NL-1

NATIONAL LOGISTICS CORPORATION
INVITATION TO TENDER
FOR CONCEPTUALIZATION, SCRIPTING, PRODUCTION, AND POST-PRODUCTION OF A HIGH-QUALITY CORPORATE VIDEO FILM

1. **Participation of Tender**. The tender can be participated by reputed and experienced media production firms who have their own setups in Pakistan.

2. **Eligibility / Bid Qualification Criteria**. The bidder must prove his eligibility by completing the Bid Qualification Criteria as following.

Ser	Check List	Yes / No
a.	Tender Fee	
b.	Bid Security	
c.	Copy of NTN / STRN and Active Tax Filler with 100% compliance	
d.	Complete Tech Data of Equipment	
e.	60 x Days Offer Validity	
f.	Confirmation to Completion Period 10-15 Days	
g.	Not Blacklisting Affidavit Rs 100	
h.	Certificate to accept all conditions of tender without exception	
i.	Fin strength of the firm more than 20 (M) turn over	

3. **Special Conditions**

   a. Offers must be prepared on firm's letter head, accompanied by the schedule to tender duly completed / signed / stamped by authorized executive (by name) of the firm without which the offer will not be entertained.

   b. In case of any firm fail to supply the tendered item as per the Letter of Acceptance / contract Agreement, NLC has the right to take punitive action against defaulter firm that include confiscation of its bid security and debar to participate in the tender etc.

   c. Firm will follow NLC specifications for video production as per "**Anx A**" to this tender.

4. **Technical Proposal.** Firm will submit **only technical proposal initially, which should include following: -**

   a. Firm/ Company Profile
   b. Bid Security Bank Draft
   c. Tender Fee Bank Draft
   d. Production Facility details
   e. PEMRA/ any other license
   f. Firm Registration with relevant department
   g. Technical Proposal
   h. Timeline

5. **Financial Proposal.** After evaluation of technical proposal, only those firms will deposit Financial Offer who are technically qualified. The financial offer will be in sealed separate envelope and must include all government taxes / duties etc.

6. **Rejection of Bid**. A bid will be rejected under following circumstances: -

   a. Bids not qualifying the bid evaluation criteria as mention above.

   b. Non submission of Tender Fee & Bid Security

   c. Late submission of tender from given date & time

7. **Delivery of Tender**. The original copy of the tender is to be enclosed in single cover i.e Technical Offer. The cover should be sealed and bear tender Inquiry Number and date of opening, while the outer cover should bear only address of this office without any indications.

8. **Date and Time for Submission of Tender**.

   a. Tender must reach at HQ NLC, Harding Road Rawalpindi by the date and time specified in tender notice by hand or by post.

   b. Tender must be drooped in the tender box before given time.

   c. NLC will not be responsible for delay occurring in post.

9. **Price**

   a. Technically qualified firms must quote prices inclusive of all taxes/ duties and any other associated charges etc.

   b. The financial decision of lowest firm will be done on quoted price.

c. The price must be quoted in **PAK RUPEE** in figures and words at the appropriate space of the schedule to tender.

d. Prices quoted should be firm and final.

e. Additional information, if any, must be linked with entries on the schedule to tender

f. Tax exemption (if any) may be provided with the tender documents.

5. **Validity of Offers**. The validity period of quoted rates must be indicated and should be at-least 60 days from the date of opening the tender without any condition, extendable for further processing of the case, if required.

6. **Delivery Period**. Shooting must be completed within **30 x days** after issuance of LOA (Letter of Acceptance) at prescribed location, beyond which Late Completion Charges will apply.

12. **Arbitration**. Any bidder feeling aggrieved by any act of procuring agency after submission of his bid and prior to award of the contract may lodge a written complaint to procurement agency under PPRA Rules.

13. **Terms of Payment**

a. 30% Payment will be made on issuance of LOA.
b. 50% on production of 1st cut.
c. 20% on approval of corporate video.

14. **Tender Fee and Bid Security**. Both will be prepared in the shape of bank draft in favor of *"**National Logistics Corporation HQ Main Account**"* and submitted as following: -

a. **Tender Fee**. Rs 2,000/- must be attached with the technical offer.
b. **Bid Security**. Rs 200,000/- must be attached with the technical offer.

