where option is available, in accordance with the requirements of the Higher Education Commission (HEC).

Section – IV: Eligible Countries

This Section contains information regarding eligible countries in accordance with the Policy of the Federal Government.

Section - V: Schedule of Requirements along-with KPIs and Technical Evaluation Criteria

This Section includes the details of specifications for the services to be obtained as well as a schedule of requirements, KPIs as well as the Technical Evaluation Criteria.

PART – B: CONDITIONS OF CONTRACT AND CONTRACT FORMS

Section – VI: General Conditions of Contract (GCC)

This Section includes the general clauses to be applied in all the contracts. This Section contains provisions that are to be used without modifications.

Section – VII: Special Conditions of Contract (SCC)

This Section consists of Contract Data and Specific Provisions which contain clauses specific to this contract. This section may be customized where option is available, in accordance with the requirements of the Higher Education Commission (HEC).



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Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Section – VIII: Standard Forms

This Section includes the standard forms for the Bid Submission, Bill of Quantities (BoQs), and Bid Security etc. These forms are to be completed and submitted by the Bidder as part of its Bid.

Section – IX: Contract Forms

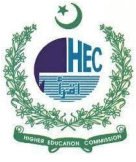
This Section contains forms which, once completed, will become part of the Contract.

Performance Guarantee Form

The successful bidder 'to whom Letter of Acceptance will be issued' shall be required to furnish the Performance Guarantee along with its form.

Contract / Agreement

It contains terms and conditions on which HEC obtained services regarding Provision of Media Services as well as the act of agreeing or of coming to a mutual agreement.

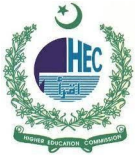


Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show
under Prime Minister's National Innovation Award Prime Minister's Youth Programme

PART – A: BIDDING PROCEDURE & REQUIREMENTS

SECTION – I: INVITATION TO BIDS



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

No. 2(94)/2025/PMNIA/R&ID/HEC

For

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Invitation to Bids

Dated: January 12, 2025

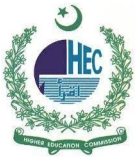
1. This Invitation to Bids follows the Procurement Advertisement (PA) No. PID (I) 4696/24 for the subject Procurement which appeared in Print Media on January 12, 2025.
2. The funds will be reserved by the Higher Education Commission (HEC) for the procurement planned during the financial year 2024-25 and 2025-26. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for Provision of Media Services.
3. Higher Education Commission (HEC) now invites sealed bids from well-established and reputed Media Firm / Company / Agency / Organization, holder of license from Pakistan Electronic Media Regulatory Authority (PEMRA), registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and having Sales Tax Status as "Operative" for provision of Media Services.
4. The bidding shall be conducted in line with the "**36(b) Single Stage Two Envelope procedure of open competitive bidding procedure**" of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time) and is open to all potential bidders.
5. A complete set of bidding documents 'in English' containing Scope of Work, terms and conditions, method of procurement, procedure for submission of bids etc. are available for the interested bidders at the HEC website (www.hec.gov.pk) and PPRA website (www.ppra.org.pk) or PPRA EPADS web portal (<https://eprocure.gov.pk>). Interested firms may download the document from these websites and deposit Rs. 1 000/- (non-refundable) as RFP fee in HEC Account No. 17427900133401 of Habib Bank Limited, SRC Branch, Sector H-9, Islamabad.



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Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

6. The Tendering process is open for all national applicants only subject to fulfilling the eligibility requirements mentioned in the respective bidding documents.
7. The Bidder shall fill in the Form of Bid furnished in the Bidding Documents. The Bid Form must be completed without any alterations to its format and no substitute shall be accepted. All the pages of bid are required to be signed and stamped by the Bidder.
8. While preparing the bidding documents, the bidders are expected to examine this document in detail. Any deficiencies in providing the information in this document may result in the rejection of a bid.
9. The original bid needs to be properly tied up (preferably hard or spiral binding) as per following:
 - a. The bid comprise two envelopes submitted simultaneously, one is called the Technical Proposal and the other is Financial Proposal having clear marking as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters to avoid any confusion. Both envelopes to be enclosed together in an Outer Single Envelope called the Bid bearing words "CONFIDENTIAL" and "BIDDING DOCUMENT FOR "SERVICES OF MEDIA ORGANIZATION FOR PRODUCING AND TELECASTING TV SHOW UNDER PRIME MINISTER'S NATIONAL INNOVATION AWARD PRIME MINISTER'S YOUTH PROGRAMME". If the envelopes are not prepared or marked as per aforementioned guidelines, Higher Education Commission (HEC) shall take no responsibility for the misplacement / premature opening of the bidding document whatsoever.
 - b. The same shall be provided in soft copy through separate USBs clearly marked Technical Proposal.
10. All the Technical Bids (Technical Proposals) must be accompanied by a Bid Security from a scheduled bank in the form of Bank Draft or Pay Order in the amount of Rs.1,000,000/- (Rupees One Million only) /- in favor of Director Accounts-HEC must attach with the Technical Proposal.
11. Sealed Bids, prepared in accordance with the instructions in the bidding documents, must be submitted on-line by using PPRA e-Procurement web portal EPADS as well as submit a physical copy of the Bid at the address of Project Director mentioned below before 1330 hrs



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

(01:30 pm) on Tuesday, 28th January 2025.

12. Late or incomplete bids shall be rejected, and it shall not be entertained whatsoever.
13. The **technical part of the bids along-with the bid security** will be opened at **1400 hrs (02:00 pm) on 28th January, 2025** thereafter in public and in the presence of bidders' representatives who choose to attend in the opening at the Mural Hall, Ground Floor, Auditorium Block, Higher Education Commission (HEC), Sector H-9, Islamabad.
14. The bidder(s) shall bear all the costs/expenses associated with the preparation and submission of the bid and the Higher Education Commission (HEC) shall in no case be responsible or liable for those costs/expenses regardless of the conduct or outcome of the bidding process.
15. Delays in the mail or courier, delays of person in transit, or delivery of the package to the wrong office shall not be accepted as an excuse for failure to deliver the bid at the proper place and time.
16. It shall be the bidders' responsibility to determine the manner in which timely delivery of the bid will be accomplished either in person, by messenger or by surface mail.
17. The financial bid will be open for the bidder who meet the technical qualification as well as acquire the specified threshold as defined in Schedule of requirements.
18. A formal contract / agreement on stamp paper comprising of six leaves having worth Rs.100/- (Rupees One Hundred each leaf) shall be executed between the Higher Education Commission (HEC) and the Successful Bidder initially for a period of one year, which will be extendable on annual basis up to maximum of three years on same rates as well as same terms and conditions basis.

Project Director PMNIA

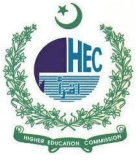
(R&ID)

Higher Education Commission (HEC)

Sector H-9, Islamabad - Pakistan

Telephone: + 92-51-9040-1960

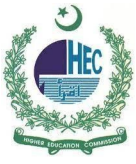
Email: asoomro@hec.gov.pk | Website: <http://www.hec.gov.pk>



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show
under Prime Minister's National Innovation Award Prime Minister's Youth Programme

SECTION – II: INSTRUCTION TO BIDDERS (ITBs)



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

A. Introduction

1. Scope of Application

The Higher Education Commission (HEC), as indicated in the Bid Data Sheet (BDS) invites Bids for services of media organization for producing and telecasting TV show under prime minister's national innovation award Prime minister's youth programme as specified in the BDS and **Section – V**. The Successful Bidder will be expected for production and airing of TV Show in two seasons each comprising of 10 episodes, to produce 5 Promos of 60 seconds with variations in portrait and landscape and various durations and 30 seconds testimonials of 60 startups appearing on the show to provide news coverage of all the activities organized by HEC during the TV show across the country. These TV Shows will be telecast through TV network associated with the media organization to reach the maximum number of people. specified period and timeline(s) as stated in the BDS.

2. Source of Funds

- 2.1. PSDP funded project titled “Prime Minister's National Innovation Award” under Higher Education Commission (HEC)

3. Eligible Bidders

- 3.1. A Bidder may be natural person, company or firm or public or semi-public agency of Pakistan.
- 3.2. All the pages of bid are required to be signed and stamped by the Bidder.
- 3.3. The invitation for Bids is open to all prospective Media Firm / Company / Agency / Organization subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that particular trade or business.
- 3.4. Foreign Media Firm / Company / Agency / Organization / Bidders are not allowed to participate in this procurement.
- 3.5. A Bidder who have no conflict of interest.
- 3.6. Bidders shall provide the Higher Education Commission (HEC) evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

3.7. Bidders shall provide such evidence of their continued eligibility to the satisfaction of the Higher Education Commission (HEC), as the Higher Education Commission (HEC) shall reasonably request.

4. Ineligible Bidders

4.1. A Bidder may be ineligible if:

- (a) the bidder has conflict of interest.
- (b) the bidder submits more than one Bid in this Bidding process.
- (c) the bidder is declared bankrupt or, in the case of company or firm, insolvent;
- (d) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;
- (e) legal proceedings are instituted against such Bidder(s) involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
- (f) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;
- (g) the Bidder is blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration.
- (h) The bidder is blacklisted or debarred by a foreign country, international organization, or other foreign institutions for the period defined by them.
- (i) The bidder whose contract with Higher Education Commission (HEC) or any other Department / Organization etc. has been terminated due to any reason, at any stage.
- (j) Bidders having Joint venture, consortium.
- (k) Bidders belongs to ineligible countries.

5. Conflict of Interest



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

- 5.1. A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
- (a) are associated or have been associated in the past, directly, or indirectly with a firm or any of its affiliates which have been engaged by the Higher Education Commission (HEC) to provide consulting services for the preparation of the design, specifications, and other documents to be used for procurements of the services to be acquired under this Invitation for Bids.
 - (b) have controlling shareholders in common; or
 - (c) receive or have received any direct or indirect subsidy from any of them; or
 - (d) have the same legal representative for purposes of this Bid; or
 - (e) have a relationship with each other, directly or
 - (f) through common third parties, that puts them in a position to have access to information about or
 - (g) influence on the Bid of another Bidder, or influence the decisions of the Higher Education Commission (HEC) regarding this Bidding process; or

6. Eligible Services

- 6.1. All services to be provided under the contract shall have their origin and sources in eligible countries, and all expenditures made under the contract will be limited to such services. For the purpose of this Bid, eligible countries are stated in **Section – IV**.
- 6.2. For purposes of this Clause, “origin” means the place from where the related services are to be supplied.

7. One Bid per Bidder

- 7.1. A bidder shall submit only one Bid, in this bidding process in any arrangement.
- 7.2. In this Bidding process, none of the bidder can be a subcontractor while submitting a Bid individually or as a member of a joint venture.
- 7.3. A bidder cannot participate as a sub-contractor in this bidding process.

8. Cost of Bidding



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

- 8.1. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Higher Education Commission (HEC) shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. BIDDING DOCUMENTS

9. Contents of Bidding Documents

- 9.1. The services required, bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation to Bids, the Bidding Documents which should be read in conjunction with any addenda issued in accordance with **ITB 12.2** include:

- Section – I:** Invitation to Bids
- Section – II:** Instructions to Bidders (ITBs)
- Section – III:** Bid Data Sheet (BDS)
- Section – IV:** Eligible Countries
- Section – V:** Schedule of Requirements along-with KPIs and Technical Evaluation Criteria
- Section – VI:** General Conditions of Contract (GCC)
- Section – VII:** Special Conditions of Contract (SCC)
- Section – VIII:** Standard Forms
- Section – IX:** Contract / Agreement, Performance Guarantee Form

- 9.2. The number of copies to be completed and returned with the Bid is specified in the BDS.
- 9.3. Delays in the mail or courier, delays of person in transit, or delivery of the package to the wrong office shall not be accepted as an excuse for failure to deliver the bid at the proper place and time. It shall be the bidders' responsibility to determine the manner in which timely delivery of the bid will be accomplished either in person, by messenger or by surface mail.
- 9.4. The Higher Education Commission (HEC) is not responsible for the completeness of the Bidding Documents and their addenda if they were not obtained directly from the Higher Education Commission (HEC), or the signed pdf version downloaded from the website of the Higher Education Commission (HEC). However, Higher Education Commission



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

(HEC) shall place both the pdf and same editable version to facilitate the bidder for filling the forms.

- 9.5. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all the information required in the Bidding Documents will be at the Bidder's risk and may result in the rejection of his Bid.

10. Clarification of Bidding Documents

- 10.1. A prospective Bidder requiring any clarification of the Bidding Documents may notify the Higher Education Commission (HEC) in writing or in electronic form that provides record of the content of communication at the Higher Education Commission (HEC)'s address indicated in the BDS.
- 10.2. The Higher Education Commission (HEC) will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids as prescribed in **ITB 26.1**.
- 10.3. Copies of the Higher Education Commission (HEC)'s response will be forwarded to all identified Prospective Bidders through an identified source of communication, including a description of the inquiry, but without identifying its source. In case of downloading of the Bidding Documents from the website of Higher Education Commission (HEC), the response to all such queries will also be available on the same link available at the website.
- 10.4. Should the Higher Education Commission (HEC) deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 12**.

11. Pre-Bid Meeting

- 11.1. If indicated in the BDS, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned in the BDS. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, Deliverables, KPIs & the Evaluation Criteria, or any other aspects of the Bidding Documents.



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

- 11.2. Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the Higher Education Commission (HEC) exclusively through the use of an Addendum pursuant to **ITB 11**. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

12. Amendment of Bidding Documents

- 12.1. Before the deadline for submission of Bids, the Higher Education Commission (HEC) for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.
- 12.2. Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents pursuant to **ITB 9.1** and shall be communicated in writing or in any identified electronic form that provide record of the content of communication to all the bidders who have obtained the Bidding Documents from the Higher Education Commission (HEC). The Higher Education Commission (HEC) shall promptly publish the Addendum at the Higher Education Commission (HEC)'s web page identified in the BDS: Provided that the bidder who had either already submitted their bid or handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed bid and submit the revised bid prior to the original or extended bid submission deadline.
- 12.3. To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, the Higher Education Commission (HEC) may, at its discretion, extend the deadline for the submission of Bids:
Provided that the Higher Education Commission (HEC) shall extend the deadline for submission of Bid, if such an addendum is issued within last three (03) days of the Bid submission deadline.

C. PREPARATION OF BIDS



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13. Language of Bid

13.1. The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Higher Education Commission (HEC) shall be written in the English language unless specified in the BDS. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless specified in the BDS, in which case, for purposes of interpretation of the Bidder, the translation shall govern.

14. Documents and Sample(s) Constituting the Bid

14.1. The Bid prepared by the Bidder shall constitute the following components:

- (a) Form of Bid and Bid Prices completed in accordance with **ITB 17** and **ITB 18**;
- (b) Details of the Sample(s) where applicable and requested in the BDS.
- (c) Documentary evidence established in accordance with **ITB 17** that the Bidder is eligible and/or qualified for the subject bidding process;
- (d) Documentary evidence established that the Bidder has been authorized to deliver the services in Pakistan, where required.
- (e) Documentary evidence established that the services to be provided by the Bidder are eligible and services, and conform to the Bidding Documents;
- (f) Bid security furnished in accordance with **ITB 20**;
- (g) Duly Notarized Power of Attorney authorizing the signatory of the Bidder to submit the bid; and
- (h) Any other document required in the BDS as per following checklist:

Checklist of Required Documents

(The documents will be provided in hard binding form with page numbers clearly mentioned)



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Part – A: Mandatory Requirements

Sr. No.	Document Details / Description	Page # / Flag Name
1.	Form 1: Letter of bid for Technical Proposal	
2.	Form 2: Bid Security from a scheduled bank in the form of Bank Draft or Pay Order in the amount of Rs.1,000,000/- (Rupees One Million only) drawn in favor of Higher Education Commission (HEC). Note: Bid Security needs to be enclosed in the envelope along-with the Technical Bid.	
3.	Form 3: Media Firm / Company / Agency / Organization's Information Form	
4.	Form 4: Media Firm / Company / Agency / Organization's National Income Tax Certificate showing NTN status as ' Active '. (HEC shall verify it from FBR)	
5.	Form 5: Media Firm / Company / Agency / Organization's General Sales Tax (GST) Certificate showing GST status as ' Operative '. (HEC shall verify it from FBR)	
6.	Form 6: Media Firm / Company / Agency / Organization's up-to-date and valid License from the Pakistan Electronic Media Regulatory Authority (HEC shall verify it from PEMRA) or any exemption supported by documentary evidence.	
	Form 7: Affidavit (on Stamp Paper of worth Rs.100/- attested by the Oath Commissioner) that: 1. the Media Firm / Company / Agency / Organization (M/s _____) has never been blacklisted by any Government, Semi Government, Autonomous or Private Organization / Department due to	



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Sr. No.	Document Details / Description	Page # / Flag Name
7.	<p>poor services;</p> <p>2. the Media Firm / Company / Agency / Organization (M/s _____) has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.</p> <p>3. the Media Firm / Company / Agency / Organization (M/s _____) has never been involved in litigation with any Government, Semi Government, Autonomous or Private Organization / Department.</p> <p>4. the Higher Education Commission (HEC) reserves the right to reject the Bid of the Media Firm / Company / Agency / Organization (M/s _____) 'without assigning any reason' if (M/s _____) shall be found or purported to be engaged in the aforementioned offenses).</p>	
8.	Form 8: Media Firm / Company / Agency / Organization's Certificate of Incorporation from Securities and Exchange Commission of Pakistan (SECP) (HEC shall verify it from the SECP)	

Part – B: General Requirements

Sr. No.	Document Details / Description	Page # / Flag Name
1.	Form 9: Financial Situation and Performance (Enclose Bank Statements along-with the audited reports of Media Firm / Company / Agency / Organization for last three financial years) (HEC may verify it from the concerned Bank)	



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Sr. No.	Document Details / Description	Page # / Flag Name
2.	Form 10: Media Firm / Company / Agency / Organization's Average Annual Turnover (Annual Sales Value)	
3.	Form 11: Media Firm / Company / Agency / Organization's Similar Work Experience / Overall Contracts with the Public Sector Organizations (HEC may verify it from the concerned organization)	
4.	Form 12: Media Firm / Company / Agency / Organization's Similar Work Experience / Overall Contracts with the Private Sector Organizations (HEC may verify it from the concerned organization)	
5.	Form 13: Media Firm / Company / Agency / Organization's Contracts during the last three years	
6.	Form 14: Media Firm / Company / Agency / Organization's Current (on-going) Contract Commitments / Contracts in Progress	
7.	Form 15: Media Firm / Company / Agency / Organization's historical Contract Non - Performance, and Pending Litigation and Litigation History	
8.	Form 16: Details of Staff which are currently available with the Media Firm / Company / Agency / Organization	
9.	Form 17: Media Equipment/Studio Facilities currently available with the Media Firm / Company / Agency / Organization	



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Part – C: Mandatory Financial Documents

Sr. No.	Document Details / Description	Page # / Flag Name
1.	Form 18: Letter of bid for Financial Proposal	
2.	Form 19: Bill of Quantities (BoQs) / Price Schedule / Financial Bid	

- 14.2. Where a sample(s) is required by a Higher Education Commission (HEC), the sample shall be:
- submitted as part of the bid, in the quantities, dimensions and other details requested in the BDS;
 - carriage paid;
 - received on, or before, the closing time and date for the submission of bids; and
 - evaluated to determine compliance with all characteristics listed in the BDS.
- 14.3. The Higher Education Commission (HEC) shall retain the sample(s) of the successful Bidder. The Higher Education Commission (HEC) shall reject the Bid if the sample(s):
- do(es) not conform to all characteristics prescribed in the bidding documents; and
 - is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.
- 14.4. Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the services being Bided for, and that competition shall not thereby be limited to the extent of that article only.
- 14.5. Samples made up from materials supplied by a Higher Education Commission (HEC) shall not be returned to a Bidder nor shall a Higher Education Commission (HEC) be liable for the cost of making them.
- 14.6. All samples produced from materials belonging to an unsuccessful Bidder shall be kept by the Higher Education Commission (HEC) till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).



