

Government of Bihar

Information and Public Relations Department

NOTICE

Sealed proposals are invited from interested Film/Audio Makers Agency for empanelment for making Video spots/Audio jingles/Short Film/Documentaries/Docu-Dramas etc. for Information and Public Relations Department and other Government Departments as and when required. Information and Public Relations Department will empanel the suitable Film Makers/Agencies for a period of 3 years or till the time of next empanelment. The Criteria and necessary conditions for empanelment can be seen on the departmental website <https://state.bihar.gov.in/prdbihar> or <https://eadvtprd.bihar.gov.in/PublicAdView.aspx>.

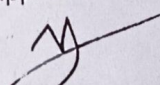
Existing Panel Communicated vide officer order No-400, Dated-05-11-2024 will remain valid simultaneously along with Empanelment done through current notice.

IPRD keeps discretionary right to assign work order to any empanelled Film Maker/ Audio maker Agency. This means empanelment does not give any right to Film/Audio Makers Agencies to claim work order from the department.

The last date of submitting the proposal is up to05... PM on 14.05.25. The proposal will be opened on 15.05.25 at 11:00 AM in the presence of Empanelment Advisory Committee for stage- 1 evaluation. Such successful agencies will be called for stage- 2 evaluation (Presentation) later on.

The applicant film Maker/Agency may remain present in person or through its authorized representative at the time of opening of proposals.

The Secretary, Information & Public Relations Department reserves the right to accept or reject any or all proposal without incurring any obligation to inform the applicant Film Maker/Agency of the ground/grounds of rejection.


(Vaibhav Srivastava)

Director

Information and Public Relations Department
Bihar, Patna

Memo no:- Ch Chi(02) 08-02/2021.....1475.....I & PRD, Bihar,

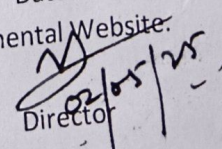
Patna, Date 02.05.25

Copy to :- Deputy Director, Advt, I & PRD, Bihar, Patna to publish in National Level Newspapers and State Level Newspapers.

Memo no:- Ch Chi(02) 08-02/2021.....1475.....I & PRD, Bihar,

Patna, Date 02.05.25

Copy to :- IT Manager, I & PRD, Bihar, Patna to publish on Departmental Website.


Director

Notice for Fresh Empanelment of audio-Video Producers/ Agencies with IPRD Bihar

1. Background:

- 1.1 The Information & Public Relations Department, henceforth referred to as IPRD, is responsible for disseminating information on government policies, schemes and programmes through multiple mediums of mass communication including radio, television, press, Newspapers, social media, printed literature like booklets; posters, outdoor campaign including traditional modes of communication such as dance, drama, folk recitals etc.
- 1.2 Therefore, IPRD has a mission and vision to create an enabling environment for the facilitation and dissemination of knowledge and information. It does this by publicizing flagship schemes of government, strengthening public service broadcasting (TV and radio).
- 1.3 IPRD is the nodal organization for paid outreach campaigns through Print Media, Electronic Media, Outdoor Media, Internet Websites, etc. on behalf of client Departments and organizations of Government of Bihar.
- 1.4 Existing empanelment was done in October 2023 and November 2024. Hence need for fresh empanelment is being felt.
- 1.5 Existing empanelment list communicated by vide officer order no-400, dated-05.11.2024 will remain valid simultaneously along with empanelment done through current notice.

2 Definitions:

- 2.1 **Audio Visual Content (hereby AV):** AV content having voice and/or video media. Includes but not limited to Television Commercials, Documentary Films, Promotional TV Serials, Audio Spots/Jingles, Video Spots, Sponsored Radio Programmes, Animated Films.
- 2.2 **AV Production job:** AV Production jobs would consist of, but not be limited to, production of AV content, Dubbing/Editing of audio and/or modifications of the already available AV material, motion graphics, duration- based AV content production for various Digital/Analog Platforms, etc.
- 2.3 **AV Producers/Agencies:** The individuals/vendors/agencies who are engaged in the task of AV production.
- 2.4 **Radio Spot:** The Radio Creatives have only words/speech and do not involve the composition of original music.
- 2.5 **Radio Jingle/Song/Signature Tune:** The Radio Creatives which are wholly or partially music based with an original composition.
- 2.6 **Sponsored Radio Programmes (SRPs):** Radio programmes, which are being sponsored by any client Department which may include Interviews, Talk-show, Radio Drama, Music Programme, Question-Answer sessions, Speeches, Radio Interactions, etc. Production includes signature tune, opening/closing/change over music/jingle, drama. stock voices/music/songs, studio-recorded interviews/expert comments, receiving questions through phone/ E-mail/ letter, the reply of questions by anchor/experts in the Programme, production of promos, etc.

