



## PAKISTAN GEMS AND JEWELLERY DEVELOPMENT COMPANY

Ministry of Industries & Production, Government of Pakistan  
A subsidiary of Pakistan Industrial Development Corporation (PIDC)  
A Company set up under section 42 of the Companies Ordinance, 1984



### Tender No: 61

### Tender Notice for the Development of Company Video Documentary

Sealed quotations/offers are invited from reputed companies for developing a Company Video Documentary covering the activities and initiatives of Company country wide for the development of Gems & Jewellery industry. Following are the parameters will be required to be covered in the Documentary:

1. No. of videos required: One
2. Duration: 10-15 minutes.
3. Complete shooting of the required activities to be covered
4. Complete editing
5. Story and script development
6. Voice over
7. Background music
8. Master DV and DVD of the production
9. Web version of the video

Details of experience and company profile should also be submitted along with the quotations/offers.

#### **Terms and Conditions**

1. The video must be as per the abovementioned parameters agreed with the Company
2. Provision of pre-production and post production equipments and facilities for editing and shooting will be participating company's responsibility.
3. Copy of Income Tax certificate and Sales Tax Registration
4. Proof of financial stability and soundness
5. Undertaking on the company letterhead that the company is not blacklisted by any firm or Government Department
6. List of clients and details of services provided.
7. Quotations must be valid for 45 days.
8. Participants are required to mention all taxes & GST separately.
9. All Government taxes/levies will be deducted at the time of making payment.
10. The payment of all taxes will be the responsibility of the participating firm/company.
11. The company reserves the right to accept/reject/divide the order as per its requirements.
12. The Company may visit and check the studio facilities and equipments before awarding the contract.
13. Payment will be made after 15 days of the completion of the job. The service will be considered complete upon satisfactory delivery of the final DVD duly authenticated by the Company.

Kindly label the tender document and its envelope with "**Tender for Development of Company Video Documentary**"

The tender documents/bids should be submitted in sealed envelope addressed to Manager (Marketing), Pakistan Gems and Jewellery Development Company, by 1500 hrs on December 21, 2009. All quotes/bids will be opened the same day at 1600 hrs at the PGJDC's head office at the following address in the presence of the representatives of the bidders who wish to attend:

**PAKISTAN GEMS AND JEWELLERY DEVELOPMENT COMPANY**  
M-3, Mezzanine Floor, Regent Plaza Hotel & Convention Centre, Shahrah-e-Faisal, Karachi.  
Tel: +92 21 35631395-7, Fax: +92 21 35631398  
Contact Person: Manager Marketing