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15. Documents Establishing Eligibility of Services & Conformity to Bidding Documents

- 15.1. Pursuant to **ITB 14**, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all services which the Bidder proposes to deliver.
- 15.2. The documentary evidence of conformity of the services to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:
 - (a) a detailed description of the essential technical specifications and performance characteristics of the services;
 - (b) an item-by-item commentary on the Higher Education Commission (HEC)'s Technical Specifications demonstrating substantial responsiveness of the Services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications;
 - (c) any other procurement specific documentation requirement as stated in the BDS.
- 15.3. The Bidder shall also furnish a list giving full particulars, including available sources and current prices, necessary for the proper and continuing functioning of the services during the period specified in the BDS following commencement of the utilization of the services by the Higher Education Commission (HEC).
- 15.4. For purposes of the commentary to be furnished pursuant to **ITB 15.2(c)** above, the Bidder shall note that standards for Media service mentioned by the Higher Education Commission (HEC) in its Technical Specifications, are intended to be descriptive and the sample services 'demonstrates by the bidder' needs to satisfy the Higher Education Commission (HEC)'s requirements and the substitutions ensure substantial equivalence to those designated in the Technical Specifications.
- 15.5. The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation into English shall be attached to the original version.



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16. Documents Establishing Eligibility and Qualification of the Bidder

- 16.1. Pursuant to **ITB 14**, the Bidder shall furnish, as part of its Bid, all those documents establishing the Bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its Bid is accepted.
- 16.2. The documentary evidence of the Bidder's eligibility to Bid shall establish to the satisfaction of the Higher Education Commission (HEC) that the Bidder, at the time of submission of its bid, is from an eligible country as defined in **Section – IV** titled as "Eligible Countries".
- 16.3. The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall establish to the satisfaction of Higher Education Commission (HEC) that:
 - (a) in the case of a Bidder offering to deliver services under the contract which the Bidder did not capable of or otherwise provide, the Bidder needs to get the authorization by the Service Provider to deliver the services;
 - (b) The Bidder has the financial, technical, and supply/production capability necessary to perform the Contract, and meets the qualification criteria specified in BDS.
 - (c) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

17. Form of Bid

- 17.1. The Bidder shall fill in the Forms of Bid furnished in the Bidding Documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.

18. Bid Prices

- 18.1. The Bid Prices and discounts quoted by the Bidder in the Forms of Bid and in the Price Schedules shall conform to the requirements specified below exclusively mentioned hereafter in the bidding documents.
- 18.2. All items in the Statement of Work must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced, their prices shall be construed to be included in the prices of other items.
- 18.3. Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is still substantially responsive in their absence or due to their nominal



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nature, the corresponding average price of the respective item(s) of the remaining substantially responsive bidder(s) shall be construed to be the price of those missing item(s):

Provided that:

- (a) where there is only one (substantially) responsive bidder, or
- (b) where there is provision for alternate proposals and the respective items are not listed in the other bids,

The Higher Education Commission (HEC) may fix the price of missing items in accordance with market survey, and the same shall be considered as final price.

- 18.4. The Bid price to be quoted in the Form of Bid shall be the total price of the Bid, excluding any discounts offered.
- 18.5. The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid price of the services it proposes to provide under the contract.
- 18.6. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, pursuant to **ITB 32**.
- 18.7. If so indicated in the Invitation to Bids and Instructions to Bidders, that Bids are being invited for individual contracts (Lots) or for any combination of contracts (packages), Bidders wishing to offer any price reduction for the award of more than one contract shall specify in their Bid the price reductions applicable to each package, or alternatively, to individual contracts (Lots) within a package.

19. Bid Currencies

- 19.1. Prices shall be quoted in the following currencies:
 - (a) For services that the Bidder will deliver from within Pakistan, the prices shall be quoted in Pakistani Rupees, unless otherwise specified in the BDS.
- 19.2. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency i.e. PKR (as specified in the bidding documents). The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial part of) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.



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20. Bid Validity Period

- 20.1. Bids shall remain valid for the period specified in the BDS after the Bid submission deadline prescribed by the Higher Education Commission (HEC). A Bid valid for a shorter period shall be rejected by the Higher Education Commission (HEC) as non-responsive. The period of Bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security.
- 20.2. Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the Higher Education Commission (HEC) may request the Bidders' consent to an extension of the period of validity of their Bids only once, for the period not more than the period of initial bid validity. The request and the Bidders responses shall be made in writing or in electronic forms that provide record of the content of communication. The Bid Security provided under **ITB 21** shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder agreeing to the request will not be required nor permitted to modify its Bid but will be required to extend the validity of its Bid Security for the period of the extension, and in compliance with **ITB 21** in all respects.
- 20.3. If the award is delayed by a period exceeding sixty (60) days beyond the expiry of the initial Bid validity period, the contract price may be adjusted by a factor specified in the request for extension. However, the Bid evaluation shall be based on the already quoted Bid Price without taking into consideration on the above correction.

21. Bid Security

- 21.1. Pursuant to **ITB 14**, unless otherwise specified in the BDS, the Bidder shall furnish as part of its Bid, a Bid Security in form of fixed amount not exceeding five percent of the estimated value of procurement determined by the Higher Education Commission (HEC) and in the amount and currency specified as specified in the BDS in the format provided in **Section – VIII (Standard Forms)**.
- 21.2. The Bid Security is required to protect the Higher Education Commission (HEC) against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to **ITB 21.9**.
- 21.3. The Bid Security shall be denominated in the local currency, and it shall be in the form specified in the BDS which shall be in any of the following:



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- (a) Bank Draft or Pay Order from a Scheduled Bank drawn in favour of Higher Education Commission (HEC) 'as mentioned in the Bidding Documents' and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period for Bid Validity is extended.
 - (b) In either case, the form must include the complete name of the Bidder;
 - (c) No other form of bid security will be acceptable.
- 21.4. The Bid Security shall be in accordance with the Form of the Bid Security included in **Section VIII (Standard Forms)** as approved by the Higher Education Commission (HEC) prior to the Bid submission.
- 21.5. The Bid Security shall be payable promptly upon written demand by the Higher Education Commission (HEC) in case any of the conditions listed in **ITB 21.9** are invoked.
- 21.6. Any Bid not accompanied by a Bid Security in accordance with **ITB 14** shall be rejected by the Higher Education Commission (HEC) as non-responsive, pursuant to **ITB 32**.
- 21.7. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the announcement of final bid evaluation report. The Higher Education Commission (HEC) shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest:
- (a) the expiry of the Bid Security;
 - (b) the entry into force of a procurement contract and the provision of a performance guarantee, for the performance of the contract if such a security is required by the Bidding documents;
 - (c) the rejection by the Higher Education Commission (HEC) of all Bids;
 - (d) the withdrawal of the Bid prior to the deadline for the submission of Bids, unless the Bidding documents stipulate that no such withdrawal is permitted.
- 21.8. The successful Bidder's Bid Security will be discharged upon the Bidder signing the contract pursuant to **ITB 45** and furnishing the performance guarantee, pursuant to **ITB 46**.
- 21.9. The Bid Security may be forfeited:
- (a) if a Bidder:



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- (i) withdraws its Bid during the period of Bid Validity as specified by the Higher Education Commission (HEC), and referred by the bidder on the Form of Bid except as provided for in **ITB 21.2**; or
- (ii) does not accept the correction of errors pursuant to **ITB 34**; or
- (b) in the case of a successful Bidder, if the Bidder fails:
 - (i) to accept the offer for award of contract;
 - (ii) to sign the contract in accordance with **ITB 45**; or
 - (iii) to furnish performance guarantee in accordance with **ITB 45**.

21.10. Bid Security needs to be enclosed in the envelope along-with the Technical Bid.

22. Alternative Bids by Bidders

- 22.1. Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic Bidder's technical design as indicated in the specifications and Schedule of Requirements. Alternatives will not be considered, unless specifically allowed for in the BDS. If so allowed, **ITB 22.2** shall prevail.
- 22.2. When an alternative schedule for provision of services is explicitly invited, a statement of that effect will be included in the BDS as will the method for evaluating different schedules for provision of services.
- 22.3. If so, allowed in the BDS, Bidders wishing to offer technical alternatives to the requirements of the Bidding Documents must also submit a Bid that complies with the requirements of the Bidding Documents, including the basic technical design as indicated in the specifications. In addition to submitting the basic Bid, the Bidder shall provide all information necessary for a complete evaluation of the alternative by the Higher Education Commission (HEC), including technical specifications, breakdown of prices, and other relevant details. Only the technical alternatives, if any, of the Most Advantageous Bidder conforming to the basic technical requirements (without altering the bid price) shall be considered by the Higher Education Commission (HEC).

23. Withdrawal, Substitution, and Modification of Bids

- 23.1. Before bid submission deadline, any bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized



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representative, and the corresponding substitution or modification must accompany the respective written notice.

- 23.2. Bids requested to be withdrawn in accordance with **ITB 23.1** shall be returned unopened to the Bidders.

24. Format and Signing of Bid

- 24.1. The Bidder shall prepare the original Bid as indicated in the BDS, clearly marking each "ORIGINAL". In the event of any discrepancy, the original bid shall prevail.
- 24.2. The original Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. *All pages of the Bid, except for un-amended printed literature, shall be initialed by the person or persons signing the Bid.*
- 24.3. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.

D. SUBMISSION OF BIDS

25. Sealing and Marking of Bids

- 25.1. **In case of Single Stage Two Envelope Procedure**, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes are to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:
- The bidder shall submit his **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** in separate inner envelopes and enclosed in a single outer envelope.
 - ORIGINAL** and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.
 - The envelopes containing the **ORIGINAL** and copies will be put in one sealed envelope and addressed / identified as given in **ITB 25.2**.
- 25.2. The inner and outer envelopes shall:



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- (a) be addressed to the Higher Education Commission (HEC) at the address provided in the Bidding Data;
 - (b) bear the name and identification number of the contract as defined in the Bidding Data; and provide a warning not to open before the time and date for bid opening, as specified in the Bidding Data. pursuant to **ITB 26.1**.
 - (c) In addition to the identification required in **ITB 25.2** hereof, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to Clause **ITB 27**.
- 25.3. If all envelopes are not sealed and marked as required by **ITB 25** or incorrectly marked, the Higher Education Commission (HEC) will assume no responsibility for the misplacement or premature opening of Bid.

26. Deadline for Submission of Bid

- 26.1. Bids shall be received by the Higher Education Commission (HEC) at the address as per **BDS 25** not later than the date and time specified as per **BDS 26**.
- 26.2. The Higher Education Commission (HEC) may, in exceptional circumstances and at its discretion, extend the deadline for the submission of Bids by amending the Bidding Documents in accordance with **ITB 12**, in which case all rights and obligations of the Higher Education Commission (HEC) and Bidders previously subject to the deadline will thereafter be subject to the new deadline.

27. Late Bids

- 27.1. The Higher Education Commission (HEC) shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids, in accordance with **ITB 26**.
- 27.2. Any Bid received by the Higher Education Commission (HEC) after the deadline for submission of Bids shall be declared late, recorded, rejected, and returned unopened to the Bidder.

28. Withdrawal of Bids

- 28.1. A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid is received by the Higher Education Commission (HEC) prior to the deadline for submission of Bids.



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- 28.2. A revised bid may be submitted after the withdrawal of the original bid in accordance with the provisions referred to in **ITB 25**.

E. OPENING AND EVALUATION OF BIDS

29. Opening of Bids

- 29.1. The Higher Education Commission (HEC) shall open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the BDS. The Bidders' representatives present shall sign a register as proof of their attendance.
- 29.2. In case of sudden Public holiday on bid opening day, the bid will be opened on next working day at the same time as given in the advertisement.
- 29.3. First, envelopes marked "WITHDRAWAL" shall be opened, read out and the envelope with the corresponding bid shall not be opened but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.
- 29.4. Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
- 29.5. Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.
- 29.6. In case of Single Stage Two Envelope Procedure, the Higher Education Commission (HEC) will open the Technical Proposals in public at the address, date and time specified in the BDS in the presence of Bidders' designated representatives who choose to attend



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- and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in the custody of the Higher Education Commission (HEC) until the specified time of their opening.
- 29.7. The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded:
- (a) the name of the Bidder;
 - (b) whether there is a modification or substitution;
 - (c) the presence of a Bid Security, if required; and
 - (d) Any other details as the Higher Education Commission (HEC) may consider appropriate.
- 29.8. Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Bidder which is not read out at Bid opening shall not be considered further.
- 29.9. Bidders are advised to send in a representative with knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Higher Education Commission (HEC) against any claim or failure to read out the correct information contained in the Bidder's Bid.
- 29.10. No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder, pursuant to **ITB 27**.
- 29.11. The Higher Education Commission (HEC) shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable, including any discounts and alternative offers and the presence or absence of a Bid Security.
- 29.12. The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the Bidders.
- 29.13. A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.



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29.14. In case of Single Stage Two Envelop Bidding Procedure, after the evaluation and approval of technical proposal the Higher Education Commission (HEC), shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders subject to redress of the grievances from all tiers of grievances.

30. Confidentiality

30.1. Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report.

30.2. Any effort by a Bidder to influence the Higher Education Commission (HEC) processing of Bids or award decisions may result in the rejection of its Bid.

30.3. Notwithstanding **ITB 30.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Higher Education Commission (HEC) on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

31. Clarification of Bids

31.1. To assist in the examination, evaluation and comparison of Bids (and post-qualification if applicable) of the Bidders, the Higher Education Commission (HEC) may ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by the Higher Education Commission (HEC) shall not be considered.

31.2. The request for clarification and the response shall be in writing or in electronic forms that provide a record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted.

31.3. The alteration or modification in THE BID which in any affect the following parameters will be considered as a change in the substance of a bid:

- (a) evaluation & qualification criteria;



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- (b) required scope of work or specifications;
 - (c) all securities requirements;
 - (d) tax requirements;
 - (e) terms and conditions of bidding documents;
 - (f) change in the ranking of the bidder;
- 31.4. From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Higher Education Commission (HEC) on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

32. Preliminary Examination of Bids

- 32.1. Prior to the detailed evaluation of Bids, the Higher Education Commission (HEC) will determine whether each Bid:
- (a) meets the eligibility criteria defined in **ITB 3**;
 - (b) and **ITB 4**;
 - (c) has been prepared as per the format and contents defined by the Higher Education Commission (HEC) in the Bidding Documents;
 - (d) has been properly signed.
 - (e) is accompanied by the required securities; and
 - (f) is substantially responsive to the requirements of the Bidding Documents.

The Higher Education Commission (HEC)'s determination of a Bid's responsiveness will be based on the contents of the Bid itself.

- 32.2. A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation is one that:-
- (a) affects in any substantial way the scope, quality, or performance of the Services;
 - (b) limits in any substantial way, inconsistent with the Bidding Documents, the Higher Education Commission (HEC)'s rights or the Bidders obligations under the Contract; or
 - (c) if rectified, would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.



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- 32.3. The Higher Education Commission (HEC) will confirm that the documents and information specified under **ITB 14**, **ITB 15** and **ITB 16** have been provided in the Bid. If any of these documents or information is missing or is not provided in accordance with the Instructions to Bidders, the Bid shall be rejected.
- 32.4. The Higher Education Commission (HEC) may waive off any minor informality, nonconformity, or irregularity in a Bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder. **Explanation:** A minor informality, non-conformity or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. The Higher Education Commission (HEC) either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid or waive the deficiency, whichever is advantageous to the Higher Education Commission (HEC). Examples of minor informalities or irregularities include failure of a bidder to:
- (a) Submit the number of copies of signed bids required by the invitation;
 - (b) Furnish required information concerning the number of its employees;
 - (c) the firm submitting a bid has formally adopted or authorized, before the date set for opening of bids, the execution of documents by typewritten, printed, or stamped signature and submits evidence of such authorization and the bid carries such a signature.
- 32.5. Provided that a Technical Bid is substantially responsive, the Higher Education Commission (HEC) may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Technical Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any such aspect of the technical Proposal linked with the ranking of the bidders. Failure of the Bidder to comply with the request may result in the rejection of its Bid.



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- 32.6. Provided that a Technical Bid is substantially responsive, the Higher Education Commission (HEC) shall rectify quantifiable nonmaterial nonconformities or omissions related to the Financial Proposal. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or nonconforming item or component.
- 32.7. If a Bid is not substantially responsive, it will be rejected by the Higher Education Commission (HEC) and may not subsequently be evaluated for complete technical responsiveness. The Bids will be treated as non-responsive, if it will be provided with:
- 32.7.1. Incomplete information;
- 32.7.2. Subjective, conditional and partial offers;
- 32.7.3. Received without affidavit to the effect that the firm has not been blacklisted and is not in litigation with any Public or Private sector Organization/Department etc.;
- 32.7.4. Received without NTN and GST certificates;
- 32.7.5. Package received without Financial Bid;
- 32.7.6. Package received with opened Financial bid;
- 32.7.7. Package received without earnest money / bid security money;
- 32.7.8. Prices quoted by the Bidder with subject to variation in amount or on any other account.

33. Examination of Terms and Conditions; Technical Evaluation

- 33.1. The Higher Education Commission (HEC) shall examine the Bid to confirm that all terms and conditions specified in the GCC, and the SCC have been accepted by the Bidder without any material deviation or reservation.
- 33.2. The Higher Education Commission (HEC) shall evaluate the technical aspects of the Bid submitted in accordance with **ITB 14 & Section – V – Sub Section “Technical Evaluation Criteria”**, to confirm that all requirements specified in **Section – V – Sub Section “Schedule of Requirements”** have been met without material deviation or reservation.
- 33.3. If after the examination of the terms and conditions and the technical evaluation, the Higher Education Commission (HEC) determines that the Bid is not substantially responsive in accordance with **ITB 32**, it shall reject the Bid.



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34. Correction of Errors

34.1. Bids determined to be substantially responsive will be checked for any arithmetic errors.

Errors will be corrected as follows: -

- (a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Higher Education Commission (HEC) there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub totals shall prevail, and the total shall be corrected; and
- (c) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- (d) Where there is a discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred to in Price Schedule shall be treated as correct subject to elimination of other errors.

34.2. The amount stated in the Bid will be adjusted by the Higher Education Commission (HEC) in accordance with the above procedure for the correction of errors and, with, the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited in accordance with **ITB 21.9**.

35. Conversion to Single Currency

35.1. To facilitate evaluation and comparison, the Higher Education Commission (HEC) will convert all Bid prices expressed into the amounts in various currencies in which the Bid prices are payable. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency i.e. PKR as specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial part of) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.



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- 35.2. The currency selected for converting Bid prices to a common base for the purpose of evaluation, along with the source and date of the exchange rate, are specified as per **BDS 17**.

36. Evaluation of Bids

- 36.1. The Higher Education Commission (HEC) shall evaluate and compare only the Bids determined to be substantially responsive, pursuant to **ITB 32**.
- 36.2. In evaluating the Technical Proposal of each Bid, the Higher Education Commission (HEC) shall use the criteria and methodologies listed in the BDS and in terms of Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.
- 36.3. The Higher Education Commission (HEC)'s evaluation of a Bid will take into account:
- (a) in the case of services available in Pakistan, Income Tax, General Sales Tax, and other similar/applicable taxes, which will be payable on the services if a contract is awarded to the Bidder;
- 36.4. In evaluating the Bidders, the evaluation committee will, in addition to the Bid price quoted in accordance with **ITB 18.1**, take account of one or more of the following factors as specified in the BDS, and quantified in **ITB 32.5**:
- (a) delivery schedule offered in the Bid;
 - (b) other specific criteria indicated in the TBS and/or in the Technical Specifications
- 36.5. For factors retained in BDS, pursuant to **ITB 36.4** one or more of the following quantification methods will be applied, as detailed in the BDS:
- (a) *Delivery schedule.*

The Higher Education Commission (HEC) requires that the services under the Invitation for Bids shall be provided at the time specified in the Schedule of Requirements.

