



No.15/15/2012-FDP (Vol.III)

FILMS DIVISION

Ministry of Information & Broadcasting

Govt. of India

24 – Dr. G. Deshmukh Marg, Mumbai – 400 026

Dated the 28th December 2015

TENDER NOTICE

Director General, Films Division, Ministry of Information and Broadcasting, Government of India, Mumbai on behalf of President of India invites proposals through Films Division website (www.filmsdivision.org), for selecting organizations in prescribed format, from Non-Government Organizations (NGOs) for Production of Documentary Films in various Indian Languages, in digital format, of 5 minutes / 10 minutes / 26 minutes / 52 minutes \pm 10% duration for and on behalf of Govt. of India under the plan scheme.

2. NGOs registered as Trusts under the relevant Acts of the Central/State Governments or Societies registered under the Societies Registration Act (Act XXI) 1860 of the Central Government or similar Acts in force in the States and working primarily in the field of documentary film production for at least three preceding years.

3. The details of guidelines, application form, particulars / terms and conditions etc. are available on our website: www.filmsdivision.org. The last date for submission of proposals in the prescribed format, duly filled, is 22.01.2016 up to 1.00 P.M.

4. Request for late submission of proposal after due date & time will not be accepted.

Director General



No.15/15/2012-FDP (Vol.III)
FILMS DIVISION
Ministry of Information & Broadcasting
Govt. of India
24 – Dr. G. Deshmukh Marg, Mumbai – 400 026

Dated the 28th December 2015

TENDER NOTICE

Director General, Films Division, Ministry of Information and Broadcasting, Government of India, Mumbai on behalf of President of India invites proposals, through Films Division website (www.filmsdivision.org), for selecting organizations in prescribed format from Non-Government Organizations (NGOs) for Production of Documentary Films in various Indian Languages, in digital format, of 5 minutes / 10 minutes / 26 minutes / 52 minutes \pm 10% duration for and on behalf of Govt. of India under the plan scheme.

Objectives

The main objective of this Scheme is to get good documentary films produced which would be released through theatres, television etc. and to provide an impetus to the documentary movement in the country.

Eligibility:

1. NGOs registered as Trusts under the relevant Acts of the Central/State Governments or Societies registered under the Societies Registration Act (Act XXI) 1860 of the Central Government or similar Acts in force in the States and working primarily in the field of documentary film production are eligible to apply for receiving grants – in – aid under this scheme.
- 2 Applicant organizations should not be a political or religious organization.
3. An organization that has availed of, or intend to avail of a grant for a similar purpose from any other ministry or department of the Government of India, shall not be eligible to apply for a grant under this scheme. A certificate to that effect shall be furnished by each applicant organization.
4. Applicant organizations should have been active in the field of mentoring and production of documentary, short, animation and other films for at least three preceding years. While this would not be the sole criterion for selection, an excellent track record, for instance, recognition for their films in the national or international stage / festivals or receipt of awards would be given due weight age.

5. No employee/member or associate of an employee/member of the Ministry of Information & Broadcasting / Films Division / Selected NGOs and any employee or member of any committee of these bodies shall be eligible to produce any of the programmes under this scheme to ensure no conflict of interest. Associate of an employee/member shall include any company or organizations in which any(a) an employee/member or (b) any blood relative of an employee / member or (c) the blood relative of parent, spouse or children of any such employee/member has any interest as a shareholder, partner or director. The selected organizations shall be responsible for observation of this condition, and shall be required to submit such an undertaking at the time of commissioning.

Selection:

1. The Grant-In-Aid Committee will be constituted to select one or more organizations from among the applicant NGOs, through which, this scheme will be implemented.

2. The Grant-In-Aid Committee will be chaired by Director General, Films Division and will comprise of one member nominated from Films Division (not below the rank of Deputy Director), one member from Films Wing, Ministry of Information & Broadcasting (not below the rank of Deputy Secretary) and two nominated members, chosen from a panel of outside film experts (film makers, technical experts, critics etc.) maintained by the Films Division.

3. The appropriation of the available funds among the selected organizations would be **recommended** by Grant-In-Aid Committee based on the proposals received, to the **Secretary, I&B for approval.**

Duties of the Selected Organizations

1. The selected organizations would make documentaries on the broad list of subjects / themes provided by the Ministry.

2. The selected organizations will be responsible for inviting and short listing the proposals for films, assessment of the capabilities of the Directors, and ensuring adherence to the timelines and budgets decided for production of each film.

