



Basic Details

Organisation Chain	Film and Television Institute of India Purchase Department - FTII		
Tender Reference Number	GEN-877		
Tender ID	2026_FTII_931410_1	Withdrawal Allowed	Yes
Tender Type	Open Limited	Form of contract	Supply
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Direct Credit
	2	Demand Draft
	3	R-T-G-S
	4	FDR
	5	NEFT
	6	Bankers Cheque
	7	Bank Guarantee

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Hiring Professional Production and Technical Support Agency for CMOT
2	Finance	.xls	Hiring Professional Production and Technical Support Agency for CMOT

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00	
Fee Payable To	Nil	Fee Payable At Nil
Tender Fee Exemption Allowed	No	

EMD Fee Details

EMD Amount in ₹	1,47,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Accounts Officer, FTII.	EMD Payable At	FTII Pune.

Work / Item(s)

Title	GEN-877				
Work Description	Hiring Professional Production and Technical Support Agency for CMOT				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	49,00,000	Product Category	Facility Management Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	60	Period Of Work(Days)	30
Location	Goa	Pincode	403001	Pre Bid Meeting Place	FTII, Pune.
Pre Bid Meeting Address	Film and Television Institute of India, Law College Road, Pune-411004.	Pre Bid Meeting Date	02-Nov-2026 11:00 AM	Bid Opening Place	FTII, Pune.
Should Allow NDA Tender	No	Allow Preferential Bidder	No		
Tenderer Class	As per Tender Document				

Critical Dates

Publish Date	29-Oct-2026 06:00 PM	Bid Opening Date	09-Nov-2026 09:00 AM
Document Download / Sale Start Date	29-Oct-2026 06:00 PM	Document Download / Sale End Date	07-Nov-2026 06:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	02-Nov-2026 06:00 PM	Bid Submission End Date	07-Nov-2026 06:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Hiring Professional Production and Technical Support Agency for CMOT	889.79	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_979532.xls	Hiring Professional Production and Technical Agency for CMOT	320.50

Tender Inviting Authority

Name	Purchase Officer, FTII.
Address	Film and Television Institute of India, Law College Road, Pune-411004.

FTII CMOT 2026 Limited Tender Enquiry

Integrated production technical support and content services for the 48 hour Filmmaking Challenge

Tender No. GEN-877

Film and Television Institute of India, Law College Road, Pune, Maharashtra 411004.

FTII invites electronic bids from the agencies named in its approved shortlist for one integrated assignment supporting Creative Minds of Tomorrow 2026 at the 57th International Film Festival of India, Goa, in collaboration with NFDC. The assignment covers pre-production coordination, five simultaneous team equipment and editing packages, operational support, competition coverage, broadcast assets and specified publicity material. FTII and NFDC retain candidate selection, academic direction and jury functions.

The maximum contract price is Rs. 49,00,000 inclusive of GST, duties and all other costs. Bidders shall quote their competitive firm lump sum for the entire scope. This ceiling is not a promise to pay Rs. 49 lakh. Offers above the ceiling or omitting a mandatory service are non-responsive.

Tender data

Item	Condition
Procurement and participation	Ordinary outside-GeM LTE under GFR Rule 201(i). Participation is limited to the approved invitees; unsolicited bids are not accepted.
Bidding system	Single stage, Two electronic cover (Technical-NIT & Commercial-BOQ, please refer CPP Portl). Mandatory eligibility and technical pass/fail assessment followed by all-inclusive L1 ranking, subject to the disclosed statutory preferences.
Submission portal	CPP Portal [https://eprocure.gov.in/eprocure/app]. Email is only for invitations and queries; bids by email or physical delivery are not accepted.
Publication channels	CPP Portal [https://eprocure.gov.in/eprocure/app] and FTII website [https://ftii.ac.in/].
Tender fee and bid security	No tender fee. Signed Bid Securing Declaration under Annexure 5; no monetary EMD, as approved by FTII.
Bid validity	60 calendar days from the bid-submission deadline.
Performance security	5% of accepted tax-inclusive contract value, due within 5 calendar days of LoA. Validity and permitted forms are in section 7.
Place and period	Remote preparation after award; Goa site work provisionally 18–26 November 2026; final assets by 28 November 2026. Exact programme will be confirmed before issue.
Contact for common queries	Purchase Officer, FTII. Email:- purchase@ftii.ac.in Phone:- 020 – 25580028 / 0029/ 0145

1 Invitation and bid schedule

1.1 This is a firm lump-sum service contract for the outputs and minimum resources in this document. Contract award is for the whole integrated package to one accountable legal entity; there will be no item-wise award. The contractor may hire equipment and specialist crew and engage disclosed subcontractors with FTII's approval, while remaining fully responsible for delivery.

1.2 The proposed challenge basis is five teams of 20 participants, making five live-action films of 6–10 minutes each, with English subtitles. Languages may be Hindi, a regional Indian language or English. Theme, team composition, filmmaking rules, genres, broadcast standards and approved disclaimers will be supplied by FTII/NFDC. The agency supports the participants' creative work; it shall not substitute its crew as the creative competitors or judge the films.

Event	Proposed date and time IST
Issue and simultaneous dispatch	Please refer CPP Portal for details.
Last date for written queries	Please refer CPP Portal for details.
Optional online pre-bid briefing	Please refer CPP Portal for details.
Consolidated replies	Please refer CPP Portal for details.
Submission deadline	Please refer CPP Portal for details.
Electronic single-cover opening	Please refer CPP Portal for details.
Target for award and acceptance	Please refer CPP Portal for details.

1.3 The issuer (herein after referred as FTII) shall finalize this calendar before publication. Once issued, portal timestamps and published corrigenda govern. FTII may extend deadlines equally for material changes, sufficient response time or portal disruption. Target award dates create no entitlement to award. Late bids will not be considered.

1.4 Each invitee (herein after referred as Bidder) shall register its authorized bidder on the portal and arrange the required digital signature. Upload the complete signed bid, Annexures 1–6 and supporting evidence in the notified single-cover configuration. If the portal provides separate file upload slots within one cover, use the prescribed price file and technical document slots; this remains a single-cover process.