(b) *Deviation in payment schedule*

- (i) Bidders shall state their Bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate



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the reduction in Bid price they wish to offer for such alternative payment schedule. The Higher Education Commission (HEC) may consider the alternative payment schedule offered by the selected Bidder.

OR

- (ii) The SCC stipulates the payment schedule offered by the Higher Education Commission (HEC). If a Bid deviates from the schedule and if such deviation is considered acceptable to the Higher Education Commission (HEC), the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in this invitation, at the rate per annum specified in the BDS.

(c) *Operating and maintenance costs*

The costs for provision of services will be evaluated in accordance with the criteria specified in the BDS or in the Technical Specifications.

(d) *Specific additional criteria*

Other specific additional criteria to be considered in the evaluation and the evaluation method shall be detailed in the BDS and/or the Technical Specifications.

- 36.6. If these Bidding Documents allow Bidders to quote separate prices for different Lots, and the award to a single Bidder of multiple Lots, the methodology of evaluation to determine the lowest evaluated Lot combinations, including any discounts offered in the Form of Bid, is specified in the BDS.

37. Domestic Preference

- 37.1. If the BDS specifies, the Higher Education Commission (HEC) will grant a margin of preference to certain services in line with the rules, regulations, regulatory guides, or instructions issued by the Authority from time to time.

37.2. Determination of Most Advantageous Bid

- 37.3. The Higher Education Commission (HEC) may adopt the Quality & Cost Based Selection Technique due to the following two reasons:

- (a) Where the Higher Education Commission (HEC) knows about the main features, usage, and output of the services; however not clear about the complete features,



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technical aspects, and proper functionalities of the services to be procured and requires the bidders to submit their proposals defining those features, specifications and functionalities; or

- (b) Where the Higher Education Commission (HEC), in addition to the mandatory requirements and mandatory technical specifications, requires parameters specified in Evaluation Criteria to be evaluated while determining the quality of the services:

In such cases, the Higher Education Commission (HEC) may allocate certain weightage to these factors as a part of Evaluation Criteria and may determine the ranking of the bidders on the basis of combined evaluation in accordance with provisions of Rule 2(1)(h) of PPR-2004.

38. Post-qualification of Bidder and/or Abnormally Low Financial Proposal

38.1. After determining the Most Advantageous Bid, if neither the pre-qualification was undertaken separately nor any qualification parameters were undertaken as part of determining the Most Advantageous Bid, the Higher Education Commission (HEC) shall carry out the post-qualification of the Bidder using only the requirements specified in the BDS.

In case of International Tendering, the parameters for incorporation or licensing within Pakistan may be fulfilled as part of post qualification.

38.2. Where the Bid price is considered to be abnormally low, the Higher Education Commission (HEC) shall perform price analysis either during determination of Most Advantageous Bid or as a part of the post-qualification process. The following process shall apply:

- (a) The Higher Education Commission (HEC) may reject a Bid if the Higher Education Commission (HEC) has determined that the price in combination with other constituent elements of the Bid is abnormally low in relation to the subject matter of the procurement (i.e. scope of the procurement or ancillary services) and raises concerns as to the capability and capacity of the respective Bidder to perform that contract;
- (b) Before rejecting an abnormally low Bid the Higher Education Commission (HEC) shall request the Bidder an explanation of the Bid or of those parts which it considers contribute to the Bid being abnormally low; take account of the evidence



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provided in response to a request in writing; and subsequently verify the Bid or parts of the Bid being abnormally low;

- (c) The decision of the Higher Education Commission (HEC) to reject an abnormally low bid and reasons for the decision shall be recorded in the procurement proceedings and promptly communicated to the Bidder concerned;
- (d) The Higher Education Commission (HEC) shall not incur any liability solely by rejecting abnormally Bid; and
- (e) An abnormally low Bid means, in the light of the Higher Education Commission (HEC)'s estimate and of all the Bids submitted, the Bid appears to be abnormally low by not providing a margin for normal levels of profit.

Guidance for Higher Education Commission (HEC):

In order to identify the Abnormally Low Bid (ALB) following approaches can be considered to minimize the scope of subjectivity:

- (i) Comparing the bid price with the cost estimate;
- (ii) Comparing the bid price with the bids offered by other bidders submitting substantially responsive bids; and
- (iii) Comparing the bid price with prices paid in similar contracts in the recent past either government or development partner funded.

38.3. The Higher Education Commission (HEC) will determine to its satisfaction whether the Bidder that is selected as having submitted the most advantageous Bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in **ITB 16.3**.

38.4. The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to **ITB 16.3**, as well as such other information as the Higher Education Commission (HEC) deems necessary and appropriate. Factors not included in these Bidding Documents shall not be used in the evaluation of the Bidders' qualifications.

38.5. The Higher Education Commission (HEC) may seek "Certificate for Independent Price Determination" from the Bidder and the results of reference checks may be used in determining award of contract.



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Explanation: The Certificate shall be furnished by the bidder. The bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance, and margin of profit etc.

- 38.6. An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid, in which event the Higher Education Commission (HEC) will proceed to the next ranked bidder to make a similar determination of that Bidder's capabilities to perform satisfactorily.

F. AWARD OF CONTRACT

39. Criteria of Award

- 39.1. Subject to **ITB 39** and **ITB 41**, the Higher Education Commission (HEC) will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding Documents and who has been declared as Most Advantageous Bidder based upon quality and cost-based criteria, provided that such Bidder has been determined to be:
- (a) eligible in accordance with the provisions of **ITB 3**;
 - (b) is determined to be qualified to perform the Contract satisfactorily; and
 - (c) Successful negotiations have been concluded, if any.

40. Negotiations

- 40.1. Negotiations may be undertaken with the Most Advantageous Bid relating to the following areas:
- (a) a minor alteration to the technical details of the statement of requirements;
 - (b) reduction of quantities for budgetary reasons, where the reduction is in excess of any provided for in the Biding documents;
 - (c) increase of quantities to fulfil the sudden requirements of the Higher Education Commission (HEC);
 - (d) a minor amendment to the special conditions of Contract;
 - (e) finalizing payment arrangements;
 - (f) delivery arrangements;
 - (g) the methodology for provision of related services;



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OR

(h) clarifying details that were not apparent or could not be finalized at the time of Bidding;

40.2. Where negotiation fails to result into an agreement, the Higher Education Commission (HEC) may invite the next ranked Bidder for negotiations. Where negotiations are commenced with the next ranked Bidder, the Higher Education Commission (HEC) shall not reopen earlier negotiations.

41. Higher Education Commission (HEC)'s Right to reject Any or All Bids

41.1. Notwithstanding **ITB 40**, the Higher Education Commission (HEC) reserves the right to reject any or all the bid(s), or to annul the Bidding process at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s). However, the Authority (i.e. PPRA) may call from the Higher Education Commission (HEC) for the justification of those grounds.

41.2. The Higher Education Commission (HEC) shall upon request communicate to any or all Bidder(s) the grounds for its rejection of its Bids but is not required to justify those grounds.

42. HEC's Right to Increase or Decrease Quantities

42.1. The Higher Education Commission (HEC) reserves the right to increase or decrease the services originally specified in these Bidding Documents (schedule of requirements) without any change in the unit price or other terms and conditions of the Bid and the Bidding Documents.

43. Notification of Award

43.1. Prior to the award of the contract, the Higher Education Commission (HEC) shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

43.2. Where no complaints have been lodged, the Bidder whose Bid has been accepted will be notified of the award by the Higher Education Commission (HEC) prior to expiration of the Bid Validity period in writing or electronic forms that provide record of the content of communication. The Award Letter will state the sum that the Higher Education Commission (HEC) will pay the successful Bidder in consideration for the execution of



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the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

- 43.3. In response to the award letter, issued by the Higher Education Commission (HEC), the selected Media Firm / Company / Agency / Organization shall be bound to communicate its acceptance along-with the provision of Performance Guarantee within fifteen days.
- 43.4. The notification of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance guarantee in accordance with **ITB 46** and signing of the contract in accordance with **ITB 45.2**.
- 43.5. Upon the successful Bidder's furnishing of the performance guarantee pursuant to **ITB 46**, the Higher Education Commission (HEC) will promptly notify each unsuccessful Bidder, the name of the successful Bidder and the Contract amount and will discharge the Bid Security of the Bidders pursuant to **ITB 21.7**.

44. Signing of Contract

- 44.1. Promptly after notification of award, Higher Education Commission (HEC) shall send the successful Bidder the draft contract / agreement (copy already available in the bidding document), incorporating all terms and conditions as agreed by the parties to the contract.
- 44.2. The formal contract / agreement on stamp paper comprising of six leaves having worth Rs.100/- (Rupees One Hundred each leaf) shall be executed between the Higher Education Commission (HEC) and the Successful Bidder initially for the period of 15 months. This contract period may be extended with mutual consent if required on same rates as well as same terms and conditions basis.
- 44.3. Immediately after the Redressal of grievance by the GRC (if required), and after fulfillment of all conditions precedent of the Contract Form, the successful Bidder, and the Higher Education Commission (HEC) shall sign the contract.
- 44.4. Where no formal signing of a contract is required, the purchase order issued to the bidder shall be construed to be the contract.

45. Performance Guarantee

- 45.1. After the receipt of the Letter of Acceptance, the Successful Bidder, within the specified time, shall deliver to the Higher Education Commission (HEC) a Performance Guarantee



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- in the amount and in the form stipulated in the BDS and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.
- 45.2. If the Performance Guarantee is provided by the successful Bidder and it shall be in the form specified in the BDS which shall be in any of the following:
- (a) Bank Draft from a Scheduled bank in favour of Higher Education Commission
 - (b) Pay Order from a Scheduled bank in favour of Higher Education Commission
- 45.3. Any Performance Guarantee submitted shall be enforceable in Pakistan.
- 45.4. The proceeds of the Performance Guarantee shall be payable to the Higher Education Commission (HEC) as a compensation for any loss resulting from the Successful bidder's failure to complete its obligations under the Contract.
- 45.5. Failure of the successful Bidder to comply with the requirement of **ITB 46.1** shall constitute sufficient grounds for the annulment of the award and forfeiture of the 100% Bid Security in favour of Higher Education Commission (HEC). Furthermore, the offer for award of contract will be given to the next ranked bidder to get the work done at the risk and cost of the successful bidder. All the terms and conditions shall be equally imposed on the next ranked bidder and so on.
- 45.6. In case the Successful Bidder accept the offer for award of contract and deposited the performance guarantee amount in HEC account but fails to sign the Contract Agreement, the bid security shall be released in favour of Successful Bidder; however, 100% performance guarantee amount shall be forfeited in favour of HEC. Furthermore, the offer for award of contract will be given to the next ranked bidder to get the work done at the risk and cost of the Successful Bidder. All the terms and conditions shall be equally imposed on the next ranked bidder and so on.



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45.7. In case of contract termination, the 100% performance guarantee amount 'submitted by the Successful Bidder' shall be forfeited in favour of Higher Education Commission (HEC). Furthermore, the offer for award of contract will be given to the next ranked bidder to get the work done at the risk and cost of the Successful Bidder. All the terms and conditions shall be equally imposed on the next ranked bidder and so on.

45.8. The Performance Guarantee will be released and returned to the Media Firm, Company, Agency, or Organization upon the issuance of a satisfactory completion certificate by the Higher Education Commission (HEC). After receiving this certificate, the bidder may submit a request for the release of the Performance Guarantee. Once HEC accepts the request, the guarantee will be discharged within sixty (60) days from the date of the bidder's request.

46. Advance Payment

46.1. The advance payment shall not be provided in any case.

47. Arbitrator

47.1. The Arbitrator shall be appointed by mutual consent of both parties.

47.2. After coming into force of the contract / agreement, disputes between the parties to the contract shall be settled by arbitration.

47.3. In case of any dispute, the matter shall be referred to the worthy Executive Director (HEC) where decision of the Executive Director (HEC) or his/her nominated person(s) or committee shall be binding on both the parties.

48. Corrupt & Fraudulent Practices

48.1. Higher Education Commission (HEC) (including beneficiaries of Government funded projects and procurement) as well as Bidders / Media Firm / Company / Agency / Organization / Suppliers / Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.



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G. GRIEVANCE REDRESSAL & COMPLAINT REVIEW MECHANISM

49. Constitution of Grievance Redressal

49.1. Higher Education Commission (HEC) shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of the Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

50. GRC Procedure

50.1. Any party can file its written complaint against the eligibility parameters, or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.

50.2. Any Bidder feeling aggrieved by any act of the Higher Education Commission (HEC) after the submission of his bid may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report.

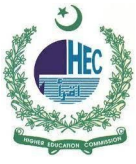
50.3. In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.

50.4. In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report.

50.5. The GRC, in both cases, shall investigate and decide upon the complaint within ten days of its receipt.

50.6. Any bidder or the Higher Education Commission (HEC) not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the Prescribed fee.

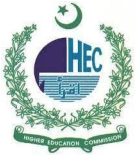
50.7. The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.



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- 50.8. The committee shall call the record from the concerned Higher Education Commission (HEC) or the GRC as the case may be, and the same shall be provided within prescribed time.
- 50.9. The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.
- 50.10. The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.



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SECTION – III: BID DATA SHEET (BDS)



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BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders	
A. Introduction			
1	1.1	Name of Procuring Agency:	Higher Education Commission (HEC)
		The subject of procurement is:	Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme
		Period for provision of Services:	One (01) year extendable upto maximum of 15 months
		Commencement date for provision of services:	From the date of award of contract
2	2	Financial year for the operations of the Higher Education Commission (HEC):	2024-25 & 2025-26
		Name of Project:	Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme
		Name of financing institution:	Higher Education Commission (HEC)
3	4.1(j)	Maximum number of members in the joint venture, consortium or association shall be:	Not Applicable
4	4.1(k)	Ineligible countries are:	<ol style="list-style-type: none"> 1. Israel 2. India 3. Armenia 4. Taiwan
B. Bidding Documents			



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BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders	
5	9.2	The number of documents to be completed and returned to Higher Education Commission (HEC)	One Original only
6	10.1	The address for clarification of Bidding Documents is:	Abdullah Soomro Project Director PMNIA (R&ID) Higher Education Commission Sector H-9, Islamabad - Pakistan + 92-51-9040-1960 asoomro@hec.gov.pk +92-51-9040-7855 waqali@hec.gov.pk
	11.1	Pre-bid meeting:	Pre-bid meeting shall be held on 16 th January, 2025 at 11:00 am, at HEC Auditorium block, Sector H9, Islamabad
C. Preparation of Bid			
7	13.1	The Language of all correspondences and documents related to the Bid is:	English
8	14.1(b)	Detail of sample(s) to be submitted with the Bid are:	As per checklist of required documents
9	14.2(b)	Characteristics:	As per checklist of required documents
10	14.1(h)	In addition to the documents stated in ITB 14, the following documents must be included with the Bid:	As per checklist of required documents
11	15.3(c)	Other procurement specific documentation requirements are:	As per checklist of required documents
12	15.4	Spare parts required for [specify number of years] of years of operation.	As per checklist of required documents



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BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders	
13	16.3(b)	<p>The qualification criteria required from Bidders in ITB 16.3(b) is modified as: The Bidder is required to include with its Bid, documentation stating that it has been duly authorized to provide in Pakistan, the services indicated in its Bid.</p>	As per checklist of required documents
14	19.1	For services obtained within Pakistan the price quoted shall be	Pak Rupees only
15	19.2	For services obtained from abroad the price quoted shall be:	Pak Rupees only
16	19.1(a)	(a) For services originating in Pakistan the currency of the Bid shall be:	Pak Rupees only
		(b) For services originating outside Pakistan, the Bidder shall express its Bid in convertible currency:	Pak Rupees only
17	19.2	For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.	Pak Rupees only



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BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders	
18	20.1	The Bid Validity period shall be:	120 Days
19	21.1	The amount of Bid Security shall be:	Rs.1,00,000/- (Rupees One Million only)
		The currency of the Bid Security shall be:	Pak Rupees only
		Indicate whether Bid Securing Declaration is applicable:	Not Applicable
20	21.3	The Bid Security shall be in the form of:	Bid Security from a scheduled bank in the form of Bank Draft or Pay Order
21	18.3 (c)	Other forms of security are:	Not Acceptable.
22	22.1	Alternative Bids to the requirements of the Bidding Documents:	Alternative Bids will not be permitted.
23	24.1	The number of copies of the Bid to be completed and returned:	One Original only
24	24.2	Written confirmation of authorization are:	As mentioned in ITB
D. Submission of Bids			
25	25.1	Sealing and Marking of Bids	In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes are to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under: (a) The bidder shall submit his TECHNICAL PROPOSAL and FINANCIAL PROPOSAL in separate inner envelopes



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			<p>and enclosed in a single outer envelope.</p> <p>(b) ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.</p> <p>(c) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in ITB 25.2.</p>
	25.2	The inner and outer envelopes shall:	<p>The inner and outer envelopes shall:</p> <p>(a) be addressed to the Higher Education Commission (HEC) at the address provided in the Bidding Data;</p> <p>(b) bear the name and identification number of the contract as defined in the Bidding Data; and provide a warning not to open before the time and date for bid opening, as specified in the Bidding Data. pursuant to ITB 26.1.</p> <p>(c) In addition to the identification required in ITB 25.2 hereof, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to Clause ITB 27.</p>
	25.3	If all envelopes are not sealed and marked.	<p>If all envelopes are not sealed and marked as required by ITB 25 or incorrectly marked, the Higher Education Commission (HEC) will assume no responsibility for the misplacement or premature opening of Bid.</p>



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	26.2 (a)	<p>Bid shall be submitted. Street address: Building/Plot No. Floor/Room No.: City/Town:</p>	<p>Office of The Project Director PMNIA (R&ID) Old Library Building, Ground Floor, Higher Education Commission, Sector H-9, Islamabad <i>Applicants shall not have the option of submitting their Applications electronically other than e-pad.</i></p>
26	26.2 (b)	<p>Title of the subject Procurement or Project name:</p>	<p>Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme</p>
		<p>ITB title and No:</p>	<p>No. 2(94)/2025/PMNIA/R&ID/HEC</p>
		<p>Date and Time for submission:</p>	<p>28th January 2025 at 1330 hrs (01:30 pm)</p>



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BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders	
27	27.1	The deadline for Bid submission is Day:	Tuesday
		The deadline for Bid submission is Date:	28 th January, 2025
		The deadline for Bid submission is Time:	1330 hrs (01:30 pm)
E. Opening and Evaluation of Bids			
28	29.1	The Bid opening shall take place at: Street address: Floor/Room No: Building/Plot No.: City/Town: Country: Day: Date: Time:	Mural Hall, Ground Floor, Auditorium Block (04), Higher Education Commission (HEC), Sector H-9, Islamabad – Pakistan Tuesday 28 th January, 2025 1400 hrs (02:00 pm)
	29.6	Bid Opening Procedure	In case of Single Stage Two Envelope Procedure, the Higher Education Commission (HEC) will open the Technical Proposals in public at the address, date and time specified in the BDS in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in the custody of the Higher Education Commission (HEC) until the specified time of their opening.