- 2.7 **Re-editing:** Deleting or re-arranging some portion of old episodes.
- 2.8 **Re-recording:** Re-recording some portion of an old episode to replace some old portion, and may include charges for voices and editing.
- 2.9 **Video Spot/Documentaries/Telefilms:** This production category may include Television Commercials {TVCs), Documentary Films and Promotional TV Serials, etc. The production in this category may include script, detailed shot-by-shot storyboard (for Video-spots), location, travel (if required), models, anchors, shooting, editing, jingle, 2D/3D animation, 2D/ 3D character animation, all kinds of graphics, titling/sub-titling/text, music, voiceover, background effects, special effects, etc.
- 2.10 **Special Programmes:** Innovative and unique stories/ special programmes/ featurette related to Government programmes/ policies/ schemes/ or success stories of the beneficiaries of Government programmes/ policies/ schemes.
- 2.11 **Expert in Field of AV Production:** Expert from the field of AV Production means Film Directors, TV Programme Producers, Content Writers, Cinematographers, Video/Film Editors, Actors, Radio Programme Producers or any person who has considerable and in-depth knowledge in the field of AV/TV/Digital Production
- 2.12 **Language Version:** The language version would include dubbing, regional content, characters, property, artists, outdoor shooting in regional locations, language graphic-animations, etc. to ensure regional look. to the Programme.

3 Categories of AV Producers and Pre-qualification criteria.

- 3.1 **Categories of AV Producers:**
- i. Empanelment of the AV Producers will be done under three categories i.e. **Category A, Category B, Category C** .
 - ii. **Category A includes-**
 - ▶ TV Serials of duration of not less than 5 minutes.
 - ▶ Sponsored Video Programmes/ Documentary films/ Docudrama of minimum duration of 2 minutes.
 - iii. **Category B includes-** Radio programmes, which are being sponsored by any client Department which may include Interviews, Talk-show, Radio Drama, Music Programme, Question-Answer sessions, Speeches, Radio Interactions, etc. Production includes signature tune, opening/closing/change over music/jingle, drama. stock voices/music/songs, studio-recorded interviews/expert comments, receiving questions through phone/ E-mail/ letter, the reply of questions by anchor/experts in the Programme, production of promos, etc.

- iv. **Category C includes** - AV Spots/ Radio Jingles of duration of less than 2 minutes.
- v. An applicant can either apply for selection in any one of the categories or can simultaneously apply for selection in all three categories i.e. Category A, Category B and Category C as per their eligibility.
- vi. The linguistic specialization/capability to produce in Indian languages content will also be taken into consideration while empanelling the AV Producers in different categories (A, B and C). The applying AV Producers must mention their linguistic specialization/capability to produce Indian language content.

3.2 **Category wise professional and financial pre-qualification criteria:**

i. **Professional Eligibility:**

- a. **Category A: TV Serials/ Sponsored Video Programmes/ Documentary films/ Docudrama:** Professional experience of having produced at least two (2) TV Serials of minimum seven (7) episodes of minimum duration of **more than five minutes each in the last three** (3) complete financial years since the time of application or at least five (5) documentary films/ **Docudrama** of **more than 2 minutes duration each in the last three** (3) complete financial years since the time of application.
- b. **Category B: Sponsored Radio Programme:** Professional experience of having produced at least **thirteen** (13) episodes of one (1) or more Sponsored Radio Programmes (SRPs) in the last three (3) completed financial years since the time of application.
- c. **Category C: AV Spots/ Radio Jingles:** Professional experience of having produced at least twenty (20) Audio spots/ Jingles/ Video spots; out of which at least ten (10) should be Video spots in last three (3) completed financial years since the time of application.

ii. **Financial Eligibility**

The AV Producer/ Agency in all categories of the General Pool i.e. Category A, Category B and Category C should have annual turnover of not less than Rs. 50 (Fifty) Lakh in the segment of AV Production during at least three (3) financial years out of the five (5) years immediately preceding the year of application.