1.5 All prices are in Indian rupees. Submit one unconditional price for the complete assignment. Tender, common replies, corrigenda and bid forms shall be accepted by signature. Bidders may replace/withdraw their bids only through the portal before the deadline. Withdrawal or material modification during the subsequent validity period is governed by the BSD (Bid Security Declaration).

1.6 Query replies will be shared with all invitees. A discussion with any officer, including an alumni contact, does not change the tender. No claim for bid preparation cost is payable. FTII may cancel or reject bids for recorded lawful reasons and will act through its authorized procurement process.

2 Eligibility and mandatory technical qualification

2.1 The invited bidder must be an identifiable company, LLP, partnership or proprietorship lawfully able to contract and invoice. Submit legal constitution/registration, PAN, GST, MSME / Udyam Registration etc. details where registration is required, authorized signatory evidence and a service address. A joint venture is not invited; specialized subcontractors may be disclosed, but the invited bidder remains the sole contractor. Common-control and conflict disclosures are mandatory.

2.2 The bidder must not be subject to a debarment which makes it ineligible for this procurement, nor have a disqualifying conflict of interest. Disclose litigation or termination relevant to its ability to deliver this assignment, and any connection with the FTII/NFDC evaluation or approval officers. Disclosures will be assessed fairly against the procurement integrity requirements, rather than used as an automatic unrelated exclusion.

2.3 Similar experience means production execution and post-production/technical support for short films, documentaries, filmmaking challenges, film/festival coverage or comparable audiovisual assignments. Government and private-sector clients are equally acceptable. Submit at least two completed comparable assignments in the previous five years, collectively demonstrating field production and post-production/content delivery, with client evidence and viewable samples. No requirement that a single past project have every present component is imposed.

2.4 Eligible MSEs and DPIIT-recognized startups may seek the applicable relaxation of prior experience/turnover by submitting valid registration and a capability plan. Such relaxation will be applied as required by policy without relaxing the minimum equipment, key-personnel, quality, availability or delivery requirements. No minimum turnover is prescribed in this tender. All bidders must confirm their capacity to fund mobilization and service delivery under the no-advance milestone terms.

Mandatory requirement	Evidence with bid
Named accountable project lead	CV with at least five years of relevant production experience, including three years coordinating productions; signed commitment for the contract period.
Five-team field support and post-production	Named line-production coordinators, technical support and post supervisor; personnel schedule meeting section 4, with availability undertakings.
Equipment and licensed facilities	Inventory/specifications and owned/hired resource confirmations for all five kits, suites, BTS equipment, backups and software. Ownership is not compulsory.
Deliverable and mobilization plan	Work plan, daily coverage plan, film delivery/QC workflow, data and rights plan, and explicit acceptance of dates and quantities.

2.5 Every mandatory requirement is assessed pass/fail on submitted evidence. No comparative creative scoring, presentation marks. Key crew may be engaged contractually rather than kept on the bidder's payroll. Proposed substitutions after award require equal-or-better qualifications and written approval.

3 Scope of services

3.1 Preparation and production coordination

- a. Hold a remote kick-off within two working days of award acceptance. Deliver a detailed responsibility matrix, resource booking plan, work calendar, risk and fallback plan and contact list within three working days. Coordinate with the FTII nodal officer and NFDC's nominated coordinator; submit a concise weekly progress report until on-site deployment and daily reports thereafter.
- b. Facilitate the treatment/script schedule and team workflow under FTII's academic direction. Maintain version-controlled submissions, circulation and production-readiness records. The working dates are treatments by 31 October and 5 November, scripts by 10, 13 and 15 November, and one online participant briefing by 15 November. This is administrative and technical facilitation; script assessment and selection remain with FTII/NFDC.
- c. Support up to two remote preparatory sessions and four on-ground familiarization / masterclass sessions, including equipment demonstrations, presentation playback and participant technical orientation. FTII provides academic content and faculty; NFDC arranges invited speakers and their costs. Supply staff and technical support within the bid price; large venue PA/stage infrastructure remains an NFDC input.
- d. Prepare five identical Digital Production Packs: contacts, shoot and call-sheet templates, location/release forms, expense records, safety guidance, equipment manuals, media-naming and backup instructions, approved brand/credit templates, music-access instructions, subtitling templates, export settings and DCP/KDM workflow where applicable. FTII approves packs before circulation.
- e. Coordinate location and shoot schedules, resource movement, permissions, releases and daily production records with FTII/NFDC and the five teams. Agency-generated permissions or access claims must be evidenced. Government/festival authorizations and access supplied by NFDC remain its responsibility; coordinate requests in sufficient time. Do not commit sponsorships or official permissions on FTII's behalf.

3.2 Five team production and equipment support

- a. Supply the five identical camera, lighting and sound packages and shared reserve resources in section 4 for 18–25 November inclusive. Deploy the dedicated team support personnel. Inspect, label and test resources with FTII before use; train participants and provide on-site troubleshooting. Equipment shall be of consistent quality across teams.
- b. Provide one line-production coordinator per team for shoot preparation and the challenge, including movement planning, call sheets, liaison with NFDC transport, prop/costume procurement administration, time management and production records. Participant purchases shall use authorized team funds and receipts; the agency has no authority to add team expenses to its fixed contract price.
- c. Provide qualified reserve/technical crew to address agreed gaps or temporary absence under FTII direction. Minimum standby support is defined in section 4. Any substantial increase in team or creative staffing requires prior approved variation; open-ended additional crew is not included or authorized.

3.3 Post production and final film delivery

- a. Set up and support five simultaneous editing suites at the NFDC hub, plus one ready reserve workstation. Provide licensed editing, colour, audio and subtitle tools; appropriate storage, local media sharing, headphones/monitoring and technical support music library. NFDC supplies power/internet and the physical spaces described in section 5. The agency provides its own data/media facilities and required local network interfaces.
- b. A post-production supervisor shall coordinate all five team workflows, backups, editing support, sound mix, colour consistency, English subtitle accuracy and final delivery. Participant editors lead their creative edit; support editors and specialists provide practical assistance to meet the delivery standard.
- c. Deliver five completed participant film packages, each for a 6–10-minute film, and one 30–60 second trailer per film. Support the 48-hour completion limit and the separate final technical packaging window: challenge provisionally 21 November 11:30 to 23 November 11:30; screening-ready final submission provisionally 23 November 17:00. Preserve challenge deadlines and creative-work rules notified by FTII/NFDC.
- d. Each film package shall include a screening DCP, screening/playback backup, high-quality clean master, English-subtitled version, separate SRT subtitle file, audio/stem files available from the team workflow, thumbnail, synopsis, credits and delivery/checksum report. Prepare encrypted DCP and KDM only if required by the approved venue; otherwise supply interoperable unencrypted DCP. Coordinate and verify playback at the designated venue before screening.

