



Bangladesh Hi-Tech Park Authority
 Information & Communication Technology Division
 Ministry of Posts, Telecommunications and Information Technology
 ICT Tower, Agargaon, Dhaka-1207
www.bhtpa.gov.bd

Invitation for Retender

Selection of a Firm for production a Audio Visual (AV) documentary		
Government of The People's Republic of Bangladesh		
1	Ministry/Division	Information and Communication Technology Division
2	Agency & Name of Procuring Entity	Bangladesh Hi-Tech Park Authority
3	Procuring Entity District	Dhaka
4	Tender for Appointment of	A Firm for production a Audio Visual (AV) documentary
5	Ref./IFT No.	56.00.0000.006.07.219.19- 205
6	Date (dd/mm/yyyy)	25/04/2021
Key Information		
7	Procurement Sub-Method	OTM Method
Funding Information		
8	Budget and Source of funds	GoB
9	Duration of audio visual documentary	6 to 7 minutes (approximately)
Particular Information		
10	Tender document collection & selling Last date	9 th Floor, ICT Tower, Agargaon Dhaka. 5:00 PM ,19 May, 2021
11	Tender Schedule price	1000/- (one thousand) Taka (non-refundable)
12	Tender Security (by pay order)	50000/- (Taka), Managing Director, Bangladesh Hi-Tech Park Authority
13	Last date & time of Tender submission	Tender shall be submitted 02 (two) hard copies by 20 May, 2021 on or before 12:00 PM
14	Tender opening Date and time	12:10 PM ,20 May, 2021 at ICT Tower, Agargaon, Dhaka
Information for Applicant		
15	Brief Description of the Assignment	<ol style="list-style-type: none"> 1. The assignment of making an audio visual titled as “Initiatives and Success -Story of the Bangladesh Hi-Tech Park Authority” bears specific objectives as follows, 2. Showcasing the extraordinary growth of Bangladesh since 2008 3. Showcasing the growth of the hi-tech industry and Bangladesh Hi-Tech Park in leading the growth to transform into a knowledge-based economy 4. Branding and promotion of the initiatives taken by the BHTPA so far along with the upcoming projects shaping the Digital Bangladesh Vision 2021 5. Connect the initiatives undertaken so far with the visionary perspective of building a sustainable ecosystem of the hi-tech industry, academia- government- industry collaboration and startups 6. Marketing the benefits and facilitation supports provided to the investors and startups provided by BHTPA
16	Details of the Deliverables:	<ol style="list-style-type: none"> 1. A storyboard or concept with a complete script must be approved by BHTPA before mobilizing the pre-production activities. 2. An audio-visual file in multiple formats (aac, mp3, avi etc) including the raw footages with up to 7 minutes duration. deliver also 10 copies DVD and four types of soft copy. 3. Organizing shooting (including arial shooting), editing, computer graphics, sub-title (English, Japanese, Chinese, Spanish), voice over, music and SFX. 4. The video may contain interviews of investors, beneficiaries and stakeholders of any initiatives taken by BHTPA as well as footages or graphical representation of facilities located across Bangladesh. The placement of these footages must be in accordance with the approved story board 5. The visual must contain fresh and up-to-date footages collected by the appointed firm. Using previous footages, graphically re-created motions or any other form of pre-production and production elements may be used with the approved by BHTPA or endorsed personals 6. The firm must sign over the rights of the raw footages, visuals, audios and any other related documents to Bangladesh Hi-Tech Park Authority 7. Perform all other activities as guided & recommended by BHTPA or endorsed personals
17	Eligibility Criteria of the Firm:	<ol style="list-style-type: none"> 1. The firm must have a minimum of 03 years of experience of carrying out relevant assignments with having updated trade license, tax clearance certificate ,BIN, liquid asset & other relevant documents. 2. The firm/production house/ agency must have a full-time director with minimum 05-years' experience on similar assignments. The director must have experience of production govt. AV project of relevant sector or natures. 3. The minimum specific experience as a Prime Contractor in providing non-Consultant Service at least 02 (Two) contract of production Audio Visual documentary completed in last two (2) years each with a value of at least of Tk. 12,00,000/- shall be required in government/semi government /Autonomous body/ public funded project.

	<p>4. The firm must have its own upgraded post-production facility with a full-time skilled editor, professional color grading artist, bi-lingual scriptwriters and dedicated resource person for audio and computer graphics.</p> <p>5. The firm will be required to ensure 4K (3840X2160 pixel) camera, drone ,proper lights, grips, hi-quality audio set-up (at least zoom recorder with lapel), computer graphics, music and SFX as per the demand of BHTPA The firm need to submit the document with the offer.</p> <p>6. Capability to handle large AV project within the deadline especially team with country wide on-travel shooting experiences.</p>	
Procuring Entity Details		
18	Name & Designation of The Official Inviting	A.N.M. Safiqul Islam, Director (Admin &finance) ,Bangladesh Hi-Tech Park Authority, ICT Tower, Agargaon, Dhaka
19	Contact Details of the Official Inviting	55007378, Safiqul@bhtpa.gov.bd
20	ToR	See in www.bhtpa.gov.bd notice board
The Procuring entity reserves the right to accept of reject any or all Tender		

Sd/-
(A.N.M. Safiqul Islam)
Director (Admin & Finance)
Bangladesh Hi-Tech Park Authority