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29	35.2	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is:	Pak Rupees only
		The source of currency exchange rate shall be:	Not Applicable
		The date of exchange rate shall be:	Not Applicable
30	36.5(a)	Delivery schedule:	As per Schedule of Requirements in Section - V
	36.5(b)	Deviation in payment schedule: Annual interest rate:	No deviation will be authorized.
	36.5(d)	Specific additional criteria to be used in the evaluation and their evaluation method or reference to the Technical Specifications.	As per Technical Evaluation Criteria at Section – V



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BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders	
	36.6	In case of award to a single Bidder of multiple lots; the methodology of evaluation to determine the lowest evaluated Lot combinations, including any discounts offered in the Form of Bid is:	Not allowed
31	37.1	<p>(a) Domestic preference to apply. OR (b) Domestic preference not applicable.</p> <p>Preference to domestic or national Media Firm / Company / Agency / Organization shall be provided in accordance with policies of the Federal Government and/or in accordance with the regulations issued by the Authority.</p>	Domestic preference to apply
32	38.2	<p>Evaluation Techniques Quality and Cost Based Selection (QCBS)</p> <p>In such combination, there shall be some specific weightage of both the technical features (such as prescribed in ITB 38.1) and financial aspects of the proposal. The financial marks shall be awarded on the basis of inverse proportion calculations. The highest ranked bid shall be declared, on the basis of combined evaluation.</p> <p>Explanation:</p> <p>No weightage shall be given to the qualification parameters such as capacity and capability of the bidder (i.e. Manufacture or authorized supplier), for the purpose of rating. Any such weightage shall only be attributed to the quality parameter of the product to be procured.</p> <p>In case of QCBS technique, the</p>	Quality and Cost Based Selection (QCBS)



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BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders	
		weightage to determine the ranking of the bidders shall: (a) Not be more than 40 percent for the technical parameters of the product; and (b) not less than 60 percent for the financial aspect.	
33	38.2(1)	Other specific criteria are:	As per checklist of required documents
F. Award of Contract			
34	39.1	Criteria of Award	Subject to ITB 39 and ITB 41, the Higher Education Commission (HEC) will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding Documents and who has been declared as Most Advantageous Bidder based upon quality and cost-based criteria, provided that such Bidder has been determined to be: (a) eligible in accordance with the provisions of ITB 3; (b) is determined to be qualified to perform the Contract satisfactorily; and (c) Successful negotiations have been concluded, if any.
	41.1	Right to Reject any or all bid(s)	Notwithstanding ITB 40, the Higher Education Commission (HEC) reserves the right to reject any or all the bid(s), or to annul the Bidding process at any time prior to award



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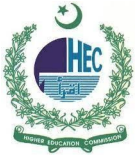
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders	
			of contract, without thereby incurring any liability to the affected Bidder(s). However, the Authority (i.e. PPRA) may call from the Higher Education Commission (HEC) for the justification of those grounds.
	42.1	Percentage for quantity increase or decrease is:	As per Higher Education Commission (HEC) 's need / requirement
35	44.2	Contract / agreement Stamp number of leaves and price	Six leaves having worth Rs.100/- (Rupees One hundred only)
36	45.2	The Performance Guarantee shall be:	Ten (10) % of Contract Amount
37	45.2	The Performance Guarantee shall be in the form of:	Performance Guarantee from a scheduled bank in the form of Bank Draft or Pay Order
38	46.1	The Advance Payment if essential shall be limited to:	The advance payment shall not be provided in any case.
39	46.1	Maximum amount of Advance payment shall be:	The advance payment shall not be provided in any case.
40	47.1	Arbitrator	Arbitrator shall be appointed by mutual consent of both parties as per the provisions specified in the SCC.
	47.2		After coming into force of the contract / agreement, disputes between the parties to the contract shall be settled by arbitration.



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BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders	
	47.3		In case of any dispute, the matter shall be referred to the worthy Executive Director (HEC) where decision of the Executive Director (HEC) or his/her nominated person(s) or committee shall be binding on both the parties.
G. Review of Procurement Decisions			
	50	Procedure for Grievance redressal	Refer to Procedure provided at ITB 50
41		The address of the Higher Education Commission (HEC):	Grievance Redressal Committee (GRC), Mr. Muhammad Yasir Anwar Secretary (GRC) Higher Education Commission Sector H-9, Islamabad - Pakistan + 92-51-9040-2528 myanwar@hec.gov.pk
42		The Address of PPRA to submit a copy of grievance:	Grievance Redressal Appellate Committee, Public Procurement Regulatory Authority, 1st Floor, G-5/2, Islamabad, Pakistan Tel: +92-51-9202254



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SECTION – IV: Eligible Countries



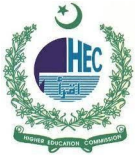
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All the bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government.

Bidders from following countries are ineligible to participate in the procurement process:

1. Israel
2. India
3. Armenia
4. Taiwan



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SECTION – V: SCHEDULE OF REQUIREMENTS ALONG-WITH KPIs AND TECHNICAL EVALUATION CRITERIA



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1. Schedule of Requirements

The Interested firms/reputed TV Channels are required to submit the bill of quantities (BoQs) in the light of the following requirements:

To produce, record and telecast the TV Shows in two seasons each comprising of 10 episodes, to produce 5 Promos of 60 seconds with variations in portrait and landscape and various durations and 30 seconds testimonials of 60 startups appearing on the show to provide news coverage of all the activities organized by HEC during the TV show across the country. These TV Shows will be telecast through TV network associated with the media organization to reach the maximum number of people.

The Scope of Services also includes, but is not limited to:

- Bidder will produce, record and telecast TV Show including 10 episodes per season including set design with PMYP/HEC branding, host and studio facilities). Each TV Show will be of 40-45 minutes duration and will be telecast on media organizations channel to reach the communities all across Pakistan. Upon successful completion of first Season of 10 episodes, the same activities will be undertaken by the TV Channel for Season 2
- These TV Shows will be aired on weekends during prime time (between 7 pm to 10 pm). Exact time will be finalized after mutual discussion of both parties.
- The bidder will create a special segment of 10 minutes in the morning show of the associated channel fortnightly during and before the airing of these programs and invite guests and the nominees by HEC to create awareness among masses. Moreover, Associated TV channel news bulletin headlines will also cover the program.
- Bidder will also produce Five (05) Promos of different durations. The Promos will be property of HEC and bidder will provide them to HEC with white label to be used on any other media platform.
- Bidder as well as the nominated host (to be finalized with mutual consent) will ensure the publicity of PMNIA show during the entire agreement duration through its social media.



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- All produced content will remain the property of HEC. Bidder will have a white-label license for broadcasting purposes, but ownership rights will be retained by HEC.
- Bidder will manage Media Communication and Press releases with approval of HEC.

2. SCHEDULE OF REQUIRED SERVICES / DELIVERABLES

Below mentioned timelines are to be followed by the TV Channel:

Season 1 of TV Show

S. No	Deliverables	Tentative Timeline (from date of contract signing)
PRE-PRODUCTION		
1	After award of contract by HEC, the successful bidder will ensure the following:	
	Activity	Timeframe
	Producer/focal person from TV Channel to be assigned to liaison with HEC.	1 st Week
	Begin the awareness campaign immediately after the signing of the contract.	1 st Week
	Finalization of concept paper of overall activity along with content strategy for 02 seasons of TV Show with mutual consent with HEC.	2 nd Week
	Five (05) promos of varying durations, each with a 1-minute version, along with shorter variations for different platforms (e.g., 15 seconds, 30 seconds). These promos should be available in both landscape and portrait formats. Provide white-label versions to HEC for use on other platforms. Including: scripting, copyrighting, shoot location, and Non-linear editing, archives and get approval from HEC	3 rd Week
		1st Month



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S. No	Deliverables		Tentative Timeline (from date of contract signing)
2	Activity	Timeframe	2nd Month
	Media coverage of Road Shows/call for applications on TV Channel.	1st-4 th Week	
	Assist HEC in executing awareness campaigns about the TV show.	1st-4 th Week	
	Collaborate on content for social and digital platforms.	1st-4 th Week	
	TV channel will propose TV show host at least three names for selection along with their credentials (to be finalized with approval of HEC).	1 st Week	
	Create a 10-minute special segment in morning shows fortnightly on need basis. Invite nominees/guests as suggested by HEC.	1-4 th Week	
	Provide news coverage for all PMNIA activities related to TV Show organized by HEC including headlines in News bulletin.	2 nd Month	
	Ensure availability of media teams for travel, boarding, and lodging as needed (i.e. during the pre-production phase).	1 st Week	
3	Activity	Timeframe	3rd – 4th Month
	The Bidder shall provide a minimum of two options for the 3D set design for finalization with the approval of HEC. The set must include adequate lighting, internet facilities, and seating arrangements with laptops on side tables for a minimum of 3-5 jury members.	1 st Week of 3 rd Month	
	Include PMYP/HEC/Govt of Pakistan or any other branding in set design including branding on walls and SMDs, with approval of HEC.	1 st Week of 3 rd Month	
	Finalization of script/rundown of each episode for TV Show	2 nd Week of 4 th Month	
	Provide studio facilities, equipment, and technical support for the TV shows.	4 th Week of 4 th Month	
PRODUCTION			
4	Activity	Timeframe	5th Month
	Produce 30-second Intros for 60 startups featured on the show.	1 st Week	



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S. No	Deliverables		Tentative Timeline (from date of contract signing)
	Including: scripting, storyboarding, dramatization, scene design, and editing, and get approval from HEC		
	Production of 10 episodes for first season, each 40-45 minutes in duration. Including: scripting, storyboarding, dramatization, scene design, and editing, and get approval from HEC Ensure high production standards for audio (all types of professional microphones) and visual content (HD/4K quality).	4 th Week	
	Review of pilot episode	1 st Week	
	Provide white-label versions to HEC for use on other platforms.	4 th Week	
5	Content finalization/approval for TV show before airing.		6th Month
POST-PRODUCTION			
6	Activity	Timeframe	6th & 7th Month
	Airing of TV Show, schedule primetime telecast on weekends	02 Months	
	Include slide for weekly start-up quiz at end-titles and announcement of winners of previous week start-up quiz.	02 Months	
	Include contact information PMU, PMNIA for follow-up investment opportunities for start-ups Pitching on the show.	02 Months	
7	Produce documentary of 02 minutes 30 seconds duration for the Award Ceremony highlighting the activities throughout the promotion phase, selection of participant and snippets of recorded episodes. Provide white-label versions to HEC for use on other platforms. Including: scripting, storyboarding, dramatization, scene design, and editing, and get approval from HEC		6th Month

Season 2 of TV Show

S. No	Deliverables	Tentative Timeline (from date of contract)
PRE-PRODUCTION		



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S. No	Deliverables	Tentative Timeline (from date of contract)
1	After award of contract by HEC, the successful bidder will ensure the following:	
	Activity	Timeframe
	Begin the awareness campaign	2 nd Week
	Finalization of concept paper of season 2 with mutual consent with HEC.	2 nd Week
	Five (05) promos of varying durations, each with a 1-minute version, along with shorter variations for different platforms (e.g., 15 seconds, 30 seconds). These promos should be available in both landscape and portrait formats. Provide white-label versions to HEC for use on other platforms. Including: scripting, storyboarding, dramatization, scene design, and editing, and get approval from HEC	2 nd Week
2	Activity	Timeframe
	Media coverage of Road Shows/call for applications on TV Channel.	1st-4 th Week
	Assist HEC in executing awareness campaigns about the TV show.	1st-4 th Week
	Collaborate on content for social and digital platforms.	1st-4 th Week
	TV channel will propose TV show host at least three names for selection along with their credentials (to be finalized with approval of HEC).	1 st Week
	Create a 10-minute special segment in morning shows fortnightly on need basis. Invite nominees/guests as suggested by HEC.	1-4 th Week
	Provide news coverage for all PMNIA activities related to TV Show organized by HEC including headlines in News bulletin.	Throughout the Month
	Ensure availability of media teams for travel, boarding, and lodging as needed (i.e. during the pre-production phase).	1 st Week



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S. No	Deliverables		Tentative Timeline (from date of contract)
3	Activity	Timeframe	10th Month
	The Bidder shall provide a minimum of two options for the 3D set design for finalization with the approval of HEC. The set must include adequate lighting, internet facilities, and seating arrangements with laptops on side tables for a minimum of 3-5 jury members.	1 st Week	
	Include PMYP/HEC/Govt of Pakistan or any other branding in set design including branding on walls and SMDs, with approval of HEC.	1 st Week	
	Finalization of script/rundown of each episode for TV Show	2 nd Week	
	Provide studio facilities, equipment, and technical support for the TV shows.	1 st Week	
PRODUCTION			
4	Activity	Timeframe	12th Month
	Production of 10 episodes for first season, each 40-45 minutes in duration.	4 th Week	
	Review of pilot episode	1 st Week	
	Provide white-label versions to HEC for use on other platforms.	4 th Week	
	Ensure high production standards for audio (all types of professional microphones) and visual content (HD/4K quality).	4 th Week	
5	Content finalization/approval for TV show before airing.		13th Month
POST-PRODUCTION			
6	Activity	Timeframe	14th & 15th Month
	Airing of TV Show, schedule primetime telecast on weekends	02 Months	
	Include slide for weekly start-up quiz at end-titles and announcement of winners of previous week start-up quiz.	02 Months	
	Include contact information PMU, PMNIA for follow-up investment opportunities for start-ups Pitching on the show.	As & when required	
7	Produce Video of 02 minutes 30 seconds duration for the Award Ceremony highlighting the activities throughout the promotion phase, selection of participant and snippets of recorded episodes. Provide white-label versions to HEC for use on other platforms. Including: scripting, storyboarding, copyrighting, shoot location, and non-linear editing, and get approval from HEC		14th Month



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Additional instructions:

- Provide periodic updates and reports to HEC regarding the progress of activities.
- Address any queries or requirements promptly.
- Follow the timelines provided by HEC to ensure all activities are completed as scheduled.

During all above-mentioned stages i.e. pre-production, production and post-production HEC will be responsible to provide the following information to the successful bidder as and when required:

Pre-Production:

- HEC will share the schedule for roadshows and application openings with the successful bidder for promotion on social media.
- HEC will provide comprehensive guidelines to be incorporated into the promotion campaign, detailing the criteria for participating in the TV show.
- HEC will provide guidance and input for the creation of five promotional videos.
- HEC will nominate guests to participate in morning shows to promote the TV Show effectively.
- HEC will provide branding details of PMYP/HEC/Govt of Pakistan or any other entity.

Production:

- HEC will provide the list of startups selected for pitching on the show and production of 60 intros
- HEC will provide the episode wise distribution of startups on the show.
- HEC will provide the list of judging panels for each episode.
- HEC will provide the guidelines for production of documentary.

Post Production:

- HEC will provide the contact details of focal person to be displayed at end title for any investment related opportunity for startups pitching on the show.
- HEC will recommend the sequencing for the TV show.
- During airing HEC will provide the guidelines/details of quiz slides to be added as end titles for each episode and the names of the winners of previous episode.

3. Key Performance Indicator

Category	Sr. No.	Service Nature	Minimum Service Level	Measuring / Monitoring Procedures
Pre-Production	1	Producer assigned	Assign producer/focal person to coordinate with HEC.	HEC shall monitor through reporting within 1st week (Month 1) .
	2	Awareness campaign	Launch awareness campaign across media platforms.	HEC shall monitor through campaign reach and reports in Month 1 (season 1) and Month 8 (Season 2) .
	3	Concept paper finalization	Finalize and get approval of the concept paper from HEC for Season 1 and Season 2.	HEC shall monitor through approval reports by Second week Month 1 (Season 1) and Month 8 (Season 2) .



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Category	Sr. No.	Service Nature	Minimum Service Level	Measuring / Monitoring Procedures
	4	Production of promos	Produce 5 promos with varying durations (60 seconds, portrait and landscape formats). Including: scripting, storyboarding, dramatization, scene design, and editing, and get approval from HEC	HEC shall monitor through promo approval and airing schedules by 3rd week Month 1 (season 1) and Month 8 (Season 2) .
	5	Host selection	Submit credentials of three potential hosts for approval.	HEC shall monitor through host selection progress by 4th week (Month 1) and Month 8 (Season 2) .
Production	6	Episode production	Produce 10 episodes per season, 40–45 minutes each, with PMYP/HEC branding and high production standards. Including: Set Design, scripting, storyboarding, dramatization, scene design, and editing, and get approval from HEC	HEC shall monitor through production reports by 3rd Month for Season 1 and 12th Month for Season 2.
	7	Pilot episode	Submit the pilot episode for review and finalization from HEC for each season.	HEC shall monitor through feedback reports by 1st week of 3rd Month (Season 1) and 12th Month (Season 2) .
	8	Set design and branding	Ensure set design meets PMYP/HEC branding standards and technical requirements.	HEC shall monitor through inspections and reports by 1st week of 2nd Month .
	9	Intros of startups	Produce 30-second Intros for 60 startups featured on the show. Including: scripting, storyboarding, dramatization, scene design, and editing, and get approval from HEC	HEC shall monitor through submission reports and airing schedules by the 5th Month (Season 1) and 14th Month (Season 2) .
Post-Production	10	Prime-time airing	Air all episodes on weekends between 7–10 pm as mutually finalized.	HEC shall monitor through airing schedules and time logs by 5th Month (Season 1) and 13th Month (Season 2) .
	11	Documentary for award ceremony	Submit a documentary for award ceremony for approval from HEC Including: scripting,	HEC shall give approval of documentary by 5th Month (Season 1) and 14th Month (Season 2) .



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Category	Sr. No.	Service Nature	Minimum Service Level	Measuring / Monitoring Procedures
			storyboarding, dramatization, scene design, and editing.	
	12	Publicity of PMNIA Show	Provide continuous publicity, including news coverage and social media campaigns.	HEC shall monitor through media coverage reports and social media tracking throughout the agreement duration.
	13	News coverage of activities	Cover all PMNIA-related activities organized by HEC and ensure airing on the associated TV channel.	HEC shall monitor through event coverage reports and airing schedules by the 5th Month (Season 1) and 13th Month (Season 2) .



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4. Technical Evaluation Criteria

4.1. Part – A: Mandatory Requirements

Sr. No.	Document Details / Description	Page # / Flag Name
1.	Form 1: Letter of bid for Technical Proposal	
2.	Form 2: Bid Security from a scheduled bank in the form of Bank Draft or Pay Order in the amount of Rs.1,000,000/- (Rupees 1 Million only) drawn in favour of Director Accounts, Higher Education Commission (HEC). Note: Bid Security needs to be enclosed in the envelope along-with the Technical Bid.	
3.	Form 3: Media Firm / Company / Agency / Organization's Information Form	
4.	Form 4: Media Firm / Company / Agency / Organization's National Income Tax Certificate showing NTN status as ' Active '. (HEC shall verify it from FBR)	
5.	Form 5: Media Firm / Company / Agency / Organization's General Sales Tax (GST) Certificate showing GST status as ' Operative '. (HEC shall verify it from FBR)	
6.	Form 6: Media Firm / Company / Agency / Organization's up-to-date and valid license from the PEMRA (HEC shall verify it from PEMRA) or any exemption supported by documentary evidence.	