3.4 Competition coverage and broadcast assets

- a. Film arrivals subject to access, preparation, familiarization, launch, all five teams during production/post-production, public/delegate reactions, jury interviews, screenings and award/winner moments. Obtain usable sound and releases. Use independent BTS resources so coverage does not take equipment from participant teams.
- b. Produce eight daily BTS updates, one for each day 18–25 November, each up to two minutes, submitted for approval by 20:00 that day for festival/digital playback. If the approved programme shifts, the eight daily coverage dates will be rescheduled within the same period/quantity by written instruction. Filming the award event outside that period will require scope confirmation before issue or a lawful variation.
- c. Produce one 3–5 minute recap montage for the award ceremony, including a rehearsal copy at least four hours before scheduled playback and a final file at least one hour before playback. Provide a playback operator for the assigned CMOT screenings and recap within the programme.
- d. Produce five separate 5–8 minute team capsules, showing each team's process and contribution, for broadcast and digital use. Submit first cuts by 26 November and approved final versions by 28 November. Provide extracts/crops suitable for the official social platforms within the quantities in section 3.5.

3 4 Competition coverage continued

e. Record up to ten interview segments with the challenge jury, the NFDC representative, IFFI Festival Director, senior officials and celebrities whose access is arranged by NFDC. Provide 2–5 minute edited segments where access and interview content permit, together with cleaned full recordings. Unavailable access must be recorded and substitute coverage agreed with FTII; the agency may not invent interviews or use unrelated archives without clearance.

f. Produce a 30-minute documentary about the challenge, its 100 creative participants and IFFI, giving appropriate prominence to the Ministry of Information and Broadcasting's conception of the initiative. Prepare treatment and interview plan for FTII/NFDC approval by 5 November; first cut by 26 November; revised final master by 28 November. The professional production/editing team must be available for this compressed post-event schedule.

g. Deliver the documentary and other approved programme assets in clean and branded/subtitled versions, high-quality master and suitable H.264/H.265 playback files, with complete title/credit lists, cue sheets, licences, releases, raw footage, edit projects and graphics source files. Include up to two consolidated editorial revision rounds per documentary/capsule/interview asset and routine technical correction until conformity. Daily updates and ceremony recap require same-day correction of technical/factual errors where necessary.

3 5 Marketing publicity and sponsorship support

a. Develop one campaign asset plan, one sponsorship presentation of up to 15 slides and one sponsorship information sheet, using information and approvals provided by FTII/NFDC. Commercial negotiation, sponsor contracting, receipt or sharing of sponsorship money and fulfilment of sponsor commitments remain institutional functions.

b. Supply up to 20 static digital publicity creatives, ten social video extracts of 30–60 seconds using the contracted footage, and 100 edited still photographs. Use approved sizes, captions, alt-text suggestions and release/rights records. These are delivery quantities, not a commitment for paid promotion or guaranteed reach.

c. Prepare three draft press notes, for pre-event, challenge and completion; a participant profile compilation for up to 100 participants from NFDC-validated data; approved content/caption files for FTII/IFFI website pages; and a final asset index. Website hosting, application microsite, publication on official handles, media buying and regional print placement remain with FTII/NFDC. The agency may upload only when specifically authorized through institutional access controls.

d. Apply the approved wording “in partnership with FTII” and FTII, NFDC, IFFI, CMOT and Ministry logos/credits as directed across the five films and competition content. Integrate the FTII-supplied showreel for launch and award playback. Physical hub/venue branding, merchandise and signage are NFDC supplies; provide digital artwork/technical coordination within the contracted asset quantities.

3 6 Approvals records and rights

Maintain daily resource/production logs, issue and correction registers, inventory, permissions, releases, licence and music cue sheets, delivery checksums and approval records. No public release or sponsor use is permitted before FTII/NFDC approval. Do not use participant or applicant data for any other purpose.

4 Minimum equipment and personnel

Specifications are functional and brand neutral. Equivalent or better professional equipment is acceptable if evidenced and compatible with the common workflow. Provide a detailed inventory in Annexure 3. Hire/lease commitments are acceptable. All rentals, accessories, software, replacement support and equipment transport must be included in the fixed price.

Resource	Minimum quantity and specification	Deployment
Team camera kits	Five identical kits. Each: professional interchangeable-lens camera capable of 4K 10-bit recording, suitable wide/standard/portrait focal-length coverage, tripod, stabilization support, ND filters, batteries/chargers and sufficient recording media.	Five teams 18–25 November
Team lighting kits	Each team: at least four suitable LED fixtures, including soft/key-light options, stands, modifiers, diffusion, safe cables and power distribution suited to approved locations.	Included in each kit
Team sound kits	Each team: portable multi-track recorder, boom microphone/pole and wind protection, two wireless lavalier channels, headphones, batteries and cables.	Included in each kit
Team edit suites	Five dedicated workstations able to edit the proposed 4K footage and create delivery exports; calibrated or consistently tested displays, licensed NLE/colour/audio tools/music library, headphones and subtitle tools.	Ready by 19 November Through 25 November
Shared reserves	One compatible spare camera body with essential accessories; one reserve edit workstation; replacement sound/lighting accessories; critical spares and rapid replacement arrangement.	On site throughout challenge
BTS and interview resources	At least two independent professional camera kits, field sound and compact lighting; one interview/diary-room camera arrangement. Dedicated coverage edit capacity separate from five team suites.	18–25 November; interview setup coordinated with hub
Media and backup resources	Working media sized to proposed recording plan; two independently stored backups per team and for BTS, checksum/verification workflow, protected portable drives and final handover drives.	From first media capture to accepted handover

Before issue, FTII shall confirm that these quantities are supported by the estimate and the five-day response period. Equipment must be available for inspection and functional testing; used professional equipment is acceptable if reliable and of consistent specification. No bidder is required to purchase equipment solely for this tender.