15. **Comparison Chart**. Firms will also attach comparison chart along with their offer on following lines: -

NLC Specification	Firms Specification	Complied with or Not

GM Media & Marketing, HQ NLC

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HEADQUARTERS NATIONAL LOGISTICS CORPORATION

GENERAL CONDITIONS GOVERNING CONTRACT

1. Tender will be opened at HQ NLC, Harding Road Rawalpindi at Date and Time mentioned in the advertisement.

2. Tender will be submitted in accordance with **PPRA Rule 27 (C) i.e. Two Stage – bidding Procedure.**

3.

Ser	Items Description	Qty
a.	**Cconceptualization, Scripting, Production, and Post-Production** of a **high-quality Corporate Video Film**	1

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Address_____

Telephone_____

Code Used_____

From: _____

To:

THE DIRECTOR GENERAL

NATIONAL LOGISTICS CORPORATION

HARDING ROAD, RAWALPINDI

Dear Sir,

I/We hereby offer to supply to the Director General NLC, the stores as per detail in the Scheduled hereto or such portion thereof as you may specify in the contract at the prices given in the said schedule and agree to hold this offer open till _____. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

2. I/We have understood the instructions to Tenders and Conditions of Contract as laid down in form NL-2 to" General Conditions Governing Contracts" and have thoroughly examined the specifications quoted in the schedule hereto and am/are fully aware to the nature of the work required and my/our offer is to produce the video strictly in accordance with the requirements.

3. Recommended technical manual/ data are also enclosed with the offer.

4. The following pages have been added to and form part of this tender: -

Your faithfully

(Signature of Tendered)

Address_____

Dated _____

Signature of witness_____

Address_____

Annex "A"

TECHNICAL SPECIFICATIONS OF THE VIDEO PRODUCTION

1. Video Resolution:

- **Minimum:** 4K UHD (3840 x 2160 pixels)
- **Preferred for delivery and archiving:** 4K and Full HD (1920 x 1080 pixels)

2. Aspect Ratio:

- **Standard:** 16:9 (widescreen)
- Additional deliverables in 1:1 and 9:16 aspect ratios (for social media platforms).

3. Frame Rate:

- **24 fps** (cinematic) or **30 fps** (broadcast/digital standard)
- Higher frame rates (60 fps) for slow-motion sequences if required

4. Video Format:

- **Working/Delivery Copy:** MP4 (H.264 codec), MOV
- **Social Media Versions:** Optimized for YouTube, Facebook, Instagram, LinkedIn

5. Audio Requirements:

- **Voice-over:** Professionally recorded in studio by VO Artist, 48 kHz sample rate, WAV format
- **Music:** Royalty-free or licensed soundtrack, fully cleared for commercial and public use
- **Sound Mixing:** Stereo output with clean mixing and mastering for all platforms
- **Ambient/Live sound:** Captured with high-quality directional microphones (shotgun, lavaliere)

6. Color and Grading:

- Professionally color-graded footage to ensure consistency, cinematic look and visual appeal.

7. Equipment Standards:

- **Cameras:** Professional cinema-grade cameras like Arri Alexa, Blackmagic URSA, Canon C-series, RED, Sony FX series.
- **Lenses:** Prime and zoom lenses for dynamic depth-of-field and image quality.
- **Stabilization:** Motorized gimbals, sliders, tripods for smooth camera movements.
- **Drones:** Minimum 4K capable drones preferably DJI Mavic 4 Pro, Inspire 2 with certified operators.
- **Lighting:** Professional LED or softbox lighting for controlled indoor/outdoor shoots.
- **Audio:** External recorders (Zoom H6 or equivalent), wireless lav mics, and boom mics.

8. Graphics & Animation:

- Animated titles, motion infographics, location markers, and transitions using After Effects or equivalent.
- 3D animations should be rendered in 4K and integrated into the film.

9. Subtitles:

- Hardcoded or soft subtitles in **English / Russian/Chinese/Arabic.**

10. Delivery Requirements:

- Master video file in 4K and Full HD
- Compressed versions for social media
- Separate subtitle files (.SRT) if soft subtitles used
- Raw footage and project files (on external SSD or via secure transfer).

11. **Completion of Video:**

- 45 days from the start of shoot.

"B"

Tender No: _____Corporate Video/NLC/2026

1. Financial offer must be as per following formats: -

Ser	Description	Unit Price Without taxes	Taxes	Unit Price with Taxes	Total Price with all taxes
a.	**Conceptualization, Scripting, Production, and Post-Production** of a **high-quality Corporate Video Film**				

Note

a. Price is required to be quoted on **FOR** basis, which must include delivery charges and all taxes / duties etc.

b. Firm must submit their financial offer as per above mentioned schedule to tender.