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Sr. No.	Document Details / Description	Page # / Flag Name
7.	<p>Form 7: Affidavit (on Stamp Paper of worth Rs.100/- attested by the Oath Commissioner) that:</p> <ol style="list-style-type: none">1. the Media Firm / Company / Agency / Organization (M/s _____) has never been blacklisted by any Government, Semi Government, Autonomous or Private Organization / Department due to poor services;2. the Media Firm / Company / Agency / Organization (M/s _____) has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.3. the Media Firm / Company / Agency / Organization (M/s _____) has never been involved in litigation with any Government, Semi Government, Autonomous or Private Organization /Department.4. the Higher Education Commission (HEC) reserves the right to reject the Bid of the Media Firm / Company / Agency / Organization (M/s _____) 'without assigning any reason' if (M/s _____) shall be found or purported to be engaged in the aforementioned offenses).	
8.	<p>Form 8: Media Firm / Company / Agency / Organization's Certificate of Incorporation from Securities and Exchange Commission of Pakistan (SECP) (HEC shall verify it from the SECP)</p>	



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4.2. Part – B: General Requirements

Sr. No.	Document Details / Description	Page # / Flag Name
1.	Form 9: Financial Situation and Performance (Enclose Bank Statements along-with the audited reports of Media Firm / Company / Agency / Organization for last three financial years) (HEC may verify it from the concerned Bank)	
2.	Form 10: Media Firm / Company / Agency / Organization's Average Annual Turnover (Annual Sales Value)	
3.	Form 11: Media Firm / Company / Agency / Organization's Similar Work Experience / Overall Contracts with the Public Sector Organizations (HEC may verify it from the concerned organization)	
4.	Form 12: Media Firm / Company / Agency / Organization's Similar Work Experience / Overall Contracts with the Private Sector Organizations (HEC may verify it from the concerned organization)	
5.	Form 13: Media Firm / Company / Agency / Organization's Contracts during the last three years	
6.	Form 14: Media Firm / Company / Agency / Organization's Current (on-going) Contract Commitments / Contracts in Progress	
7.	Form 15: Media Firm / Company / Agency / Organization's historical Contract Non - Performance, and Pending Litigation and Litigation History	
8.	Form 16: Details of Staff which are currently available with the Media Firm / Company / Agency / Organization	
9.	Form 17: Media Equipment/Studio Facilities currently available with the Media Firm / Company / Agency / Organization	



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4.3. Part – C: Mandatory Financial Documents

Sr. No.	Document Details / Description	Page # / Flag Name
1.	Form 18: Letter of bid for Financial Proposal	
2.	Form 19: Bill of Quantities (BoQs) / Price Schedule / Financial Bid	

4.4. Marks Distribution for Technical Evaluation

Sr. No.	Attributes	Max. Score	Score	Criteria															
1.	Media Firm / Company / Agency / Organization's in Operations (Numbers of Years of Establishment)	05	1-5	<table border="1"> <thead> <tr> <th>S#</th> <th>Numbers of Years of Establishment</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>=>10 years</td> <td>05</td> </tr> <tr> <td>2</td> <td>=>5 year</td> <td>03</td> </tr> <tr> <td>3</td> <td><5 year</td> <td>01</td> </tr> </tbody> </table>	S#	Numbers of Years of Establishment	Marks	1	=>10 years	05	2	=>5 year	03	3	<5 year	01			
				S#	Numbers of Years of Establishment	Marks													
				1	=>10 years	05													
				2	=>5 year	03													
3	<5 year	01																	
<p>Note: To be supported by documentary evidence. (Company registration with any Federal / Provincial Govt. / SECP Registration / FBR Tax Registration / PEMRA License) etc. In case of unavailability of document, the registration will be counted from Media Firm / Company / Agency / Organization's FBR Tax Registration.</p>																			
2.	Media Firm / Company / Agency / Organization's Numbers of permanent employees	05	2-5	<table border="1"> <thead> <tr> <th colspan="3">No. of Permanent Employees</th> </tr> <tr> <th>S#</th> <th>Number of Employees</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>> 201 employees</td> <td>05</td> </tr> <tr> <td>2</td> <td><=200 and > 101 Employees</td> <td>03</td> </tr> <tr> <td>3</td> <td><= 100 Employees</td> <td>02</td> </tr> </tbody> </table>	No. of Permanent Employees			S#	Number of Employees	Marks	1	> 201 employees	05	2	<=200 and > 101 Employees	03	3	<= 100 Employees	02
				No. of Permanent Employees															
				S#	Number of Employees	Marks													
				1	> 201 employees	05													
2	<=200 and > 101 Employees	03																	
3	<= 100 Employees	02																	



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Sr. No.	Attributes	Max. Score	Score	Criteria		
3.	Media Firm / Company / Agency / Organization's Capability to promote TV shows on all official digital media platforms	05	0-5	S#	Number of subscribers/ followers	Marks
				1	> 40 million	05
				2	<= 39 and > 20 million	03
				3	<=19 million	01
4.	Similar work experience in last 5 years with Public Sector (Autonomous/ SOEs) Organization	10	3-10	S#	Value of contracts (in million)	Marks
				1	> 30 million	10
				2	> 20 million	07
				3	<15 million	05
				4	<10 million	03
			Documentary proof i.e. Copy of Work Order/ Award Letter or any other document from each public sector organization (Govt., Semi Govt., Autonomous bodies, Corporation)			
5.	Similar work experience in last 5 years with Private Sector Organization	10	3-10	S#	Value of contracts (in million)	Marks
				1	> 30 million	10
				2	> 20 million	07
				3	<15 million	05
				4	<10 million	03
			Documentary proof i.e. Copy of Appreciation Letter/Agreement or any other document from four Private Sector organizations reward one mark. Maximum five marks.			
6.	Financial Strength / Annual Turnover for the Last Financial Year	5	1-5	Minimum annual turnover required for last Financial Year is 10 million. Maximum 5 marks. Bank statements of last three Fiscal Years are required.		
				Marks	Annual Turnover Slot	
				01	=> 10 million and < 50 million	
				03	=> 50 million and < 80 million	
5	=> Rs. 100 million					



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Sr. No.	Attributes	Max. Score	Score	Criteria												
7.	Technical facilities under the management of the bidder based in Islamabad	15	1-15	<ul style="list-style-type: none"> • Having own studio space of at least 40 x 60 feet with additional side room of at least 12 x 12 feet in Islamabad, Production control room, more than 3 professional studio cameras with wheel carts, 03 basic points lighting grid, cranes, makeup room, virtual set, hard set construction facilities in Islamabad, audio equipment's (including 08 wireless microphones, feedback system, professional recording software, having a set design department, professional switcher for recording, audio mixer, at least 3 MAC based editing suites in the same building– 15 points • Having own studio space of less than 40 x 60 feet in Islamabad with PCR, more than 2 professional studio cameras, lighting grid, makeup room, hard set construction facilities, virtual set, hard set construction facilities in Islamabad, audio equipment's (06 wireless microphones, feedback system, professional recording software, professional switcher for recording, audio mixer at least 2 editing suites other than MAC in the same building– 07 points • No own set design department, having more than 2 professional studio cameras, makeup room, at least 2 editing suites in the same building– 1 point 												
8.	Reality/Similar TV shows produced budgeted over PKR Minimum 30 million in last five years (documentary proof in form of work order, invoice and completion certificate)	05	1-5	<table border="1"> <thead> <tr> <th>S#</th> <th>Number of TV shows Produced</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>> 5 TV Shows</td> <td>05</td> </tr> <tr> <td>2</td> <td>> 3 TV Shows</td> <td>03</td> </tr> <tr> <td>3</td> <td>> 1 TV Shows</td> <td>01</td> </tr> </tbody> </table>	S#	Number of TV shows Produced	Marks	1	> 5 TV Shows	05	2	> 3 TV Shows	03	3	> 1 TV Shows	01
S#	Number of TV shows Produced	Marks														
1	> 5 TV Shows	05														
2	> 3 TV Shows	03														
3	> 1 TV Shows	01														



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Sr. No.	Attributes	Max. Score	Score	Criteria
10.	<p>PRESENTATION: Work plan/ methodology, implementation plan, concept and timeliness and any other creative activity pertaining to event (soft copy of work plan / methodology shall be provided in usb) To be presented (5-10 minutes) by the bidder to the technical evaluation committee.</p>	40	1-40	<p>To be evaluated by the committee.</p> <ul style="list-style-type: none"> • Work Plan: Detailed activity-wise work plan tailored to the specific requirements of the TV show, ensuring alignment with deliverables. • Methodology and Production Management: Qualitative assessment of the proposed methodology, production strategies, and management approach specific to the TV show. • Implementation Plan: Evaluation of the comprehensiveness, feasibility, and clarity of the implementation plan for the TV show. • Innovative Concepts and Creative Ideas: Assessment of proposed innovative and creative, yet practical, ideas to enhance the overall execution of the TV show. • Resource Deployment and Timeliness: Timely deployment of proposed resources and a clear timeline demonstrating readiness and execution capability. • Completeness and Qualitative Aspects of Proposal: Overall completeness of the proposal, including qualitative aspects and support by relevant resources and expertise.
Total Marks:		100		

4.5. Selection Criteria / Scoring & Award of Contract Procedure

Contract shall be awarded to the highest ranked bidder (bidder who will obtain the highest aggregated score as per Section 4.5.1, 4.5.2 & 4.5.3 of Section – V: Schedule of Requirements in the light of Technical Evaluation Criteria as per Section 4.1 & 4.2 of Section – V: Schedule of Requirements) as well as under PPRA Rule 36(b)(ix) “the bid found to be the [most advantageous bid] shall be accepted”.



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4.5.1. Technical Score

- 4.5.1.1. Technical Evaluation Total Marks are **100**;
- 4.5.1.2. Qualification threshold in Technical Evaluation (**as mentioned in Section 4.4. Marks Distribution for Technical Evaluation**) of **Section – V** enabling the bidder to appear in the Financial Competition is **70 out of 100 marks**;
- 4.5.1.3. Marks obtained in Technical criteria (Technical evaluation) will be included in the final aggregate weightage with the ratio of **40%**;
- 4.5.1.4. Calculation regarding **40%** weightage of the marks obtained by Firm in the Technical Evaluation will be done as per following formula:

$$\text{Technical Aggregated Score} = \frac{\text{Marks obtained by Firm in the Technical Evaluation} \times 40}{100}$$

4.5.2. Financial Score:

- 4.5.2.1. Financial Evaluation Total Marks are **Sixty (60)**;
- 4.5.2.2. **Quality and Cost Base Selection (QCBS)** will be applied on Financial Bids;
- 4.5.2.3. The Financial Aggregate Score of the firm quoting the lowest amount will be considered as **Sixty (60)**.
- 4.5.2.4. Calculation regarding Financial Evaluation of the Financial Bids submitted by other firms will be done as per following formula:

$$\text{Financial Aggregated Score} = \frac{\text{Bid Amount of Lowest Bidder}}{\text{Bid Amount of Firm under Consideration}} \times 60$$

4.5.3. Final Aggregate Weightage

- 4.5.3.1. Calculation regarding **final aggregate weightage** of Firm will be done as per following formula:

$$\text{Final Aggregated Score} = \text{Technical Aggregated Score} + \text{Financial Aggregated Score}$$



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SECTION VI: GENERAL CONDITIONS OF THE CONTRACT (GCC)



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1. Definitions

- 1.1. The following words and expressions shall have the meanings hereby assigned to them:
- a. **“Authority”** means Public Procurement Regulatory Authority.
 - b. The **“Arbitrator”** is the person appointed with mutual consent of both the parties, to resolve contractual disputes as provided for in the General Conditions of the Contract **GCC Clause 31** hereunder.
 - c. The **“Contract”** means the agreement entered into between the Higher Education Commission (HEC) and the Media Firm / Company / Agency / Organization, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - d. The **“Commencement Date”** is the date when the Media Firm / Company / Agency / Organization shall commence execution of the contract as specified in the SCC.
 - e. **“Completion”** means the fulfillment of the related services by the Media Firm / Company / Agency / Organization in accordance with the terms and conditions set forth in the contract.
 - f. **“Country of Origin”** means the countries and territories eligible under the PPRA Rules 2004 and its corresponding Regulations as further elaborated in the SCC.
 - g. The **“Contract Price”** is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.
 - h. **“GOP”** means the government of Pakistan.
 - i. **“Effective Contract date”** is the date shown in the Certificate of Contract Commencement issued by the Higher Education Commission (HEC) upon fulfillment of the conditions precedent stipulated in GCC Clause 3.
 - j. **“Procuring Agency”** means the person named or entity as Procuring Agency in the SCC and the legal successors in title to this person, procuring the service, as named in SCC. In this tender, the **“Procuring Agency”** means the Higher Education Commission (HEC).
 - k. **“Related Services”** means those services ancillary to the provision of required services, such as transportation, and any other incidental services, such as provision



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of technical assistance, training, and other such obligations of the Media Firm / Company / Agency / Organization covered under the Contract.

- l. **"GCC"** means the General Conditions of Contract contained in this section.
- m. **"Intended Delivery Date"** is the date on which it is intended that the Media Firm / Company / Agency / Organization shall effect delivery as specified in the SCC.
- n. **"Intended Deployment Resources"** is the date on which it is intended that the Media Firm / Company / Agency / Organization shall effect deployment of Media Resources by Media Agency.
- o. **"SCC"** means the Special Conditions of Contract.
- p. **"Media Firm / Company / Agency / Organization"** means the private or government entity or a combination of the above whose Bid to perform the contract has been accepted by the Higher Education Commission (HEC) and is named as such in the Contract Agreement and includes the legal successors or permitted assigns of the Media Firm / Company / Agency / Organization and shall be named in the SCC.
- q. **"Media Firm / Company / Agency / Organization Staff"** means the individuals from Media Firm / Company / Agency / Organization
- r. **"Project Name"** means the name of the project stated in SCC.
- s. **"Day"** means calendar day.
- t. **"Eligible Country"** means the countries and territories eligible for participation in accordance with the policies of the Federal Government.
- u. **"End User"** means the organization(s) where the services will be provided, as named in the SCC.
- v. **"Origin"** means the place where the Goods were mined, grown, or produced or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new produce results that is substantially different in basic characteristics or in purpose or utility from its components.



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- w. **“Force Majeure”** means an unforeseeable event which is beyond reasonable control of either Party, and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
- For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances. and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
- x. **“Specification”** means the Specification of the required Services and the performance of incidental services in accordance with the relevant standards included in the Contract and any modification or addition made or approved by the Higher Education Commission (HEC).
- y. The **“Media Firm / Company / Agency / Organization's Bid”** is the completed Bid document submitted by the Media Firm / Company / Agency / Organization to the Higher Education Commission (HEC).
- z. **“Government”** means Government of Pakistan
- aa. **“HEC”** means Higher Education Commission
- bb. **“PN”** means Procurement Notice
- cc. **“PA”** means Procurement Advertisement.
- dd. **“BDS”** means Bid Data Sheet
- ee. **“BD”** means Bidding Documents
- ff. **“ITAs”** means Instructions to Applicants
- gg. **“ITBs”** means Instructions to Bidders
- hh. **“TORs”** means Terms of References



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- ii. “**RFP**” means Request for Proposal
- jj. “**RFQ**” means Request for Quotation
- kk. “**BoQs**” Bill of Quantities
- ll. “**PKR**” Pakistani Rupee
- mm. “**Bid**” means a tender, or an offer, in response to an invitation, by a Media Firm / Company / Agency / Organization expressing his or its willingness to undertake a specified task at a price.
- nn. “**Bidder(s)**” means prospective Media Firm / Company / Agency / Organization applying for Bidding.
- oo. “**Selected Bidder**” means the bidder(s) whose bid(s) is/are passed the technical criteria and is/are selected for further procurement proceedings i.e. opening of the Financial Bid.
- pp. “**Successful Bidder**” means that Selected Bidder who chooses for award of the tender and ultimately agreement is to be signed with HEC.
- qq. “**Competitive Bidding**” means a procedure leading to the award of a contract whereby all the interested Media Firm / Company / Agency / Organization may bid for the contract and includes both national competitive bidding and international competitive bidding.
- rr. “**RFQ**” means Request for Quotation
- ss. “**Total Bid Value**” Cost of all items and services as per BoQs
- tt. “**Agreement**” means the level which HEC obtained services from Media Firm / Company / Agency / Organization for provision of required services as well as the act of agreeing or of coming to a mutual agreement.
- uu. “**First Party**” means Higher Education Commission (HEC)
- vv. “**Second Party**” means Successful Bidder (Successful Media Firm / Company / Agency / Organization)
- ww. “**PMU**” means the Project Management Unit.
- xx. “**Completion Time**” means the time from receipt of the report by the PMU of HEC until the media services will be provided.



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- yy. **“Working Hours”** means hours which are within the Core Working Hours i.e. 12 hours per shift per day.
- zz. **“Working Days”** round a week.
- aaa. **“Corrupt and Fraudulent Practices”** in respect of procurement process, shall be either one or any combination of the practices including:-
- I. **“Coercive Practices”** which means any impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
 - II. **“Collusive Practices”** which means any arrangement between two or more parties to the procurement process designed to stifle open competition for any wrongful gain, and to establish prices at artificial, non-competitive levels;
 - III. **“Corrupt Practices”** which means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain.
 - IV. **“Fraudulent Practices”** which means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; and
 - V. **“obstructive practices”** which means harming or threatening to harm, directly or indirectly, persons to influence their participation in a procurement process, or affect the execution of a contract;
- bbb. **"blacklisted"** means a bidder that is declared by the Authority untrustworthy after establishing the fact that the bidder was found involved in any corrupt and fraudulent practice or practices; or if the bidder is declared incapable by the Authority due to its established performance failure during the execution of the contract; or if the bidder deviates from its prior commitment or declaration made regarding the bid or proposal submitted by the bidder.



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- ccc. **“Cross Debarred”** means a bidder debarred by any Higher Education Commission (HEC) shall be considered as debarred by all the procuring agencies.
- ddd. **“Emergency”** means natural calamities, disasters, accidents, war, and operational emergency which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person, property, or the environment.
- eee. **“Most advantageous bid”** means:
- I. bid or proposal for services that after meeting the eligibility or qualification criteria, is found substantially responsive to the terms and conditions as set out in the bidding or request for proposals document; and;
 - II. evaluated as the highest ranked bid or proposal on the basis of cost or quality or qualification or any combination thereof, as specified in the bidding documents or request for proposal documents which shall be in conformity with the selection techniques to be issued by the Authority.
- fff. **“PMNIA”** means the Prime Minister's National Innovation Award;
- ggg. **“PMYP”** means the Prime Ministers' Youth Programme;

2. Application and Interpretation

- 2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
- 2.2. In interpreting these Conditions of Contract headings and marginal notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined.
- 2.3. The documents forming the Contract shall be interpreted in the following order of priority:
- (1) Form of Contract,
 - (2) Special Conditions of Contract,
 - (3) General Conditions of Contract,
 - (4) Letter of Acceptance,
 - (5) Certificate of Contract Commencement,
 - (6) Specifications,
 - (7) Contractor's Bid, and



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- (8) Any other document listed in the Special Conditions of Contract as forming part of the Contract.

3. Conditions Precedent

- 3.1. Having signed the Contract, it shall come into effect on the date on which the following conditions have been satisfied:
- (a) Submission of Performance Guarantee in the form specified in the SCC;
- 3.2. If the Higher Education Commission (HEC) is satisfied that each of the conditions precedent in this contract has been satisfied (except to the extent waved by him, but subject to such conditions as he shall impose in respect of such waiver) he shall promptly issue to the Media Firm / Company / Agency / Organization a certificate of Contract commencement, which shall confirm the start date.

4. Governing Language

- 4.1. The Contract as all correspondence and documents relating to the contract exchanged by the Media Firm / Company / Agency / Organization and the Higher Education Commission (HEC) shall be written in the language specified in SCC. Subject to **GCC Clause 2.1**, the version of the Contract written in the specified language shall govern its interpretation.

5. Applicable Law

- 5.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.



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6. Country of Origin

- 6.1. The origin of Services may be distinct from the nationality of the Media Firm / Company / Agency / Organization.

7. Standards

- 7.1. The services provided under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, the American Standards (such as ACI, IEEE, ASME, etc.) or the Pakistani standards such as PSQCA. Such standards shall be the latest issued by the concerned institution.

8. Use of Contract Documents and Information; Inspection and Audit by the Government of Pakistan

- 8.1. The Media Firm / Company / Agency / Organization shall not, without the Higher Education Commission (HEC)'s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Higher Education Commission (HEC) in connection therewith, to any person other than a person employed by the Media Firm / Company / Agency / Organization in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 8.2. The Media Firm / Company / Agency / Organization shall not, without the Higher Education Commission (HEC)'s prior written consent, make use of any document or information enumerated in **GCC Clause 8.1** except for purposes of performing the Contract.
- 8.3. Any document, other than the Contract itself, enumerated in **GCC Clause 8.1** shall remain the property of the Higher Education Commission (HEC) and shall be returned (all copies) to the Higher Education Commission (HEC) on completion of the Media Firm / Company / Agency / Organization's performance under the Contract if so required by the Higher Education Commission (HEC).
- 8.4. The Media Firm / Company / Agency / Organization shall permit the Government of Pakistan or / and donor agencies involved in financing the project to inspect the Media



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Firm / Company / Agency / Organization's accounts and records relating to the performance of the Media Firm / Company / Agency / Organization and to have them audited by auditors appointed by the Government of Pakistan or / and the appropriate donor agencies, if so required by the Government of Pakistan or / and the appropriate donor agencies.