4 Minimum personnel continued

Role	Minimum deployment	Requirement
Project lead	One from award through closure	Accountable coordinator; relevant experience as in section 2; available for all critical milestones.
Team line-production coordinators	Five on site 19–23 November	One per team; each with at least two comparable film/audiovisual production credits and signed availability.
Equipment supervisors	Five on site 19–23 November	One per team; competent in supplied camera, light and sound systems. A coordinator may also act as supervisor only if both capabilities and continuous team support are evidenced.
Post-production supervisor	One on site 19–25 November	At least three years coordinating professional editing and delivery; DCP/subtitle workflow capability.
Edit support	Five available 19–24 November	One for each suite; trained in proposed NLE. These assist participant editors rather than replace them as competitors.
BTS field crew	Two camera operators and one sound resource 18–25 November	Independent capture for simultaneous team coverage and interviews, with safe planned rosters.
BTS post and graphics	Two editors and one graphics resource from 18 November to final delivery	Daily turnaround plus capsules/documentary and approved publicity assets; graphics role may be shared with an editor if daily capacity is evidenced.
Media manager	One throughout capture and final handover	Responsible for media custody, checksums and backups; may combine compatible duties only without leaving data control unattended.
Standby technical resources	At least two identified reserve crew during challenge	Documented capacity to cover camera/sound and post-production gaps; activation included in fixed price.

Provide a shift/availability plan for continuous challenge support and the 48-hour workflow, using safe rosters and relief. A person cannot be counted in incompatible simultaneous roles. Disclosed compatible sharing is permitted only as stated above; the bidder must still meet every required service level. Personnel remain employed/engaged and paid by the agency; this procurement creates no employment with FTII/NFDC.

FTII approval is required before replacing key personnel or reducing the committed resources. Replacement must be of equal or better capability and promptly available without extra cost. The agency remains responsible for lawful wages, working arrangements, insurance and statutory employer obligations applicable to its personnel.

5 Interfaces and institutional inputs

The price is based on the inputs below. FTII shall confirm the NFDC commitments before issue. The agency shall include all costs not expressly assured to it here; the existence of an NFDC–FTII MoU does not automatically give every agency crew member the travel/accommodation entitlements of an FTII official.

Institution	Retained work and supplied inputs
FTII	Faculty/expert initial screening, score/shortlist records, academic direction and familiarization content, institutional approvals, FTII jury nomination, official coordination, team production-budget administration and expenditure reconciliation.
NFDC	Participant engagements/accreditation, official theme and selection rules, applicant data and selection stages, host and celebrity/official access, participant travel/stay/meals, jury support, prizes and certificates, award-event organization and official broadcast/distribution.
NFDC hub	Physical branded hub tentatively at designated venue, space for five editing suites and up to 125 people, power outlets, high-speed internet and agreed server/screens; sound-controlled interview/diary room, toilets and 24-hour event security. No hub construction or general security service is priced here.
NFDC merchandise	300 team T-shirts; 400 bags; 250 logbooks; five gaffer-tape rolls; 150 branded bottles; five clapper boards, subject to final NFDC confirmation. These are not agency purchases under this contract.
NFDC crew logistics	MoU working provision: 11 hotel rooms, seven production vehicles and five domestic flights for agreed FTII personnel, plus agreed food/ground support.

Agency, staffing, accommodation, travel, freight or local transport is included in P8 and the firm total. The Agency coordinates and shares the assured resources as directed. It may not invoice FTII separately for items already covered by NFDC or use participant rooms / vehicles without permission. If NFDC- provided facilities fail, notify FTII immediately and obtain written directions before any chargeable substitute arrangement.

6 Outputs dates and acceptance

Output	Quantity and deadline	Acceptance evidence
Execution plan and Digital Production Packs	One execution plan within three working days of kick-off; five packs by 15 November	Approved scope/calendar, workflows, forms, music-access and delivery instructions.
Deployment and orientation	Five kits/suites and support; readiness by 19 November; checks completed before challenge	Signed inventory, resource availability, licences, test footage/export and backup rehearsal.
Challenge film packages and trailers	Five 6–10 minute films and five trailers; 23 November at 17:00 provisionally	DCP/playback verification, English subtitles, masters, credits and checksum report.
BTS daily updates	Eight; up to two minutes each; 18–25 November by 20:00 daily	Approved factual/brand content and playback/social files; delivery timestamp.
Award montage and playback	One 3–5 minute recap; rehearsal and final files before award playback	Tested playback at assigned venue and approved recap.
Team capsules	Five; 5–8 minutes each; first cuts 26 November, finals 28 November	Each team represented; approved editorial content, subtitles and master/social files.
Interview segments	Up to ten access-dependent segments, 2–5 minutes where feasible; 28 November	Named access/consent log, edited clips, cleaned full recordings and metadata.
Documentary	One 30-minute programme; first cut 26 November, final 28 November	Approved treatment, coverage of all five teams, required institutional credits and technical QC.
Publicity support	20 static creatives, ten social extracts, 100 photos, three press-note drafts, profile compilation, sponsor deck and sheet	Approved assets and source files; schedule: plan/deck by 5 November; running event assets 18–25 November; final index by 28 November.
Complete handover	All content, raw footage, project files, rights records and inventories by 28 November	Two final digital copies, asset index, checksums, licence/release register, return of hired/institutional assets.

Technical delivery baseline: at least 1920×1080 HD programme masters; team camera capture capability as specified in section 4; screening DCP normally 2K with venue-approved frame rate/aspect ratio; high-quality ProRes 422 HQ or equivalent agreed mezzanine, plus H.264 playback copies. Lock frame rate, aspect ratio, loudness and screening requirements with FTII/NFDC during preparation. Provide no missing frames, clipped/distorted audio, broken titles, unreadable subtitles or unlicensed content.