Time Durations of the Films:

1. The films produced will ordinarily be of 5 minutes, 10 minutes, 26 minutes or 52 minutes $\pm 10\%$ durations to meet appropriate television time-slots. However, films of lesser durations than 5 minutes with appropriate budget may also be produced.
2. All films should be completed within nine months after release of final installment of the fund.

Budget of the Films:

1. An average cost of Rs. 4 lakh, 5 lakh, 7 lakh & 13 lakh will be admissible for a 5 minutes, 10 minutes, 26 minutes & 52 minutes films respectively under the scheme. **An average cost ceiling of Rs. 4 lakh would also be applicable to the films produced of lesser durations than 5 minutes.**
2. No proposals for budgets exceeding the average cost under these guidelines will be approved for production under this scheme.
3. A proposal of enhanced budget beyond the budget ceiling for any under production documentary film will be approved by Secretary, I&B in exceptional cases only. Enhanced budget within the budget ceiling would be approved by Grant-In-Aid Committee. In any case, budget of an under production documentary should not exceed more than 20% of the approved budget.

Funding & Its Mode

1. The Ministry of Information and Broadcasting will provide funds in the form of "Grant-in-Aid" to the selected organizations through Film Division. However, before releasing the grants, the selected organizations will have to execute bonds of equivalent value of Rupees in a prescribed format, as required under The General Financial Rules, 2005.
2. The funds will be released in installments to the organizations, against bonds of same value of rupees as the grant to be released, as follows:

1.	On signing of the Bond	40%
2.	On submission of utilization certificate of the 60% of funds released so far	40%
3.	On submission of utilization certificate of the 60% of funds released so far	20%
	Total	100%

3. The selected organizations would be entitled to use 10% of the grant as operating costs.

4. The recipient organizations will submit Utilization Certificates to the Films Division for the funds released to them. In order to maintain absolute transparency, the organizations will maintain a separate account for the funds received from the Ministry. At the end of the financial year, the organizations will furnish to the Films Division, audited annual accounts in the following four parts within 9 months from the end of the financial year. These are liable to be put in the public domain.

- a) Income and Expenditure statement
- b) Receipts and Payments Accounts,
- c) Balance Sheet and
- d) Auditor's Report

5. All grant-in-aid are to be utilized exactly in accordance with the terms and conditions of the grant and the scheme, and for the purpose for which granted. Any unutilized amount has to be deposited into the account of the Government of India within three months of the expiry of the timelines. Each organization availing such grants-in-aid shall be liable for recovery of any misutilized or wrongly utilized grants, along with interest @ 10% per annum on such misutilized grant, from their accounts, assets or any other resources, through all legal means.

Revenue Sharing:

1. Revenue earned from the documentary films so produced would be maintained under a separate accounting head by the selected organizations.

2. Revenue earned during a financial year would be deposited into Government account within nine months of next financial year along with detailed statement of revenue earned & its utilization. However, the selected organizations would be entitled to utilize up to 50% of the earned revenue for dissemination of the films produced.

Copyrights & Other Rights:

1. Films Division (FD) on behalf of the Ministry will have the copyrights and ownership of the films, so produced in accordance with the Copyright Act. However, the selected NGOs shall have exclusive marketing rights for a period of 7 years from completion of the films after which Films Division shall get exclusive rights.

2. Films Division shall at all times have non-commercial distribution rights. The films may be screened in film festivals and other non-commercial events by the selected organizations and /or Government of India or its distribution offices, as its discretion.

3. Any award won by the selected organizations/the filmmakers in personal capacity will be retained by them.

Monitoring of Projects:

1. The progress of the execution of the scheme will be monitored by the Grant-In-Aid Committee half yearly.

2. The selected organizations will be required to submit a detailed half yearly progress report along with an unaudited statement of accounts that will be examined by the Grant-In-Aid Committee.

Medium and Language

1. All films are to be shot in Hi-Definition digital video format with 50 mbps recording bit rate and 4:2:2 colour depth, with world class production and technical values.