9. Patent and Copy Rights

- 9.1. The Media Firm / Company / Agency / Organization shall indemnify the Higher Education Commission (HEC) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services or any part thereof in Pakistan.
- 9.2. The patent right in all drawings, documents, and other materials containing data and information furnished to the Higher Education Commission (HEC) by the Media Firm / Company / Agency / Organization herein shall remain vested in the Media Firm / Company / Agency / Organization, or, if they are furnished to the Higher Education Commission (HEC) directly, or through the Media Firm / Company / Agency / Organization by any third party, including Media Firm / Company / Agency / Organization's of materials, the patent right in such materials shall remain vested in such third party.

10. Performance Guarantee

- 10.1. After the receipt of the Letter of Acceptance, the successful Bidder, within the specified time, shall deliver to the Higher Education Commission (HEC) a Performance Guarantee in the amount and in the form stipulated in the BDS and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.
- 10.2. If the Performance Guarantee is provided by the successful Bidder and it shall be in the form specified in the BDS which shall be in any of the following:
 - (a) Bank Draft from a Scheduled bank in favour of Higher Education Commission.
 - (b) Pay Order from a Scheduled bank in favour of Director Accounts Higher Education Commission.
- 10.3. Any Performance Guarantee submitted shall be enforceable in Pakistan.
- 10.4. The proceeds of the Performance Guarantee shall be payable to the Higher Education Commission (HEC) as compensation for any loss resulting from the Media Firm /



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Company / Agency / Organization's failure to complete its obligations under the Contract.

- 10.5. Failure of the successful Bidder to comply with the requirement of **ITB 46.1** shall constitute sufficient grounds for the annulment of the award and forfeiture of the 100% Bid Security in favour of Higher Education Commission (HEC). In such case, the successful Bidder's offer for award of contract will be given to the next ranked bidder to get the work done at the risk and cost of the successful bidder. All the terms and conditions shall be equally imposed on the next ranked bidder and so on.
- 10.6. In case the Successful Bidder accept the offer for award of contract and deposited the performance guarantee amount in HEC account but fails to sign the Contract Agreement, the bid security shall be released in favour of Media Firm / Company / Agency / Organization; however, 100% performance guarantee amount shall be forfeited in favour of HEC. In such case, for which no appeal shall be entertained. Furthermore, the offer for award of contract will be given to the next ranked bidder to get the work done at the risk and cost of the Successful Bidder. All the terms and conditions shall be equally imposed on the next ranked bidder and so on.
- 10.7. In case of contract termination, the 100% performance guarantee amount 'submitted by the Media Firm / Company / Agency / Organization' shall be forfeited in favour of Higher Education Commission (HEC). The offer for award of contract will be given to the next ranked bidder to get the work done at the risk and cost of the Media Firm/ Company / Agency / Organization. All the terms and conditions shall be equally imposed on the next ranked bidder and so on.
- 10.8. The Performance Guarantee will be released and returned to the Media Firm, Company, Agency, or Organization upon the issuance of a satisfactory completion certificate by the Higher Education Commission (HEC). After receiving this certificate, the bidder may submit a request for the release of the Performance Guarantee. Once HEC accepts the request, the guarantee will be discharged within sixty (60) days from the date of the bidder's request.

11. Inspections and Test

- 11.1. The Higher Education Commission (HEC) or its representative shall have the right to



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inspect and /or to test the nature and quality of services to confirm their conformity to the Contract specifications at no extra cost to the Higher Education Commission (HEC). SCC and the Technical Specifications shall specify what inspections and tests the Higher Education Commission (HEC) shall notify the Media Firm / Company / Agency / Organization in writing or in electronic forms that provide record of the content of communication, in a timely manner, of the identity of any representatives retained for these purposes.

- 11.2. The inspections and tests may be conducted on the premises of the Media Firm / Company / Agency / Organization or its subcontractor(s), at point of delivery, and/or at the Services' final destination. If conducted on the premises of the Media Firm / Company / Agency / Organization, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Higher Education Commission (HEC).
- 11.3. Should any inspected or tested Services fail to conform to the Specifications, the Higher Education Commission (HEC) may reject the Services, and the Media Firm / Company / Agency / Organization shall have to improve the services to meet specification requirements free of cost to the Higher Education Commission (HEC).
- 11.4. The Higher Education Commission (HEC)'s right to inspect, test and, where necessary, reject the Services after the Services' application in the premises of Higher Education Commission (HEC) shall in no way be limited or eared by reason of the Services having previously been inspected, tested, and passed by the Higher Education Commission (HEC) or its representative prior to the Services' provision from the country of origin.
- 11.5. Nothing in **GCC Clause 9** shall in any way release the Media Firm / Company / Agency / Organization from any warranty or other obligations under this Contract.



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12. Payment

- 12.1. The method and conditions of payment to be made to the Media Firm / Company / Agency / Organization under this Contract shall be specified in the contract agreement.
- 12.2. The Media Firm / Company / Agency / Organization's request(s) for payment shall be made to the Higher Education Commission (HEC) in writing form or in electronic forms that provide record of the content of communication, accompanied by the invoice(s) describing, as appropriate, the Services performed, and by documents submitted, and upon fulfillment of other obligations stipulated in the Contract.
- 12.3. Payments shall be made promptly by the Higher Education Commission (HEC) on Milestone/Deliverable basis through cross cheque, within thirty (30) days after the acceptance of the invoice of the Media Firm / Company / Agency / Organization by PMU. No advance payment shall be made in any case whatsoever.
- 12.4. The currency or currencies in which payment is made to the Media Firm / Company / Agency / Organization under this Contract shall be specified in SCC subject to the following general principle: payment will be made in the currency or currencies in which the payment has been requested in the Media Firm / Company / Agency / Organization's Bid.

13. Prices

- 13.1. The contract price shall be as specified in the Contract Agreement Subject to any additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- 13.2. Prices charged by the Media Firm / Company / Agency / Organization for Services performed under the Contract shall not vary from the prices quoted by the Media Firm / Company / Agency / Organization in its Bid, with the exception of any price adjustments authorized in SCC or in the Higher Education Commission (HEC)'s request for Bid Validity extension, as the case may be.

14. Change Order

- 14.1. The Higher Education Commission (HEC) may at any time, by a written order given to the Media Firm / Company / Agency / Organization, make changes within the general scope



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of the Contract in any one or more of the following:

- (a) Drawings, designs, or specifications, where Services to be provided under the Contract are to be specifically manufactured for the Higher Education Commission (HEC);
 - (b) The method of provision of services;
 - (c) The place of delivery; and/or
 - (d) The Services to be provided by the Media Firm / Company / Agency / Organization.
- 14.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Media Firm / Company / Agency / Organization's performance of any provisions under the Contract an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Media Firm / Company / Agency / Organization for adjustment under this clause must be asserted within thirty (30) days from the date of the Media Firm / Company / Agency / Organization's receipt of the Higher Education Commission (HEC) change order.

15. Contract Amendment

- 15.1. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

16. Assignment

- 16.1. Neither the Higher Education Commission (HEC) nor the Media Firm / Company / Agency / Organization shall assign, in whole or in part, obligations under this Contract, except with the prior written consent of the other party.

17. Delays in the Media Firm / Company / Agency / Organization's Performance

- 17.1. Provision and performance of the Media Services shall be done by the Media Firm / Company / Agency / Organization in accordance with the time schedule prescribed by the Higher Education Commission (HEC) in the Schedule of Requirements.
- 17.2. If at any time during performance of the Contract, the Media Firm / Company / Agency / Organization should encounter conditions impeding timely provision and performance of the Services, the Media Firm / Company / Agency / Organization shall promptly notify the Higher Education Commission (HEC) in writing or in electronic forms that provide record of the content of communication of the fact of the delay, its likely duration, and its cause(s).



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As soon as practicable after receipt of the Media Firm / Company / Agency / Organization's notice, the Higher Education Commission (HEC) shall evaluate the situation and may at its discretion extend the Media Firm / Company / Agency / Organization's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

- 17.3. Except as provided under **GCC Clause 20**, a delay by the Media Firm / Company / Agency / Organization in the performance of its delivery obligations shall render the Media Firm / Company / Agency / Organization liable to the imposition of liquidated damages pursuant to **GCC Clause 18**, unless an extension of time is agreed upon pursuant to **GCC Clause 17.2** without the application of liquidated damages.

18. Liquidated Damages

- 18.1. Subject to **GCC Clause 20**, if the Media Firm / Company / Agency / Organization fails to provide any or all of the Services or to perform the Services within the period(s) specified in the Contract, the Higher Education Commission (HEC) shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the Performance Guarantee specified in SCC. Once the said maximum is reached, the Higher Education Commission (HEC) may consider termination of the Contract pursuant to **GCC Clause 18**.

19. Termination for Default

- 19.1. The Higher Education Commission (HEC), without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Media Firm / Company / Agency / Organization and may terminate the Contract if the Media Firm / Company / Agency / Organization causes a fundamental breach of the Contract.
- 19.2. Fundamental breaches of Contract shall include, but shall not be limited to the following:
- (a) the Media Firm / Company / Agency / Organization fails to provide any or all of the Media Services within the period(s) specified in the Contract, or within any extension thereof granted by the Higher Education Commission (HEC) pursuant to **GCC Clause 16**; or



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- (b) the Media Firm / Company / Agency / Organization fails to perform any other obligation(s) under the Contract;
- (c) Media Firm / Company / Agency / Organization's poor performance; or
- (d) Any type of complaints against the Media Firm / Company / Agency / Organization at Higher Education Commission (HEC);
- (e) Media Firm / Company / Agency / Organization's failure to submit Performance Guarantee within the time stipulated in the SCC;
- (f) the Media Firm / Company / Agency / Organization has abandoned or repudiated the contract.
- (g) the Media Firm / Company / Agency / Organization is declared bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- (h) the Higher Education Commission (HEC) gives Notice to that Media Firm / Company / Agency / Organization with the deficiencies is a fundamental breach of Contract and the Media Firm / Company / Agency / Organization fails to correct it within a reasonable period of time determined by the Higher Education Commission (HEC); and
- (i) if the Higher Education Commission (HEC) determines, based on the reasonable evidence, that the Media Firm / Company / Agency / Organization has engaged in corrupt, coercive, collusive, obstructive, or fraudulent practices, in competing for or in executing the Contract.

For the purpose of this clause:

“Corrupt and Fraudulent Practice” means the practices as described in Rule-2 (1) (f) of Public Procurement Rules-2004.

- 19.3. In the event the Higher Education Commission (HEC) terminates the Contract in whole or in part, pursuant to **GCC Clause 18.1**, the Higher Education Commission (HEC) may procure, upon such terms and in such manner as it deems appropriate, Media Services similar to those undelivered, and the Media Firm / Company / Agency / Organization shall be liable to the Higher Education Commission (HEC) for any excess costs for such similar Media Services. However, the Media Firm / Company / Agency / Organization shall continue performance of the Contract to the extent not terminated.



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20. Termination for Force Majeure

20.1. Notwithstanding the provisions of **GCC Clauses 17, 18, and 19**, neither Party shall have any liability or be deemed to be in breach of the Contract for any delay nor is other failure in performance of its obligations under the Contract if such delay or failure is a result of an event of Force Majeure.

For purpose of this clause, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent.

20.2. If a Party (hereinafter referred to as "the Affected Party") is or will be prevented from performing its substantial obligation under the contract by Force Majeure, it shall give a Notice to the other Party giving full particulars of the event and circumstance of Force Majeure in writing or in electronic forms that provide record of the content of communication of such condition and the cause thereof. Unless otherwise directed by the Higher Education Commission (HEC) in writing or in electronic forms that provide record of the content of communication, the Media Firm / Company / Agency / Organization shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

21. Termination for Insolvency

21.1. The Higher Education Commission (HEC) may at any time terminate the Contract by giving written notice to the Media Firm / Company / Agency / Organization if the Media Firm / Company / Agency / Organization becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Media Firm / Company / Agency / Organization, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Higher Education Commission (HEC).



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22. Termination for Convenience

- 22.1. The Higher Education Commission (HEC), by written notice sent to the Media Firm / Company / Agency / Organization, may terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Higher Education Commission (HEC)'s convenience, the Contract is terminated, and the date upon which such termination becomes effective.
- 22.2. The Media Services that are complete and ready for deliver within thirty (30) days after the Media Firm / Company / Agency / Organization's receipt of notice of termination shall be accepted by the Higher Education Commission (HEC) at the Contract terms and price. For the remaining Services, the Higher Education Commission (HEC) may elect:
- (a) To have any portion completed and delivered at the Contract terms and prices; and / or
 - (b) To cancel the remainder and pay to the Media Firm / Company / Agency / Organization an agreed amount for partially completed Services previously procured by the Media Firm / Company / Agency / Organization.

23. Disputes Resolution

- 23.1. In the event of any dispute arising out of this contract, either party shall issue a notice of dispute to settle the dispute amicably. The parties hereto shall, within twenty-eight (28) days from the notice date, use their best efforts to settle the dispute amicably through mutual consultations and negotiation. Any unsolved dispute may be referred by either party to an arbitrator.
- 23.2. After the dispute has been referred to the arbitrator, within 30 days, or within such other period as may be proposed by the Parties, the Arbitrator shall give its decision. The rendered decision shall be binding to the Parties.



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24. Procedure for Disputes Resolution

- 24.1. The arbitration shall be conducted in accordance with the arbitration procedure published by the Institution named and, in the place, shown in the SCC.
- 24.2. The rate of the Arbitrator's fee and administrative costs of arbitration shall be borne equally by the Parties. The rates and costs shall be in accordance with the rules of the Appointing Authority. In conducting arbitration to its finality each party shall bear its incurred costs and expenses.
- 24.3. The arbitration shall be conducted in accordance with the arbitration procedure published by the institution named and in the place shown in the SCC.

25. Replacement of Arbitrator

- 25.1. Should the Arbitrator resign or die or should the Higher Education Commission (HEC) and the Media Firm / Company / Agency / Organization agree that the Arbitrator is not functioning in accordance with the provisions of the contract, a new Arbitrator shall be appointed by mutual consent of both parties.

26. Limitation of Liability

- 26.1. Except in cases of criminal negligence or willful conduct, and in the case of infringement pursuant to **GCC Clause 7**,
 - (a) The Media Firm / Company / Agency / Organization shall not be liable to the Higher Education Commission (HEC), whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Media Firm / Company / Agency / Organization to pay liquidated damages to the Higher Education Commission (HEC); and
 - (b) The aggregate liability of the Media Firm / Company / Agency / Organization to the Higher Education Commission (HEC), whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment or to any obligation of the Media Firm / Company / Agency / Organization to indemnify the Higher Education Commission (HEC) with respect to patent infringement.



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27. Notices

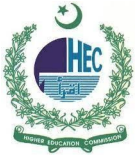
- 27.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or in electronic forms that provide record of the content of communication and confirmed in writing or in electronic forms that provide record of the content of communication to the other party's address specified in SCC.
- 27.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

28. Taxes and Duties

- 28.1. If any tax exemptions, reductions, allowances, or privileges may be available to the Media Firm / Company / Agency / Organization in Pakistan, the Higher Education Commission (HEC) shall use its best efforts to enable the Media Firm / Company / Agency / Organization to benefit from any such tax savings to the maximum allowable extent.
- 28.2. A local Media Firm / Company / Agency / Organization shall be entirely responsible for all taxes, duties, license fees, etc., incurred until provision of the contracted Services to the Higher Education Commission (HEC).

29. Higher Education Commission (HEC)'s Right to reject Any or All Bids

- 29.1. The Higher Education Commission (HEC) reserves the right to reject any or all the bid(s), or to annul the Bidding process at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s).
- 29.2. The Higher Education Commission (HEC) shall upon request communicate to any or all Bidder(s) the grounds for its rejection of its Bids but is not required to justify those grounds.



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SECTION VII: SPECIAL CONDITIONS OF THE CONTRACT (SCC)



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Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) shall supplement the GCC. Whenever there is a conflict, the provisions herein shall prevail over those in the GCC. The corresponding clause number of the GCC is indicated in parentheses.

SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the General Conditions of Contract (GCC)	
Definitions (GCC 1)			
1	1.1.(j)	The Procuring Agency is:	Higher Education Commission (HEC)
2	1.1.(p)	The Supplier is:	Media Firm / Company / Agency / Organization firm which will be hired after the tendering process.
3	1.1.(r)	The title of the subject procurement or The Project is:	Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme
Governing Language (GCC 4)			
4	4.1	The Governing Language shall be:	English
Applicable Law (GCC 5)			
5	5.1	The Applicable Law shall be:	Laws of the Govt. of Pakistan
Country of Origin (GCC 6)			
6	6.1	Country of Origin is:	Pakistan
Performance Guarantee (GCC 10)			
7	10.1	The amount of Performance Guarantee shall be:	Ten (10) % of Contract Amount
8	10.8	After provision and acceptance of the Services,	



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SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the General Conditions of Contract (SCC)	
		<p>Performance Guarantee shall be released.</p>	<p>Discharged by HEC to the Media Firm, Company, Agency, or Organization upon the issuance of a satisfactory completion certificate by the Higher Education Commission (HEC). After receiving this certificate, the bidder may submit a request for the release of the Performance Guarantee. Once HEC accepts the request, the guarantee will be discharged within sixty (60) days from the date of the bidder's request.</p>
Inspections and Tests (GCC 11)			
9	11.1	<p>Inspection and tests prior to provision of services and at final acceptance are as follows: Quality and quantity inspection shall be carried out prior to provision of Services at the Media Firm / Company / Agency / Organization's own expense and responsibility in terms of the items specified in the specifications. The Media Firm / Company / Agency / Organization shall submit the inspection certificate issued by himself to the Higher Education Commission (HEC) in order to ensure that the Services are to be carried out in compliance with the contract.</p>	<p>As per GCC 11</p>



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SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the General Conditions of Contract (SCC)	
Payment (GCC Clause 12)			
10	12.1	The method and conditions of payment to be made to the Media Firm / Company / Agency / Organization under this Contract.	Payment will be made through crossed cheque after the receipt of complete Invoice along-with Sales Tax Invoice at the Higher Education Commission (HEC) subject to the satisfactory performance report from the Higher Education Commission (HEC) regarding Provision of Media Services
11	12.3	Payments shall be made by the Higher Education Commission (HEC):	within thirty (30) days



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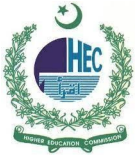
SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the General Conditions of Contract (SCC)	
Prices (GCC 13)			
12	13.1	Prices shall be adjusted in accordance with provisions in the Attachment to SCC.	NA
	13.2	Prices shall not vary from quoted price	Prices charged by the Media Firm / Company / Agency / Organization for Services performed under the Contract shall not vary from the prices quoted by the Media Firm / Company / Agency / Organization in its Bid, with the exception of any price adjustments authorized in SCC or in the Higher Education Commission (HEC)'s request for Bid Validity extension, as the case may be.
Liquidated Damages (GCC Clause 18)			
13	18.1	Maximum deduction: is equal to the Performance Guarantee.	10% of overall contract value
Procedure for Disputes Resolution (GCC Clause 23)			
14	23	Procedure for Dispute Resolution	As per GCC Clause 31



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15	23.1	Higher Education Commission (HEC)'s address for notice purposes:	Project Director PMNIA (R&ID) Higher Education Commission Sector H-9, Islamabad - Pakistan + 92-51-9040-1960 asoomro@hec.gov.pk
Higher Education Commission (HEC)'s Right to reject Any or All Bids (GCC Clause 29)			
16	29	Higher Education Commission (HEC)'s Right to reject Any or All Bids	As per GCC Clause 29



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SECTION – VIII: STANDARD FORMS



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Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Single Stage Two Envelope Procedure

- Form 1:** Letter of Bid for Technical Proposal
- Form 2:** Bid Security Form
- Form 3:** Media Firm / Company / Agency / Organization's Information Form
- Form 4:** Media Firm / Company / Agency / Organization's National Income Tax Certificate showing NTN status as '**Active**'
- Form 5:** Media Firm / Company / Agency / Organization's General Sales Tax (GST) Certificate showing GST status as '**Operative**'
- Form 6:** Media Firm / Company / Agency / Organization's up-to-date and valid license from PEMRA or any exemption supported by documentary evidence.
- Form 7:** Affidavit (on Stamp Paper of worth Rs.100/- attested by the Oath Commissioner)
- Form 8:** Media Firm / Company / Agency / Organization's Certificate of Incorporation from Securities and Exchange Commission of Pakistan (SECP)
- Form 9:** Financial Situation and Performance (Enclose Bank Statements along-with the audited reports of Media Firm / Company / Agency / Organization for last three financial years)
- Form 10:** Media Firm / Company / Agency / Organization's Average Annual Turnover (Annual Sales Value)
- Form 11:** Media Firm / Company / Agency / Organization's Similar Work Experience / Overall Contracts with the Public Sector Organizations.
- Form 12:** Media Firm / Company / Agency / Organization's Similar Work Experience / Overall Contracts with the Private Sector Organizations.
- Form 13:** Media Firm / Company / Agency / Organization's Contracts during the last three years



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Form 14: Media Firm / Company / Agency / Organization's Current (on-going) Contract Commitments / Contracts in Progress

Form 15: Media Firm / Company / Agency / Organization's historical Contract Non - Performance, and Pending Litigation and Litigation History

Form 16: Details of Media Staff which are currently available with the Media Firm / Company / Agency / Organization

Form 17: Media Equipment/Studio Facilities Items currently available with the Media Firm / Company / Agency / Organization

Form 18: Letter of bid for Financial Proposal

Form 19: Bill of Quantities (BoQs) / Price Schedule / Financial Bid



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Form 1: Letter of Bid for Technical Proposal

INSTRUCTIONS TO BIDDERS:

Place this Letter of Bid in the first envelope "TECHNICAL PROPOSAL".