FTII will nominate acceptance officers. Agency submissions require a dated delivery note and QC record; receipt alone does not establish acceptance. FTII will provide consolidated feedback promptly, normally within one working day during the event. Corrections for non-conformity are at agency cost. Access-dependent substitutions require written acceptance with an auditable explanation; silent omission is not permissible.

7 Evaluation award and security

7.1 Covers of Tender (Technical & Commercial) will be opened electronically at the notified time. First the Technical Cover will be opened. The Tender Committee will first scrutinize the Technical Bids and record compliance with section 2, the complete scope, minimum resources, availability, schedules and contractual conditions. It will then compare only technically responsive bids. Financial Bids of Technically Qualified Bidders will be opened. Prices may be visible in the single-cover opening; visibility does not excuse any technical failure or justify altering a technical decision.

7.2 Evaluation is by the binding total tax-inclusive lump sum for the complete package, after applying the purchase preferences in section 8. No technical weighting or unpublished creative score applies. FTII may verify client evidence, crew availability, licences and hired-resource commitments. Permissible clarification may explain existing submissions, but cannot change price or cure material non-compliance through a new proposal.

7.3 Annexure 6 contains a binding total and supporting price breakup. For this lump-sum contract the signed binding total governs; it will not be increased or arithmetically re-priced after opening. A discrepancy in the supporting breakup may be clarified without changing that total, and the final accounting breakup shall match it. A missing/ambiguous binding total, inconsistent tax-inclusive commitment or omitted mandatory scope is material. Any grossly unrealistic or abnormally low price will be examined for deliverability before award under the applicable process.

7.4 Award will be to the lowest evaluated responsive eligible bidder after the disclosed preferences, subject to price reasonableness, available sanctioned funds and competent-authority approval. Routine negotiation is not part of the process. Where compliant evaluated totals tie after policy application, FTII will use a documented draw in the presence of the tied bidders or their online representatives, with prior notice and a signed record; no discretionary technical marks will be introduced to break the tie.

7.5 The LoA shall identify accepted price, scope and dates. Acceptance is due within one working day of receipt or the specific time stated in the LoA. Signed acceptance of the LoA and tender terms establishes the parties' commitment; the formal agreement will be executed within 14 calendar days of LoA. Any variation must be separately authorized in writing. FTII may cancel if the institutional collaboration/funding authority is not completed before award; no contractor shall assume an award from the target timetable.

7.6 The successful agency shall submit performance security of 5% of the accepted tax-inclusive contract value within 5 calendar days of LoA. Permitted forms are an acceptable insurance surety bond, FDR, account-payee demand draft, verified bank guarantee/e-bank guarantee from a scheduled bank, or accepted online payment to FTII. FTII will give official payee/verification details with LoA.

7.7 Security must remain valid for 60 days beyond completion of all contractual obligations, including the 30-day technical defect-correction period following final acceptance. Extend security if accepted completion shifts. No contract payment will be released until security is verified. Security may be used for approved recoveries/default under the contract after the applicable notice and process; it will be returned without interest after discharge of obligations, within the applicable release period.

7.8 Annexure 5 BSD applies to all bidders as approved for this tender. A bidder which withdraws or materially modifies its bid during validity, or the successful bidder which fails to furnish required security or sign the contract by the stipulated deadline, is liable to suspension from FTII bidding for one year after notice, opportunity to respond and a reasoned order under the applicable procedure.

8 Public procurement policies and integrity

8.1 FTII will apply the binding Public Procurement Policy for MSEs and Public Procurement Preference to Make in India Order, with amendments effective at tender issue and applicable to this service contract. Submit Udyam/DPIIT and local-content declarations in Annexure 4. No preference is available for alumni status, prior acquaintance or locality of office.

8.2 This package is indivisible. MSE preference is through matching the L1 price within the applicable 15% band, subject to the concurrent-policy sequence below. No price discount or split award is applied merely because a bidder claims preference.

8.3 Class I normally requires at least 50% local content; Class II requires at least 20% but below the Class I threshold. Any notified higher sector requirement applies. In this non-global tender, only Class I/Class II suppliers are eligible, unless a binding exemption is notified before issue. A relevant sufficient-local-capacity notification may restrict participation to Class I only. Submit self-certification, value-addition locations and the prescribed cost calculation; foreign licences/imports are not automatically local. The relevant sector finding shall be notified by FTII before issue.

8.4 Apply DoE's concurrent-policy OM dated 18 May 2023, para c(b), as amended: if L1 is MSE Class I, award to L1. Otherwise first offer matching to MSE Class I bidders within 15%, in ascending quoted-price order. If none matches, award to L1 when L1 is MSE Class II or non-MSE Class I. If L1 is non-MSE Class II, offer matching first to eligible MSEs within 15%, then eligible Class I suppliers within 20%, each in price order; if none matches, award to L1. No match or award above the ceiling is allowed.

8.5 Bidders having a registration requirement under GFR Rule 144(xi) and the orders concerning bidders from countries sharing a land border with India must furnish the required valid competent-authority registration and declarations. The requirement also applies to covered beneficial ownership/control and subcontracting arrangements as prescribed. False declarations are material breaches.

8.6 Do not offer gifts, inducements, confidential collusion or misleading credentials. Disclose common ownership/control, related bidders and any interest of an evaluation/approval officer. FTII may reject a bid or take contract/debarment action for substantiated integrity violations with the prescribed due process. The agency must not use FTII/NFDC branding or the contract as an implied institutional endorsement of its other business.

8.7 Tender opening and award information and comparative summaries may be disclosed through the procurement system and applicable law. FTII will assess requests for confidential production methods or personal data under the relevant disclosure rules; merely marking the whole bid confidential does not prevent lawful disclosure. Evaluation officers will protect applicant information and legitimate trade-sensitive material.

Issuer verification before publication: confirm the current sector notification, MSE applicability, local-content declarations, preference sequence and any required registration clause with Procurement/Finance. Publish any necessary clarification before bidding begins; do not change preference terms after bids are opened.

9 Price payment and change control

9.1 Quote the entire price, including staff, equipment hire, transport and freight, mobilization, agency travel/accommodation not expressly supplied, licences, music, insurance, backup storage, all edit/revision work, delivery drives and GST/other levies. No agency management fee, contingency or reimbursement is payable in addition to the binding price for the defined scope. Statutory changes after the bid deadline will be handled under applicable law and a written competent-authority decision; tax misclassification by the bidder is not a ground for increasing the price.

