

No.15/12/2017-FDP  
**FILMS DIVISION**  
Ministry of Information & Broadcasting  
Govt. of India

24 – Dr. G. Deshmukh Marg,  
Mumbai – 400 026  
Dated the 17<sup>th</sup> November, 2017

**TENDER NOTICE**

Director General, Films Division, Mumbai on behalf of President of India invites applications from NGOs for production of documentary films (Public Service Advertisement Films) of 2 minutes duration on the subjects mentioned in **Annexure – I** suitable for theatrical release for public.

**Criteria for empanelment of NGOS**

- 1) The NGOs should be registered as a trust under the relevant Acts of Central / State Governments or Societies registered under the Societies Registration Act (Act XXI) 1860 of the Central Government or similar Acts in States and active in the field of mentoring and production of documentary films for at least three preceding years.
- 2) Applicant NGO should not be a political or religious organization.
- 3) The NGO 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 NGOs 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.

- 6) 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.
- 7) Online / Direct proposals will be invited through Films Division website ([www.filmsdivision.org](http://www.filmsdivision.org)) for empanelment of NGOs in prescribed format (Annexure II&III).

#### **Duties of the Empanelled Organizations**

1. The empanelled NGOs would make documentaries on the subjects mentioned in Annexure – I ( PSA films) suitable for theatrical release for public.
2. The selected NGOs 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 till completion of the film in all respect.
3. Empanelled NGO will enter into MOU with Films Division for production of films on the selected subjects.

#### **Submission of Film:**

- 1) The film produced will ordinarily of 2 minutes durations and average cost will be Rs. 2.00 lakhs per film.
- 2) All films should be completed within nine months after release of final installment of the fund.
- 3) 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.
- 4) Films can be produced in any Indian language. Sub-titling or dubbing them in English and / or Hindi shall be required for the films which are made in any another language.

#### **Funding & Its Mode**

- 1) The appropriation of the available funds among the empanelled NGOs would be **recommended** by Grant-In-Aid Committee based on the proposals received to the **Secretary, I&B for approval.**
- 2) No proposals for budgets exceeding the average cost under these guidelines will be approved for production under this scheme.
- 3) The Ministry will provide funds in the form of “Grant-in-Aid” to the empanelled NGOs through Film Division. However, before releasing the grants, the empanelled NGOs will

have to execute bonds of equivalent value of Rupees in a prescribed format, as required under the General Financial Rules, 2017.

- 4) The funds will be released in three installments to the organizations, against bonds of same value of rupees as the grant to be released, as follows:

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

- 5) The empanelled organizations would be entitled to use 10% of the grant as operating costs.
- 6) The recipient organizations will submit Utilization Certificates to the Films Division in prescribed format 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
- 7) 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 misutilised or wrongly utilized grants, along with interest @ 10% per annum on such misutilised grant, from their accounts, assets or any other resources, through all legal means.
- 8) The progress of the execution of the scheme will be monitored by the Grant-In-Aid Committee half yearly. The empanelled 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.

**Revenue Sharing:**

- 1) Revenue earned from the documentary films so produced would be maintained under a separate accounting head by the empanelled 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 empanelled organizations would be entitled to utilize upto 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 empanelled 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 empanelled NGOs and / or Government of India or its distribution offices, as its discretion.
- 3) Any award won by the empanelled NGOs / the filmmakers in personal capacity will be retained by them.
- 4) In the films produced under this Scheme due credit shall be given to the Films Division for their supporting / assisting, in the opening and closing of the film.

**Miscellaneous:**

- 1) On completion of each film, the empanelled NGO will have to 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 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.

- 3) 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.

The details of guidelines, online application form alongwith the declaration (Annexure – II&III), particulars / terms and condition are available on our website: [www.filmsdivision.org](http://www.filmsdivision.org). The last date for submission of online / direct application forms duly filled is **15<sup>th</sup> December, 2017 upto 3.00 p.m.**

The following documents along with the tender fee of Rs.1500/- (non – refundable) may be submitted along with the application for empanelment.

- 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 show reel on DVD format.
- d. Certificates of awards & any other relevant documents of participation in National / International Festivals, if any.

The documents shall be addressed to Director General, Films Division, 24 – Dr. G. DEshmukh Marg, Mumbai – 400 026 so as to reach upto 3.00 pm on **15<sup>th</sup> December, 2017.**

The sealed cover may be super scribed **“Application for empanelment of NGO for production of PSA films No.15/12/2017-FDP.** The tender fee 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 to General – II Section on 3<sup>rd</sup> Floor, Films Division, Phase – I Building, 24 – Dr. G. Deshmukh Marg, Mumbai – 400 026. Applications received after the due date / time will not be accepted.

The Director General reserves the right to accept / cancel / split / reject any of the application / document without assigning any reason.

**Director General**

**Subjects for PSA Films**

<b>Sr. No.</b>	<b>Subject</b>
1	Prevention of Dengue
2	Corruption
3	Vigilance Awareness
4	Drugs
5	Cleanliness
6	National Integration
7	Beti Bachav Beti Padhav
8	Organ Donation
9	Soil Health
10	Old Age Pension
11	Environmental Issues
12	Balance Nutrition
13	Black Money
14	Save Water
15	Save River
16	Communal Harmony
17	Social Evil (Dowri, Child Labour, Child Marriage, Child Trafficking)
18	Health Awareness
19	Wastage of Food
20	Waste Management
21	Mobile Addiction
22	Energy Conservation
23	Solar Energy
24	Global Warming
25	AIDS Prevention
26	Women Day
27	Safe Banking
28	Mental Health
29	Child Malnutrition
30	Children Rights
31	Swine Flue
32	Army Day
33	Importance of Voting
34	Cancer Prevention
35	Animal Securities
36	Martys' day
37	Panchayati Raj
38	Digital Securities
39	Family Values/ Joint Family
40	Prevention of Tobacco/Smoking Use
41	Blood Donation
42	Importance of Yoga
43	Respecting Fellow Human Being
44	Handloom
45	Tiger Conservation
46	Road Safety/ Sense

**APPLICATION FORM**

**Application for empanelment of NGO for Production of Public Service Advertisement  
Films of 2 minutes duration for theatrical release by Films Division**

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 festival produced by NGO	
13.	Number of National or International Awards won by the films produced by NGO	
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 Account for last three years	

**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.)