The Bidder may prepare the Letter of Bid on its letterhead clearly showing the Bidder's complete name and business address.

Note: *All italicized text in black font is to help Bidders in preparing this form.*

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

Request for Bid No.: **No. 2(94)/2025/PMNIA/R&ID/HEC**

Title of Tender: **Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme**

Page No.: Page _____ of _____ pages

To: Project Director (R&ID)
Higher Education Commission
Sector H-9, Islamabad

We, the undersigned Bidder, hereby submit our Bid, in two parts, namely:

- (a) the Technical Proposal,
and
- (b) the Financial Proposal.

In submitting our Bid, we make the following declarations:

(a) No reservations:

We have examined and have no reservations to the bidding document, including addenda issued in accordance with Instructions to Bidders as per **ITB 12**;

(b) Bid Security:

Along-with the **Technical Bid**, we have enclosed the **Bid Security** from a Scheduled Bank in the form of Bank Draft / Pay Order amounting to Rs.1,000,000/- (Rupees One Million only) drawn in favour of Higher Education Commission (HEC).



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(c) **Eligibility:**

We meet the eligibility requirements and have no conflict of interest in accordance with **ITB 3** and we did not declare ineligible in accordance with **ITB 4**;

(d) **Bid/Proposal-Securing Declaration:**

We have not been suspended nor declared ineligible by the Higher Education Commission (HEC) based on execution of a Bid Securing Declaration or Proposal Securing Declaration in **Pakistan** in accordance with **ITB 4**;

(e) **Conformity:**

We offer to provide the required services in conformity with the bidding document and in accordance with the Schedules specified in the Schedule of Requirements related to the Provision of Media Services etc.

(f) **Bid Validity Period:**

Our Bid shall be valid for the period specified in **BDS 18** (as amended, if applicable) from the date fixed for the Bid submission deadline specified in **BDS 27** (as amended, if applicable), and it shall remain binding upon us, and may be accepted at any time before the expiration of that period;

(g) **Performance Guarantee:**

If our Bid will be accepted, we commit to deposit a Performance Guarantee in accordance with the bidding document;

(h) **One Bid per Bidder:**

We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other bid(s) as a Joint Venture member or as a subcontractor, and meet the requirements, other than Alternative Bids submitted in accordance with **ITB 22**;

(i) **Suspension and Debarment:**

We, along with any of our subcontractors, suppliers, consultants, manufacturers, or Media Firm / Company / Agency / Organization for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Higher Education Commission (HEC). Further, we are not ineligible under Pakistani laws;

(j) **State-owned enterprise or institution:** [select the appropriate option]

We are not a state-owned enterprise or institution



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We are a state-owned enterprise or institution but meet the requirements

(k) **Binding Contract:**

We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

(l) **Not Bound to Accept:**

We understand that you are not bound to accept the Most Advantageous Bid or any other Bid that you may receive; and

(m) **Fraud and Corruption:**

We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____

[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____

[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's Official Stamp]

Date signed: _____ day of _____ 2025
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 2: Bid Security

INSTRUCTIONS TO BIDDERS:

Place the Bid Security Form and Bid Security Original Bank Draft / Pay Order in the first envelope "TECHNICAL PROPOSAL".

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Page No.: Page _____ of _____ pages

Beneficiary: Higher Education Commission (HEC)

Bid Security Bank Draft or Pay Order Number: _____
[Insert Bid Security reference number]

Bid Security Bank Draft or Pay Order Date of Issuance: _____ day of _____ 2025
[insert date] [insert month]

Bid Security (Bank Name): _____

Bid Security (Bank Branch): _____

Bid Security (Bank Branch Code): _____

Bid Security (Bank Branch City): _____

It is stated that I/We _____
[insert name of the Bidder] (hereinafter called "the Applicant") am / are going to submit to the Beneficiary our Bid hereinafter called "the Bid" for **Provision of Media Services** under Request for Bids No. **No. 2(94)/2025/PMNIA/R&ID/HEC** ("the RFB").

Furthermore, I/we understand that, according to the Beneficiary's conditions, Bids must be supported by a Bid security.

Therefore, I/we am/are submitting an amount of **Rs.1,000,000/- (Rupees One Million only) in the shape of Bank Draft or Pay Order drawn in favour of Higher Education Commission (HEC).**

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show
under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Name of authorized person: _____
[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

*[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's
Official Stamp]*

Date signed: _____ **day of** _____ **2025**
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 3: Bidder Information Form

INSTRUCTIONS TO BIDDERS:

Place this Bidder Information Form in the first envelope "**TECHNICAL PROPOSAL**".

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Page No.: Page _____ of _____ pages

1. **Bidder's Name:** _____
[insert Bidder's legal name]

2. **Title of Business:** _____
[Media Firm / Company / Agency / Organization Firm / company Full Name]

3. **Bidder's actual country of registration:** _____
[insert actual or intended country of registration]

4. **Bidder's year of establishment / registration:** _____
[insert Bidder's year of Establishment / registration]

5. **Bidder's Date of Registration at Securities and Exchange Commission of Pakistan (SCEP):** _____

6. **Bidder's Date of Registration at Pakistan Electronic Media Regulatory Authority (PEMRA):** _____



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

7. Bidder's in Operations (Number of years): _____

8. Bidder's Address in country of registration: _____

_____ [insert Bidder's legal address in country of registration]

9. Bidder's Website Address: _____

10. Bidder's Bank Account Details:

Sr. No.	Account Number	Bank Name	Bank Branch with Branch Code and City
1.			
2.			
3.			
4.			

11. Bidder's Total Number of Media Firm / Company / Agency / Organization Staff currently available at the Pay Roll: _____

12. Bidder's Authorized Representative Information:

Name: _____
[insert Authorized Representative's name]

13. Address: _____

_____ [insert Authorized Representative's Address]

14. Telephone: _____
[insert Authorized Representative's telephone numbers]

15. Fax numbers: _____
[insert Authorized Representative's fax numbers]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

16. **Mobile numbers:** _____
[insert Authorized Representative's Mobile numbers]
17. **Email Address:** _____
[insert Authorized Representative's email address]
18. **NTN Number:** _____
[insert NTN Number]
19. **Whether the Media Firm / Company / Agency / Organization's NTN is currently active as per FBR? Yes OR No**
20. **General Sales Tax (GST) Registration Number (STRN):** _____
[insert Sales Tax Registration Number (STRN)]
21. **Whether the Media Firm / Company / Agency / Organization's General Sales Tax (GST) is currently Operative as per FBR or Provincial Tax Authorities?**
Yes OR No
22. **Contact person name (Islamabad):** _____
23. **Contact person designation (Islamabad):** _____
24. **Bidder Address in Islamabad: Office #:** _____
25. **Floor:** _____ **Area / Plaza:** _____
26. **Sector:** _____ **P.O. Box and Mailing Address (Islamabad):** _____

27. **Telephone Number Landline (Islamabad):** _____
28. **Mobile Number (Islamabad):** _____
29. **Fax Number (Islamabad):** _____
30. **E-mail Address (Islamabad):** _____
31. **Contact person name (Head Office):** _____
32. **Contact person designation (Head Office):** _____
33. **Bidder Address in Head Office: Office #:** _____
34. **Floor:** _____ **Area / Plaza:** _____



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

35. Sector: _____ P.O. Box and Mailing Address (**Head Office**): _____

36. Telephone Number Landline (**Head Office**): _____

37. Mobile Number (**Head Office**): _____

38. Fax Number (**Head Office**): _____

39. E-mail Address (**Head Office**): _____

40. Contact person name (**Head Office**): _____

41. Contact person designation (**Head Office**): _____

42. Mandatory Requirements:

- Form 1:** Letter of Bid for Technical Proposal
- Form 2:** Bid Security Form
- Form 3:** Media Firm / Company / Agency / Organization's Information Form
- Form 4:** Media Firm / Company / Agency / Organization's National Income Tax Certificate showing NTN status as '**Active**'
- Form 5:** Media Firm / Company / Agency / Organization's General Sales Tax (GST) Certificate showing GST status as '**Operative**'
- Form 6:** Media Firm / Company / Agency / Organization's up-to-date and valid license from PEMRA or any exemption supported by documentary evidence.



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

- Form 7:** Affidavit (on Stamp Paper of worth Rs.100/- attested by the Oath Commissioner) stating that:
- i. the bidder (M/s _____) has never been blacklisted by any Government, Semi Government, Autonomous or Private Organization / Department due to poor services;
 - ii. the bidder (M/s _____) has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.
 - iii. the bidder (M/s _____) has never been involved in litigation with any Government, Semi Government, Autonomous or Private Organization / Department.
 - iv. the Higher Education Commission (HEC) reserves the right to reject the Bid of the bidder (M/s _____) 'without assigning any reason' if (M/s _____) shall be found or purported to be engaged in the aforementioned offenses).

Form 8: Media Firm / Company / Agency / Organization's Certificate of Incorporation from Securities and Exchange Commission of Pakistan (SECP)

43. General Requirements:

- Form 9:** Financial Situation and Performance (Enclose Bank Statements along-with the audited reports of Media Firm / Company / Agency / Organization for last three financial years)



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

- Form 10:** Media Firm / Company / Agency / Organization's Average Annual Turnover (Annual Sales Value)
 - Form 11:** Media Firm / Company / Agency / Organization's Similar Work Experience / Overall Contracts with the Public Sector Organizations.
 - Form 12:** Media Firm / Company / Agency / Organization's Similar Work Experience / Overall Contracts with the Private Sector Organizations.
 - Form 13:** Media Firm / Company / Agency / Organization's Contracts during the last three years
 - Form 14:** Media Firm / Company / Agency / Organization's Current (on-going) Contract Commitments / Contracts in Progress
 - Form 15:** Media Firm / Company / Agency / Organization's historical Contract Non - Performance, and Pending Litigation and Litigation History
 - Form 16:** Details of Staff which are currently available with the Media Firm / Company / Agency / Organization
 - Form 17:** Media Equipment/Studio Facilities currently available with the Media Firm / Company/ Agency / Organization
- 44. Mandatory Financial Documents**
- Form 18:** Letter of bid for Financial Proposal
 - Form 19:** Bill of Quantities (BoQs) / Price Schedule / Financial Bid



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Name of the Bidder (Media Firm / Company / Agency / Organization):

_____ *[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]*

Name of authorized person: _____

[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____

[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's Official Stamp]

Date signed: _____ **day of** _____ **2025**
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 4: National Income Tax Certificate

INSTRUCTIONS TO BIDDERS:

Place the National Income Tax Certificate Form along with the copy of NTN Certificate in the first envelope "TECHNICAL PROPOSAL".

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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Bidder's NTN Number: _____
[Insert Bidder's NTN Number]

Whether the Bidder (Media Firm / Company / Agency / Organization)'s NTN is currently active as per FBR Record? Yes OR No

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____
[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's Official Stamp]

Date signed: _____ day of _____ 2025
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 5: Sales Tax Certificate

INSTRUCTIONS TO BIDDERS:

Place the Sales Tax Certificate Form along with the copy of Sales Tax Certificate in the first envelope "TECHNICAL PROPOSAL".

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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General Sales Tax (GST) Registration Number (STRN): _____
[insert Sales Tax Registration Number (STRN)]

Whether the Bidder (Media Firm / Company / Agency / Organization)'s General Sales Tax (GST) is currently **Operative** as per **FBR or Provincial Tax Authorities**?

Yes OR No

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____
[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's Official Stamp]

Date signed: _____ day of _____ 2025
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 6: License from relevant Regulatory Authority Pakistan Electronic Media Regulatory Authority (PEMRA) or any exemption supported by documentary evidence.

INSTRUCTIONS TO BIDDERS:

Place this Form along with the copy of License from PEMRA for Media Services in the first envelope "TECHNICAL PROPOSAL".

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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License from PEMRA (Reference Number):

[Write Reference number of License from PEMRA]

License from PEMRA (Date of Issuance):

[Write Date of Issuance of License from PEMRA]

License from PEMRA (Last Renewal Date):

[Write Last Renewal Date of License from PEMRA]

License from PEMRA (Renewal Up to Date 'Date of Expiry of Renewal of License'):

[Write Date Expiry of Renewal of License from PEMRA]

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____

[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____

[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's Official Stamp]

Date signed: _____ day of _____ 2025
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 7: Affidavit

INSTRUCTIONS TO BIDDERS:

Place this Form along with the Original Affidavit Stamp Paper in the first envelope "TECHNICAL PROPOSAL".

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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Affidavit (on Stamp Paper of worth Rs.100/- attested by the Oath Commissioner) that:

1. the Media Firm / Company / Agency / Organization (M/s _____) has never been blacklisted by any Government, Semi Government, Autonomous or Private Organization / Department due to poor services;
2. the Media Firm / Company / Agency / Organization (M/s _____) has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering etc.
3. the Media Firm / Company / Agency / Organization (M/s _____) has never been involved in litigation with any Government, Semi Government, Autonomous or Private Organization / Department.
4. the Higher Education Commission (HEC) reserves the right to reject the Bid of the Media Firm / Company / Agency / Organization (M/s _____) 'without assigning any reason' if (M/s _____) shall be found or purported to be engaged in the aforementioned offenses).

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____



[insert name of person authorized to sign on behalf of HEC] **Higher Education Commission Islamabad**

**Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show
under Prime Minister's National Innovation Award Prime Minister's Youth Programme**

Title (Designation) of authorized person: _____



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show
under Prime Minister's National Innovation Award Prime Minister's Youth Programme

[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

*[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's
Official Stamp]*

Date signed: _____ **day of** _____ **2025**
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 8: Certificate of Incorporation from Securities and Exchange

Commission of Pakistan (SECP)

INSTRUCTIONS TO BIDDERS:

Place this Form along with the copy of Certificate of Incorporation from SECP in the first envelope "TECHNICAL PROPOSAL".

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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SECP Registration Number: _____
[Write SECP Registration Number]

SECP Registration Date: _____
[Write SECP Registration Date]

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____
[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's Official Stamp]

Date signed: _____ day of _____ 2025
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 9: Financial Situation and Performance

INSTRUCTIONS TO BIDDERS:

Place this Financial Situation and Performance Form along with the Bank Statements and Audited Reports for last three years in the first envelope "**TECHNICAL PROPOSAL**".

[The following table shall be filled in by the bidder]

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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Financial data

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Type of Financial information in (currency)	Historic information for previous <i>[insert number] years, [insert in words]</i> (amount in currency, currency, exchange rate, PKR equivalent) -				
Total Revenue (TR)					
Profits Before Taxes(PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

Financial documents

The Applicant shall provide copies of financial statements for *last three (03)* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant, and not an affiliated entity (such as parent company, group member or Joint Ventures[JV] etc.).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- Attached are copies of financial statements¹ for the *last three (03)* years required above; and complying with the requirements.

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____

[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____

[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 10: Average Annual Turnover (Annual Sales Value)

INSTRUCTIONS TO BIDDERS:

Place this Average Annual Turnover (Annual Sales Value) Form in the first envelope "TECHNICAL PROPOSAL".

[The following table shall be filled in by the bidder]

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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Annual turnover data			
Year [indicate calendar year]	Amount Currency [insert amount and indicate currency]	Exchange rate (If applicable)	PKR equivalent
		Average Annual Turnover	

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____
[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's Official Stamp]

Date signed: _____ **day of** _____ **2025**
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 11: Similar Work Experience / Overall Contracts with the Public Sector Organizations

INSTRUCTIONS TO BIDDERS:

Place this Similar Work Experience / Overall Contracts with the Public Sector Organizations Form in the first envelope "**TECHNICAL PROPOSAL**".

[The following table shall be filled in by the Bidder]

(Use same multiple sheets in case of larger quantity of Similar work Experience / Overall Contracts with the Public Sector Organization)

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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Title of Contract(s)	Name of Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Value of outstanding contracts [current PKR equivalent]	Estimated delivery date	Average monthly invoices over the last six months (PKR/mon.)



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Title of Contract(s)	Name of Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Value of outstanding contracts [current PKR equivalent]	Estimated delivery date	Average monthly invoices over the last six months (PKR/mon.)

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____
[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's Official Stamp]

Date signed: _____ day of _____ 2025
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 12: Similar Work Experience / Overall Contracts with the Private Sector Organizations

INSTRUCTIONS TO BIDDERS:

Place this Similar Work Experience / Overall Contracts with the Private Sector Organizations Form in the first envelope "**TECHNICAL PROPOSAL**".

[The following table shall be filled in by the Bidder]

(Use same multiple sheets in case of larger quantity of Similar work Experience / Overall Contracts with the Private Sector Organization)

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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Title of Contract(s)	Name of Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Value of outstanding contracts [current PKR equivalent]	Estimated delivery date	Average monthly invoices over the last six months (PKR/mon.)



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Title of Contract(s)	Name of Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Value of outstanding contracts [current PKR equivalent]	Estimated delivery date	Average monthly invoices over the last six months (PKR/mon.)

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____
[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's Official Stamp]

Date signed: _____ day of _____ 2025
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 13: Similar Contracts Completed During the Last Three Years

INSTRUCTIONS TO BIDDERS:

Place this Similar Contract during the Last Three Years Form in the first envelope "**TECHNICAL PROPOSAL**".

[The following table shall be filled in by the Bidder]

(Use same multiple sheets in case of larger quantity of Similar Contracts Completed During the Last Three Years)

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Page No.: Page _____ of _____ pages

Title of Contract(s)	Name of Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Value of outstanding contracts [current PKR equivalent]	Estimated delivery date	Average monthly invoices over the last six months (PKR/mon.)



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Title of Contract(s)	Name of Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Value of outstanding contracts [current PKR equivalent]	Estimated delivery date	Average monthly invoices over the last six months (PKR/mon.)

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____
[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's Official Stamp]

Date signed: _____ day of _____ 2025
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 14: Similar Current (on-going) Contract Commitments / Contracts in Progress

INSTRUCTIONS TO BIDDERS:

Place this Current (on-going) Contract Commitments / Contracts in Progress Form in the first envelope **"TECHNICAL PROPOSAL"**.

[The following table shall be filled in by the Bidder]

(Use same multiple sheets in case of larger quantity of Similar Current (on-going) Contract Commitments / Contracts in Progress)

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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Title of Contract(s)	Name of Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Value of outstanding contracts [current PKR equivalent]	Estimated delivery date	Average monthly invoices over the last six months (PKR/mon.)