9.2 No mobilization advance is provided. Milestone payments are percentages of the accepted inclusive contract value, not the Rs. 49 lakh ceiling. NFDC's funding instalments to FTII do not confer an advance entitlement on the agency.

Milestone	%	Certification trigger
LoA	20%	Acceptance of LoA and submission of Security
M1 Preparation and deployment	30%	Accepted execution plan and five production packs; kits, five suites, licensed resources and minimum crew physically ready/tested; orientation support completed, normally by 20 November.
M2 Challenge and screening support	20%	Accepted five film packages and trailers, successful screening support and ceremony recap; required daily updates due by this stage delivered, normally by 24/25 November.
M3 Supporting programme and publicity	20%	All eight daily updates, five team capsules, agreed interviews and specified publicity/profile/sponsorship assets accepted.
M4 Documentary and complete handover	10%	Accepted 30-minute documentary, final masters/source files, licences/releases, complete asset index and closure report; all defects recorded at delivery rectified.

9.3 Submit a valid tax invoice with milestone delivery and acceptance records. FTII will process certified undisputed sums within 30 days of complete valid billing, with statutory TDS/GST-TDS and approved recoveries. Applicable MSME statutory payment rights remain unaffected. A disputed part does not justify withholding an unrelated certified undisputed amount.

9.4 NFDC's base commitments and the agency's included costs are stated in section 5. Additional teams, substantial additional shoot days, additional programme outputs, or separately commissioned sponsor obligations require a written scope/cost/time variation approved before work. Oral directions do not authorize payment. Any variation affecting the procurement threshold, sanctioned funds or fundamental competition assumptions requires Procurement/Finance review before commitment.

10 Contract conditions

10 1 Supervision delivery and remedies

The FTII nodal officer is the institutional coordinator; [insert designated officer/committee] certifies service acceptance. The agency shall implement approved production directions and report an issue immediately, including safety, loss of media, equipment failure, missed access or resource absence. Meet critical festival deadlines with the stated standby capacity and at no extra cost for failures attributable to the agency.

Where agency-attributable delay affects a deliverable, liquidated damages may be imposed at 0.5% of the allocated price of the delayed/affected services for each week or part thereof, subject to a total cap of 5% of the contract price. The supported breakup in Annexure 6 identifies affected services; the same delay shall not be recovered twice. Give the agency notice and an opportunity to explain attribution. No damages apply to delays attributable to FTII/NFDC, approved access failure or established force majeure. A critical missed festival output may also constitute material default requiring the remedies below; LD does not buy an extension automatically.

For an on-site technical breakdown, the agency shall start corrective action immediately and deploy its committed backup within two hours where the programme requires it. For other material default, FTII will issue a written performance notice with a reasonable cure period appropriate to the deadline, normally two working days. Failure to cure may result in termination of affected services, approved substitute procurement and recovery of demonstrable additional costs, subject to contract terms and law. A procurement recovery will not replace the need for lawful approval of substitute work.

10 2 Rights releases confidentiality and data

NFDC owns the participant Films as stipulated in the institutional MoU; participant agreements and official release terms are supplied by NFDC. The agency acquires no rights in those Films. It shall secure crew, subcontractor and contributor permissions needed for its services and transfer all assignable rights in agency-created coverage, graphics and programme assets to FTII for the contractual consideration, to enable the NFDC licence and approved institutional uses. The assignment is worldwide, for the full copyright term, across all existing media and expressly agreed exploitation formats, subject to law and disclosed pre-existing rights.

Third-party music, fonts, stock footage, software or other assets shall have documented licences sufficient for intended film/festival, television, digital and institutional exhibition, including NFDC sublicensing where required. Submit any use restrictions for approval before incorporating an asset; no undisclosed subscription expiry, territory limit, platform claim or future licence fee is acceptable for delivered content. Music library access must allow the participant Films' continuing permitted use. Agency personnel must not lodge unauthorized content-ID or platform claims against the approved assets.

Supply all raw recordings, edit/project files, editable graphics, subtitle files, cue sheets, releases and rights records. Keep production and applicant data confidential; use it only for the assignment on authorized systems with controlled access and secure transfer. No portfolio/public post, third-party training use or sponsor release without written approval. Notify FTII immediately of a data/security incident, secure evidence and assist remediation. Return/delete extra copies after handover and the agreed correction period unless legal retention is required and documented.

10 Contract conditions continued

10 3 Insurance responsibility and safety

The agency is responsible for its personnel, hired assets, competent operation and lawful working arrangements. Maintain appropriate equipment/transit and production/public liability cover for its contracted operations; submit policy details before deployment. Take safe power, equipment, location and crowd practices. Agency personnel shall not undertake unapproved hazardous stunts or shoots. NFDC hub security does not remove agency custody and inventory obligations.

The agency shall indemnify FTII against substantiated third-party claims arising from its negligence, unlawful employment conduct, unauthorized use of third-party material, or breach of its confidentiality/rights obligations. Ordinary aggregate contractual liability is capped at the contract price, subject to applicable law; this cap does not restrict liability for fraud, wilful misconduct, infringement of third-party intellectual property, breach of confidentiality/data obligations, or death/personal injury attributable to the agency. No general NFDC–FTII indemnity is extended to excuse agency default.

10 4 Termination force majeure and disputes

FTII may terminate for material default after the performance notice and cure opportunity appropriate to the circumstances, or on ten calendar days' notice for cancellation/curtailment of the institutional event or for convenience. For convenience termination, payment is limited to accepted services and substantiated unavoidable commitments previously authorized for this contract, within the contract ceiling and subject to mitigation; no anticipated profit on unperformed services is payable. Unperformed milestone shares are not automatically due. Hand over completed and in-progress assets and account for institutional property and payments.

For force majeure beyond the affected party's reasonable control, notify the other party promptly with evidence, affected milestones and mitigation. FTII will assess a justified extension, alternative deliverable or termination in writing. Ordinary crew non-availability, poor planning, unlicensed software or foreseeable equipment failure is not automatically force majeure. No revised price is payable without written authorization.