2. Films can be produced in any Indian language. Sub-titling in English and/or Hindi shall be required for a film made in another language.

Miscellaneous:

1. On completion of each film, the selected organizations will submit to the Films Division the complete set of archival materials, including a copy of the finished film in the format in which it was originally shot, the rushes, all original sound recordings including ambient and locations sounds and international sound tracks in wave or original format, the scripts, Director's notes, log sheets and other related materials at their cost, along with a DVD copy, Censor certificate.

2. The films produced under this scheme will give credit to the Films Division as Producer, in the opening and closing credits and the selected organization will be a co-producer.

3. The films so produced shall conform to the rules and regulations pertaining to broadcasting, film certification etc., in force from time to time. In case of non-compliance, the concerned NGO will be debarred for next 5 years for consideration within this scheme.

4. A non-official member will be included in Grant-In-Aid Committee only on submission of an undertaking of no conflict of interest and absolute integrity from them.
5. Non-official members of the Grant-In-Aid Committee will be paid sitting fee for each meeting as per norms of Films Division. Any such norms will be made with prior approval of the Ministry of I & B.
6. Selected organization will have to enter into MOU with Films Division for production of films on selected subjects.
7. The release of funds under the scheme would be subject to execution of bonds of equivalent value of Rupees in a prescribed format, as required under the Grants-in-aid provisions as laid down in the Chapter 9 of GFR 2005.

SUBMISSION OF APPLICATION

1. The details of guidelines, application form, particulars / terms and conditions etc. are available on our website: www.filmsdivision.org. The last date for submission of application forms duly filled is 22.01.2016.
2. The following documents along with application form and tender fee of Rs.1500/- (non – refundable) may be submitted for registration.
 - a. Profile of the NGO
 - b. Registration Certificate registered under the Society Registration Act.
 - c. Details of documentary films produced along with copies of the showreel on DVD format.
 - d. Certificates of awards & any other relevant documents of participation in National / International Festivals, if any.
 - e. Declaration
3. The sealed cover may be super scribed **“Application for empanelment of NGO for production of documentary films. File No.15/15/2012-FDP (Vol.III) .** The tender fee should be paid in the form of Pay Order / Demand Draft may be drawn in favour of Accounts Officer, Films Division, Mumbai. All the NGOs interested in participating shall submit their documents / application on or before due date and time in General – II Section on 3rd Floor, Films Division, Phase – I Building, 24 – Dr. G. Deshmukh Marg, Mumbai – 400 026.

4. The sealed cover addressed to Director General, Films Division, 24 – Dr. G. Deshmukh Marg, Mumbai – 400 026 should reach up to **1.00 pm on 22.01.2016**.
5. Applications received after the due date / time will not be accepted.
6. The Director General reserves the right to accept / cancel / split / reject any of the application / document without assigning any reason.

Director General

APPLICATION FORM

Application form for Registration of Non-Government Organisation for Production of Documentary Films

1.	Name of the organization	
2.	Registered Address of organization	
3.	Registration Number (attach a copy of the Registration Certificate under the Acts of Central / State Governments or Societies registered under the Societies Registration Act (Act XXI),1860 of Central Government or similar Acts in force of States)	
4.	Pan Number	
5.	Name & Address of the Trustees / Directors of Organization	
6.	Is the NGO a political or religious organization	
7.	Is the organization availing or intended to avail grant or similar purpose from any other Ministry or Government Department	

8.	Experience in the field of producing the documentary films	
9.	Experience of the Director with details of the films directed	
10.	Criteria for selection of Directors by the organization	
11.	Details of films produced during preceding last three years	
12.	Number of films participated in the various film festivals produced by NGO	
13.	Number of National or International Awards won by the films produced by NGO. (Details may be enclosed separately)	
14.	Is the employee / member or associate of an employee / member of MIB / Films Division / Selected NGOs and any employee or member of any committee	
15.	Audited statement of Accounts for last three years	
16.	Details of Payment of Tender Fee	

Signature of the Authorized Signatory with Seal

DECLARATION

I Shri / Smt. _____ as Trustee / Director hereby undertake that our NGO is a non – profit organization and also not connected with any political / religious organization / activities nor is an Educational Institute / University / Organization.

Signature

(Wherever the space provided in the application form is short, a separate sheet may be used for the purpose.)