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Title of Contract(s)	Name of Procuring Agency Contact Information [insert address, telephone, fax, e-mail address]	Value of outstanding contracts [current PKR equivalent]	Estimated delivery date	Average monthly invoices over the last six months (PKR/mon.)

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____
[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's Official Stamp]

Date signed: _____ day of _____ 2025
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 15: Historical Contract Non - Performance, and Pending Litigation and Litigation History

Place this Historical Contract Non - Performance and Pending Litigation and Litigation History Form in the first envelope **“TECHNICAL PROPOSAL”**.

[The following table shall be filled in for the Applicant]

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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<input type="checkbox"/> Not debarred due to deviation from commitment of Bid Securing Declaration <input type="checkbox"/> Not debarred due to non-performance			
Year <i>[insert year]</i>	Non-performed portion of contract <i>[insert amount and percentage]</i>	Contract Identification Contract Identification: <i>[indicate complete contract name/number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	Total Contract Amount (current value, currency, exchange rate and PKR equivalent) <i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister’s National Innovation Award Prime Minister’s Youth Programme

Year of dispute <i>[insert year]</i>	Amount in dispute (currency) <i>[insert amount]</i>	Contract Identification Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate “Procuring Agency” or “Media Firm / Company / Agency / Organization”]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	Total Contract Amount (currency) PKR Equivalent (exchange rate) <i>[insert amount]</i>
<input type="checkbox"/> No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Year of award <i>[insert year]</i>	Outcome as percentage of Net Worth <i>[insert percentage]</i>	Contract Identification Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Media Firm / Company / Agency / Organization"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant]</i>	Total Contract Amount (currency), PKR Equivalent (exchange rate) <i>[insert amount]</i>

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____
[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under
Prime Minister's National Innovation Award Prime Minister's Youth Programme

*[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's
Official Stamp]*

Date signed: _____ **day of** _____ **2025**
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 16: List of Permanent Staff (Department wise) which are currently available at the Pay Roll of Bidder

Place this List of Permanent Staff (Department wise) which are currently available at the pay roll of bidder Form in the first envelope "**TECHNICAL PROPOSAL**".

[The following table shall be filled in for the Applicant]

(Use same multiple sheets in case of larger quantity of Media Staff which are currently available at the Pay Roll of Bidder)

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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Sr. No.	CNIC Number of Permanent Staff	Name of Permanent Staff	Department



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Name of the Bidder (Media Firm / Company / Agency / Organization):

_____ *[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]*

Name of authorized person: _____

[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____

[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

_____ *[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's Official Stamp]*

Date signed: _____ **day of** _____ **2025**
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 17: List of Media Equipment/Studio Facilities which are currently available at the Bidder

Place this List of Media Support Instrument / Equipment which are currently available at the Bidder Form in the first envelope "**TECHNICAL PROPOSAL**".

[The following table shall be filled in for the Applicant]

(Use same multiple sheets in case of larger quantity of Media Support Instrument / Equipment which are currently available at the Bidder)

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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Sr. No.	Name of Media Support Instrument / Equipment	Description / Dimension with Company	Quantity



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Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Sr. No.	Name of Media Support Instrument / Equipment	Description / Dimension with Company	Quantity

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____
[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's Official Stamp]

Date signed: _____ day of _____ **2025**
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 18: Letter of Bid for Financial Proposal

INSTRUCTIONS TO BIDDERS:

Place this Letter of Bid - Financial Proposal in the second envelope marked "**FINANCIAL PROPOSAL**".

The Bidder may prepare the Letter of Bid - Financial Proposal on its letterhead clearly showing the Bidder's complete name and business address.

Note: All italicized text in black font is to help Bidders in preparing this form.

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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To: Project Director (R&ID)
Higher Education Commission
Sector H-9, Islamabad

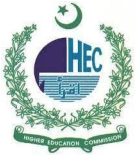
We, the undersigned Bidder, hereby submit the second part of our Bid, the Financial Proposal.

In submitting our Financial Proposal, we make the following additional declarations:

- (a) **Bid Validity Period:** Our Bid shall be valid for the period specified in **BDS 18** (as amended, if applicable) from the date fixed for the bid submission deadline specified in **BDS 27** (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (b) **Total Price:** The total price of our Bid, excluding any discounts offered in item (c) below is:

[insert the total price of the bid in figures, indicating the various amounts and the respective currencies];

[insert the total price of the bid in words, indicating the various amounts and the respective currencies];



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

- (c) **Discounts:** The **discounts** offered and the methodology for their application are:



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

- (i) The discounts offered are:

[Specify in detail each discount offered]

- (ii) The exact method of calculations to determine the net price after application of discounts is shown below:

[Specify in detail the method that shall be used to apply the discounts];

- (d) **Commissions, gratuities, and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract:

[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

- (e) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

- (f) **Not Bound to Accept:**

We understand that you are not bound to accept the Most Advantageous Bid or any other Bid that you may receive; and

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____

[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]



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Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under
Prime Minister's National Innovation Award Prime Minister's Youth Programme

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

*[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's
Official Stamp]*

Date signed: _____ **day of** _____ **2025**
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Form 19: BILL OF QUANTITIES (BoQs) / PRICE SCHEDULE / FINANCIAL BIDS

[The following table shall be filled in for the Applicant]

Date of this Bid submission: _____
[insert date (as day, month, and year) of Bid submission]

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

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Note: BoQs is required to be submitted in a separate sealed envelope in the main package. Rates must be quoted in **PKR** inclusive of all applicable taxes **Inclusive of all taxes.**

We are ready for ready for Provision of services given in the scope of services for an accumulated fee (direct or indirect costing) in PKR inclusive of all taxes in words as per details given hereunder:

Season 1 of TV Show:

S. No	Description	Qty	Unit Price in PKR	Total Amount in PKR
1	Production of Promos	5		
2	Hard Set for the TV Show	1		
3	Host for the show (for all Episodes)	Lumpsum		
4	Production of TV Shows (per Episodes)	10		
5	Airing of TV Shows (per Episodes)	10		
6	Cost of Media Team (Resources, Travel, Boarding & Lodging.)	Lumpsum		
7	Production of participants (30 seconds each)	60		
8	final documentary (2 min. 30 sec.) for award ceremony	1		
	Total Direct Cost of Season 1 including all applicable taxes (In Figures)			
	Total Direct Cost of Season 1 including all applicable taxes (In Words)			



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Season 2 of TV Show:

S. No	Description	Qty	Unit Price in PKR	Total Amount in PKR
1	Production of Promos	5		
2	Hard Set for the TV Show	1		
3	Host for the show (for all Episodes)	Lumpsum		
4	Production of TV Shows (Per Episodes)	10		
5	Airing of TV Shows (Per Episodes)	10		
6	Cost of Media Team (Resources, Travel, Boarding & Lodging.)	Lumpsum		
7	Production of participants (30 seconds each)	60		
8	final documentary (2 min. 30 sec.) for award ceremony	1		
	Total Direct Cost of Season 2 including all applicable taxes (In Figures)			
	Total Direct Cost of Season 2 including all applicable taxes (In Words)			

Grand Total = Total Direct Cost for Season 1 + Total Direct Cost for Season 2= _____ (in Figures)

Grand Total = Total Direct Cost for Season 1 + Total Direct Cost for Season 2= _____ (in Words)

- For all the costing for each activity, unit rates shall be quoted inclusive of all applicable taxes. Lumpsum rates shall be restricted to limited items with justification.
- Cumulative total in the above table shall count towards financial evaluation. * However, expenditure from the Provisional Sum would be at discretion of PA.
- We shall abide by all the terms and conditions of the tender.
- We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.
- Cost not quoted shall be deemed included implicitly in the quoted cost. The financial proposal shall be comprehensively covering the requirements calculated in the technical proposal

Name of the Bidder (Media Firm / Company / Agency / Organization):



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]

Name of authorized person: _____
[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's Official Stamp]

Date signed: _____ **day of** _____ **2025**
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under
Prime Minister's National Innovation Award Prime Minister's Youth Programme

SECTION IX: PERFORMANCE GUARANTEE FORM, CONTRACT / AGREEMENT



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Performance Guarantee Form

Request for Bid No.: No. 2(94)/2025/PMNIA/R&ID/HEC

Title of Tender: Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Page No.: Page _____ of _____ pages

Beneficiary: Higher Education Commission (HEC)

Performance Guarantee Bank Draft or Pay Order Number: _____
[Insert Performance Guarantee reference number]

Performance Guarantee Bank Draft or Pay Order Date of Issuance:

_____ day of _____ 2025

[insert date] [insert month]

Performance Guarantee (Bank Name): _____

Performance Guarantee (Bank Branch): _____

Performance Guarantee (Bank Branch Code): _____

Performance Guarantee (Bank Branch City): _____

WHEREAS _____
[name of Media Firm / Company / Agency / Organization]

(hereinafter called "the Media Firm / Company / Agency / Organization") has undertaken, in pursuance of Contract No. No. 2(94)/2025/PMNIA/R&ID/HEC dated _____ [insert date] for Provision of Media Services (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by the Higher Education Commission (HEC) in the said Contract that the Media Firm / Company / Agency / Organization needs to furnish a Bank Draft or Pay order by a **scheduled** bank 'as per aforementioned details' for the sum of **10 %** of the contract value specified therein as security for compliance with the Media Firm / Company / Agency / Organization's performance obligations in accordance with the Contract.

Name of the Bidder (Media Firm / Company / Agency / Organization):

[insert complete name of Bidder (Media Firm / Company / Agency / Organization)]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under
Prime Minister's National Innovation Award Prime Minister's Youth Programme

Name of authorized person: _____
[insert complete name of person duly authorized to sign the Bid on behalf of the Bidder]

Title (Designation) of authorized person: _____
[insert complete title of the person duly authorized to sign the Bid on behalf of the Bidder]

Sign. of authorized person with Media Firm / Company / Agency / Organization's Official Stamp:

*[Signature by authorized person and affix the Media Firm / Company / Agency / Organization's
Official Stamp]*

Date signed: _____ **day of** _____ **2025**
[insert date of signing] [insert month] [insert year]



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Draft Contract / Agreement

(TO BE PRINTED ON STAMP/ JUDICIAL PAPER)

THIS AGREEMENT made the ___ day of 2025 at _____ between **Higher Education Commission (HEC)** of Pakistan (hereinafter called "the **HEC**" having its Head Quarter in Sector H-9 Islamabad which expression shall include its successor-in-interest, executors and administrators, legal representative and assigns) of the **FIRST PART**.

AND

M/s....., having their principal offices at and its Head Quarter in _____ through its, (hereinafter called "the Media Firm / Company / Agency / Organization" which expression shall include its successor-in-interest, executors, administrators, legal representative and assigns) of the **SECOND PART** being nationally distributed satellite channel of Pakistan will be considered as the broadcast and media partner agency of HEC in specific activities of the project mentioned in the agreement. This collaboration aims to provide startups with a national platform for showcasing their innovations, enhancing outreach, and engaging the public in a journey of entrepreneurship and economic growth.

WHEREAS the HEC being the main executing agency invited Bids for certain Media Firm / Company / Agency / Organization, viz., "**Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast TV Show under Prime Minister's National Innovation Award, Prime Minister's Youth Programme**" and has accepted a Bid by the **Media Firm / Company / Agency / Organization** for **Provision of Media Services**.

in the sum of _____

[contract price in words and figures]

(per year and inclusive of all taxes) (hereinafter called "the **Contract Price**").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The Media Firm / Company / Agency / Organization understand that the Bidding Document, together with HEC's Award Letter thereof included in Media Firm / Company / Agency / Organization's Letter of Acceptance, shall constitute a binding contract between HEC and Media Firm / Company / Agency / Organization, until a formal contract / agreement is prepared and executed;
3. This agreement is being signed to produce, record and telecast the TV Shows in two seasons each comprising of minimum 10 episodes including the set, produce minimum 5



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

- Promos and testimonials of 60 PMNIA startups to provide news coverage of all the activities organized by HEC/PMYP during the TV show across the country. These TV Shows will be telecast through the network channels to reach the maximum number of people.
4. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below: -
 - (a) This form of Contract;
 - (b) the Form of Bid and the Price Schedule submitted by the Bidder;
 - (c) the Schedule of Requirements, Required Services/Deliverables;
 - (d) the Technical Specifications;
 - (e) the Special Conditions of Contract;
 - (f) the General Conditions of the Contract;
 - (g) the HEC's Letter of Acceptance; and
 - (h) Technical Evaluation Criteria
 5. This contract / agreement shall remain enforce initially during the contract period or/and extended thereof.
 6. The **HEC** reserves the right to extend the contract period as and when required with mutual agreement regarding the same rates along-with the same terms and condition basis.
 7. In consideration of the payments to be made by the **HEC** to the Media Firm / Company / Agency / Organization as hereinafter mentioned, the Media Firm / Company / Agency / Organization hereby covenants with the **HEC** to provide the **Provision of Media Services** as per **Section – V “Schedule of requirements”** and to remedy defects therein in conformity in all respects with the provisions of the Contract.
 8. The Media Firm / Company / Agency / Organization shall not be allowed to sublet or sublease the whole or any part of the Provision of Media Services to any other firm / Agency etc. whatsoever during the contract period.
 9. The **HEC** hereby covenants to pay the Media Firm / Company / Agency / Organization in consideration of the **Provision of Media Services**, the **Contract Price** inclusive of all taxes as per following details: (copy of financial bid is also annexed):



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Season 1

S. No	Description	Payment terms in % of Cost quoted for season 1
1	Upon Delivery of 5 Promo, news coverage of road shows, social media promotion, morning show special segments for awareness, and concept paper for season 1	15%
2	Upon Delivery of production content of 60 intros of participants of the show and 10 episodes of Season 1 and approval from HEC	45%
3	Upon conclusion of airing of final episode of Season 1 and submission of documentary for award ceremony	40%

Seasons 2

S. No	Description	Payment terms in % of Cost quoted for season 2
1	Upon Delivery of 5 Promo, news coverage of road shows, social media promotion, morning show special segments for awareness, and concept paper for Season 2	15%
2	Upon Delivery of production content of 60 intros of participants of the show and 10 episodes of Season 2 and approval from HEC	45%
3	Upon conclusion of airing of final episode of Season 2 and submission of documentary for award ceremony	40%

10. The Media Firm / Company / Agency / Organization shall have to furnish the Performance Guarantee from a Scheduled Bank in the form of Bank Draft or Pay order amounting to **Rs. _____/- (Rupees _____ only)** drawn in favour of Director Accounts Higher Education Commission along-with the letter of acceptance.
11. Payment will be made in Pak Rupees through crossed cheque within thirty (30) days after the receipt of complete Invoice along-with Sales Tax Invoice at the **HEC** subject to the satisfactory performance report of Media Firm / Company / Agency / Organization from the **HEC** regarding Provision of Media Services.
12. Income Tax or any other tax imposed by the Government of Pakistan from time to time shall be deducted from the bill of Media Firm / Company / Agency / Organization and GST shall be paid as per Govt. of Pakistan's rules. No additional amount shall be paid by the HEC whatsoever.
13. If the Govt. of Pakistan revise the GST then it may be applied accordingly on this contract subject to is approval from the competent authority i.e. Executive Director (HEC).



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Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

14. During the whole contract period, the Schedule of Required Services / deliverables shall be strictly followed in such a manner that all the services are efficiently carried out within targeted response time.
15. The **HEC** reserves the right to increase or decrease in the required Media Firm / Company / Agency / Organization services originally specified in the Schedule of Requirements as per Section – V without any change in unit price or other terms and conditions.
16. In case of any unsatisfactory services or substandard performance rendered by the Media Firm / Company / Agency / Organization , **HEC** will give one-month advance Notice 'in writing' to the MediaFirm / Company / Agency / Organization to improve its performance. If the Media Firm / Company / Agency / Organization fails to improve its performance after receiving this Notice, the **HEC** will serve a **Reminder Notice** 'in writing' to the Media Firm / Company / Agency / Organization to improve its performance. If the Media Firm / Company / Agency/ Organization fails to improve its performance after receiving notice from HEC, the HEC reserves the right to terminate the contract / agreement.
17. The Performance Guarantee will be released and returned to the Media Firm, Company, Agency, or Organization upon the issuance of a satisfactory completion certificate by the Higher Education Commission (HEC). After receiving this certificate, the bidder may submit a request for the release of the Performance Guarantee. Once HEC accepts the request, the guarantee will be discharged within sixty (60) days from the date of the bidder's request.
18. In case of any dispute between **HEC** and the Media Firm / Company / Agency / Organization, the dispute will be settled through arbitration; where the Executive Director HEC or its nominated person(s) / committee will act as 'Arbitrator' and his / her / their decision will be binding on both the parties.
19. All the Terms and Conditions already mentioned in the bidding document (RFP) shall also be considered as a part of this contract / agreement.
20. BIDDER being partner agency shall be responsible for sharing any information sought by HEC in respect of the subject matter of this Agreement. The provisions of this clause shall remain in operation in the event of termination or expiry of Agreement/Project.
21. The programme will be implemented according to the timelines provided by HEC. Awareness campaign of TV Show will be initiated soon after the signing of this agreement. All specified

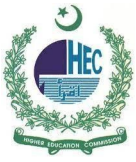


Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

activities of Season 1 are intended to be tentatively completed up to ____ with ---- being the months of Airing the 10 episodes.

22. In case of any unforeseen circumstances including unavailability of funds from GOP, schedule of each proposed activity can be revised with the mutual consent of both parties and this AGREEMENT will be effective up to Life of Project with no additional liability on part of HEC.
23. All ANNEXURES will be part and parcel of the AGREEMENT and will serve as explanation. Any additional Annex will be added with mutual consent of both the organizations in writing.
24. This Agreement may be modified or amended with the mutual consent of the parties. Such modification or amendment shall be brought about by signing of a written instrument by the parties to the Agreement.
25. This Agreement shall become effective upon signature by the BIDDER and HEC authority and will remain in effect unless terminated by HEC.
26. In case of contract termination due to any reason, the 100% performance guarantee amount 'submitted by the Media Firm / Company / Agency / Organization' shall be forfeited in favor of HEC. The offer for award of contract will be given to the next ranked bidder to get the work done at the risk and cost of the Media Firm / Company / Agency / Organization. Furthermore, no claim regarding any kind of damages for the remaining period of the contract / agreement shall be entertained/ accepted from the Media Firm / Company / Agency / Organization. All the terms and conditions shall be equally imposed on the next ranked bidder and so on.
27. This Agreement may be amended or terminated with mutual consent. HEC may terminate the Agreement at any time by providing at least one month notice of termination in writing to BIDDER.



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28. The individuals with overall responsibility for this programme are:

For HEC:

For BIDDER:

Project Director

General Manager Marketing

Prime Minister's National Innovation
Award, Higher Education Commission
(HEC)

(BIDDER)

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Director General (R&ID) Higher Education
Commission Islamabad

Media Firm / Company / Agency /
Organization



Higher Education Commission Islamabad

Request for proposal (RFP) to Hire a Media Organization to Produce and Telecast Tv Show under Prime Minister's National Innovation Award Prime Minister's Youth Programme

Specimen for Letter of Acceptance

[Letter head paper of the Higher Education Commission]

[date]

To: [name and address of the Bidder]

This is to notify you that your Bid dated [date] for execution of the "PRODUCE AND TELECAST TV SHOW UNDER PRIME MINISTER'S NATIONAL INNOVATION AWARD PRIME MINISTER'S YOUTH PROGRAMME" and No. 2(94)/2025/PMNIA/R&ID/HEC for the Contract Price of the equivalent of [amount in numbers and words] PKR, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

We hereby confirm [Higher Education Commission (HEC)], to be the Appointing Authority, to appoint the Arbitrator in case of any arisen disputes in accordance with ITB 47.

You are hereby informed that after you have read and return the attached draft Contract the parties to the contract shall sign the vetted contract within fourteen (14) working days.

You are hereby required to furnish the Performance Guarantee/Security in the form and the amount stipulated in the Special Conditions of the Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment: Contract

Copy: Appointing Authority and Bidder