The contract is governed by the laws of India. Parties shall first refer a dispute to their authorized representatives for resolution within 15 days. Unresolved disputes are subject to the jurisdiction of competent courts at Pune, Maharashtra, subject to any mandatory statutory forum including eligible MSE remedies. This agency contract does not alter the New Delhi jurisdiction clause of the separate NFDC–FTII MoU. No unilateral appointment of an arbitrator is provided.

The order of precedence is: formally approved contract variation, LoA/contract special particulars consistent with the tender, published tender corrigenda and common replies, this tender, accepted bid. No post-award instrument may introduce a material change contrary to the competitive tender without lawful approval. All substantive amendments require written authorization by the competent FTII officer.

10 5 Defect correction and completion

For 30 days following final acceptance, rectify technical errors in supplied assets and any proven licence/release deficiency at no additional charge. New editorial programmes or new creative instructions are not included in this correction period. Record final acceptance, return of property, financial reconciliation and security release after all obligations are discharged. FTII may audit relevant contract, rights and resource records in accordance with applicable retention rules.

Annexure 1 Bid submission and bidder particulars

To the authorized Procurement Officer, Film and Television Institute of India, Pune.

Tender No. _____ Bidder legal name _____

We submit our bid for the complete CMOT 2026 assignment and accept the published scope, mandatory resource requirements, deadlines, price ceiling, evaluation, rights, security and payment terms, including corrigenda listed below. Our competitive binding total is in Annexure 6. We confirm that the named resources can be deployed as committed and that all costs required for the defined assignment are included.

Legal constitution and registration number: _____

PAN and GSTIN or lawful non-registration basis: _____

Registered/service address: _____

Authorized signatory and authority reference: _____

Bid contact official email and telephone: _____

Portal bidder ID: _____

Udyam and DPIIT status and registration number if claimed: _____

Class I or Class II local supplier and local content percentage: _____

Corrigenda acknowledged: _____

Disclosed subcontractors and their scope: _____

We undertake to provide genuine evidence, cooperate with verification, preserve the confidentiality of the project and obtain lawful rights for every supplied asset. Our bid remains valid for 60 calendar days after closing. Any proposal to share compatible roles is expressly disclosed; no individual is promised for incompatible simultaneous duties.

Deviations: [state NIL or list each clause and proposed deviation on an attached signed sheet]. A deviation from a mandatory requirement may cause rejection. An unsigned blanket statement of “subject to our terms” is not accepted.

Authorized signature and seal: _____

Name and designation: _____

Date and place: _____

Annexure 2 Experience and key personnel

Submit evidence for each assignment: work order/contract or client confirmation, completion/delivery evidence, your role, relevant outputs and sample links. Private-sector evidence is acceptable. An eligible MSE/startup seeking experience relaxation shall attach its registration and an alternative capability/resource plan.

Client and assignment	Dates and bidder role	Similar outputs and evidence	Reference contact
1 [insert]	[insert]	[insert reference and links]	[name and business contact]
2 [insert]	[insert]	[insert reference and links]	[name and business contact]
Additional if needed	[insert]	[insert reference and links]	[name and business contact]

Key personnel schedule

Attach one row for every required person, with CV/credits and signed consent. Do not merely state that persons will be hired later. Resource availability commitments may be conditional on award but must be credible and cover the required dates.

Name and role	Experience and evidence	Dates and other commitments	Consent and shared duties
Project lead	[insert]	[insert]	[signed undertaking]
Five line-production coordinators	[separate names and records]	[insert]	[insert compatible sharing if any]
Five equipment supervisors	[separate names and records]	[insert]	[insert]
Post supervisor and five edit-support staff	[separate names and records]	[insert]	[insert]
BTS field/post graphics and media manager	[separate names and records]	[insert]	[insert]
Two standby crew	[names and coverage skills]	[insert]	[insert]

Personnel consent wording: I, [name], consent to be proposed for [role] by [agency] for the stated dates, confirm the attached experience record and disclose [other commitments/nil]. I can undertake the stated role and deployment if the agency receives award. Signature, date and contact: [insert].

Annexure 3 Resource compliance and execution plan

Requirement	Offered specification and quantity	Availability evidence and reference	Comply yes or no
Five identical camera/light/sound kits	[make/model/function; kit contents; five units]	[owned inventory or hire commitment]	[insert]
Five editing suites and one spare	[workstation, display, software, storage]	[availability and licence basis]	[insert]
Independent BTS and interview resources	[quantity and workflow]	[availability record]	[insert]
Spare camera and replacement accessories	[quantity and response arrangement]	[availability record]	[insert]
Two-copy verified media backup and final storage	[capacity, copies, custody and checksums]	[media plan]	[insert]
Crew and safe roster	[all roles and relief]	[Annexure 2 references]	[insert]
Music software and third-party licences	[providers, coverage and permitted uses]	[licence plan and commitments]	[insert]
Mobilization including unprovided agency logistics	[travel/stay/freight plan]	[cost included under P8]	[insert]

Attach a concise execution plan covering: preparation and script circulation; participant orientation; five-team kit/suite setup; 48-hour production coverage; technical film/subtitle/DCP delivery; daily updates; interview access; documentary and capsule post-production; branded assets; corrections; rights clearance; backup and incident response; and final handover. Include the programme calendar and dependencies on NFDC facilities/access.

Rental commitment wording: [Provider] confirms that the stated resources can be reserved for [agency] on the required dates, subject to contract award, at the stated specifications and quantities. Contact and authorized signature/date: [insert]. A general catalogue without availability assurance is not sufficient.

All mandatory outputs accepted or itemised deviation reference: _____

Authorized signature and date: _____

Annexure 4 Policy integrity and rights declarations

We, [legal bidder name], make the following declarations and will supply supporting evidence for any policy claim. False statements may lead to rejection, termination or other action under the applicable procedure.

MSE status and Udyam reference or not claimed: _____

DPIIT startup status and experience relaxation sought or not claimed: _____

Local supplier class and estimated local content percentage: _____

Locations of local value addition and calculation attachment: _____

Required land-border registration reference or reason not applicable: _____

Common ownership or control with another invited bidder or nil: _____

Connections with FTII or NFDC officers and potential conflict or nil: _____

Relevant debarment and effect on present eligibility or nil: _____

Relevant material default litigation or insolvency disclosure or nil: _____

We certify that our local-content calculation and registration declarations are consistent with the applicable orders. We shall not offer inducements, collude, use confidential competitor information or misrepresent resources. We will comply with the tender's confidentiality and rights terms and obtain contributor/subcontractor assignments and third-party licences sufficient for the approved uses before including their material.

We have identified all pre-existing/third-party assets that may carry restrictions. Those restrictions and clearance plans are attached at [reference/nil]. No restriction affecting continuing NFDC/FTII exhibition, broadcast or approved distribution has been concealed. We shall deliver all raw/source/project files and rights evidence specified in the tender.

Authorized signature and seal: _____

Name and designation: _____

Date and place: _____

Annexure 5 Bid Securing Declaration

To FTII, Pune. Tender No. [insert]. We, [bidder], understand that this tender requires a Bid Securing Declaration instead of monetary bid security. We accept that if we withdraw or materially modify our bid during its validity, or after award fail to furnish the required performance security or sign the contract by the stipulated deadline, FTII may suspend us from eligibility to bid for FTII contracts for one year, following notice, an opportunity to respond and a reasoned order under the applicable procedure.

This declaration shall cease to apply when the bid validity has expired without award to us, or when the awarded contract has been signed and the required performance security accepted, without prejudice to action for a breach already committed. We accept that no exception is created by submitting this declaration through an authorized agent.

Bidder legal name: _____

Authorized signature name and designation: _____

Date and seal: _____

Annexure 6 Binding financial offer (for information only)

The Bidder should strictly note that the Financial Offer should be submitted only in BOQ format of CPP portal separately, failing which the bidder will be disqualified. DO not include this Annexure 6 or any of its content in Technical Bid Document.

The Estimated Budget is Rs. 49,00,000/- including GST.

Bidder should fill consolidated price in BOQ, considering below mentioned Eight Components (P1 to P8).

Line	Complete component
P1	Preparation coordination and orientation support
P2	Five identical team packages for 18–25 November; aggregate not above Rs. 5,25,000
P3	Five edit suites reserve resources software and post technical support
P4	Line-production coordinators equipment supervision and standby crew
P5	BTS daily updates recap five capsules interviews and 30-minute documentary including complete post etc.
P6	Publicity profile press-note sponsorship support and graphics assets
P7	Music/content licences data backups delivery media insurance and QC not included above
P8	Mobilization agency travel/stay freight unprovided local logistics and all remaining costs
Total	Binding all-inclusive lump sum P1–P8 (This total only to be submitted in BOQ)

Kindly note that, if needed, Price bifurcation of consolidated quoted price w.r.t above Eight Components, will be asked from L1 Bidder

In BOQ, Bidder should fill Three Columns i.e. 1. Bidder Name, 2. Basic Rate (Agency Charges), 3. GST. Sample BOQ given below for reference.

<div> Validate Print Help </div> <div> Tender Inviting Authority: Film & Television Institute of India Name of Work: Hiring Professional Production & Technical Support Agency (CMOT) Contract No: GEN-577 Name of Bidder: M/s. ABC XYZ Pvt. Ltd. </div>														
<div> <div>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.)</div> <div>PRICE SCHEDULE</div> <div>(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)</div> </div>														
NUM Sl. No.	TEXT # Item Description	TEXT Item Code / Make	NU Quan tity	TEX Unit s	NUMBER Estimated Rate in Rs. P	NUMBER # BASIC RATE in Figures To be entered by the Bidder in Rs. P	NUM Excise Duty Amount in Rs. P	NUMBER GST Amount in INR	NU Frei ght Ch ar ge s (	NU Any Oth er Tax es (	NU Any Oth er Dut ies/L evie	NUMBER # TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	NUMBER # TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TEXT # TOTAL AMOUNT in Words
1	Hiring Professional Production & Technical Support Agency (CMOT)													
1.01	Consolidated cost for the Services as per Detail As per Details mentioned at Annexure 6 in the NIT Document.	Item1	1.00	Nos	4900000.00	4152750.00	747250.00					4152750.00	4900000.00	INR Forty Nine Lakh Only
Total in Figures												4152750.00	4900000.00	INR Forty Nine Lakh Only
Quoted Rate in Words												INR Forty Nine Lakh Only		

Annexure 7 Letter of Award and agreement particulars

Issuer form for completion after approved evaluation. This annexure is not an award to any provider.

To [successful legal agency and address].

Subject: Award of FTII CMOT 2026 integrated production and technical support assignment.

Reference: Tender [number/date], your bid [reference/date], corrigenda [references], and competent-authority order [reference/date].

FTII accepts your offer for the complete assignment at Rs. [accepted amount] inclusive of GST and all charges, subject to the tender and approved contract particulars below. This is one firm lump-sum contract. The scope, resource commitments, deadline and rights obligations are those in the tender and accepted bid; no additional exclusion or reimbursement is accepted by this letter.

Agency legal name and authorized representative: _____

Accepted total base value and GST breakdown: _____

P2 five-kit component and per-team allocation: _____

Performance security amount due date form and validity: _____

Acceptance and formal agreement deadlines: _____

November programme and critical deadlines: _____

FTII coordinating and acceptance officers: _____

NFDC support and expenditure sanction references: _____

Please return unconditional signed acceptance within the stated period and submit performance security/executed agreement within 14 calendar days of this LoA. Begin the agreed kick-off and preparation upon acceptance in accordance with the contract. No milestone payment will be released before security verification. Subsequent scope/price amendments require a separate lawful written approval.

For FTII authorized signature designation and date: _____

For agency unconditional acceptance signature and date: _____

Agreement execution: FTII, acting through [authorized officer], and [agency], acting through [authorized representative], agree that the above award, tender including published replies/corrigenda, accepted bid and these particulars form the contract. The rights, confidentiality, payment, performance, termination and dispute terms apply as stated. Execute any legally required stamp formalities under applicable law.

FTII authorized signature and seal: _____

Agency authorized signature and seal: _____

Witness names signatures and date: _____