3.3 **Documents as documentary proof for evaluating financial eligibility:**

- 3.3.1 Certificate/document issued by a Statutory Auditor/Chartered Accountant wherein his/ her membership number and address should be indicated in the official seal or certificate/document issued by statutory authority/charted accountant on his letter head with official seal will also be valid.

3.3.2 Audited Balance Sheet by a Statutory Auditor/Chartered Accountant for last three (3) financial years out of the five (5) years immediately preceding the year of application or

3.3.3 Certified Profit and Loss Account statement issued by a Statutory Auditor/Chartered Accountant for three (3) financial years out of the five (5) years immediately preceding the year of application.

3.4 AV Producers/Agencies who satisfy professional and financial pre-qualification criteria will be eligible for Technical Evaluation

3.5 Other Criteria:

- i. The applicant should not have been disqualified by IPRD or been a defaulter of IPRD in five (5) year preceding the date of application.
- ii. The applicant should not be blacklisted by the Central Government or any State Government.
- iii. The applicant should not be involved in a criminal act for which the Proprietor or Director or Promoter of the firm has been convicted by a Court of law.
- iv. The applicant should be compliant with all laws of the land.
- v. The applicant firm should have a local office in Patna. If not then they will have to submit an undertaking that the firm will open a local office in Patna within one month after being empanelled in IPRD.

4 Terms of Empanelment of AV Producers

4.1 The evaluation shall be done based on recommendations of Empanelment Advisory Committee (EAC), mentioned in Para 5 below.

4.2 The validity of Panel : The validity for the new AV Producers/Agencies shall be coterminous with existing panel communicated vide office order no-400, dated-05.11.2024

4.3 Extension of validity period: IPRD may extend the validity of the AV producers/ Agencies on the Panel, if they continue to fulfill the requisite pre-qualification criteria, for the maximum period of Two (2) years after recording the reasons.

4.4 **Empanelment window and timeline:** All applicants will be required to apply offline on and submit a physical copy thereof along with all the relevant documents to IPRD within stipulated time period as mentioned in the advertisement. The applicants will have to accompany a non-refundable fee of Rupees Ten Thousand (10,000/-) as processing fee through Bank Draft in favour of Director, Information and Public Relations Department, Bihar payable at Patna. even if an agency opts to apply for more than one category, it has to submit bid processing fee of Rs. 10,000/- (Ten thousand) only.

5. Empanelment Advisory Committee (EAC):

5.1 The empanelment, extension of empanelment and de-empanelment of AV producers/ Agencies shall be done by Secretary, IPRD on the recommendations of the Empanelment Advisory Committee (EAC). The composition of EAC will be as follows:

- i. Director, IPRD - Chairperson
- ii. Joint Secretary, IPRD – Member
- iii. OSD, IPRD – Member

- iv. Asst/Deputy Director, Electronic Section – Member Secretary.
- v. A representative from Doordarshan (Production Department)- Member
- vi. A representative from All India Radio (Production Department)- Member
- vii. An expert from the field of AV Production to be nominated by Secretary, IPRD- Member

6. Selection of the AV Producers/ Agencies.

The applicants applying for selection and meeting the pre- **qualification criteria in the respective categories of AV producers/ Agencies** i.e. Category A, Category B and Category C shall be considered for Technical evaluation. The technical evaluation would be done by assessing the documents submitted by the AV Producers/ Agencies related to production set-up, manpower, work experience and awards for their work, etc. and the technical presentation before the Technical Evaluation Committee(EAC). The marking of the applicants will be done on the basis of the criteria mentioned as per 'Annexure A' for the documents for total 50 marks and 'Annexure B' for the technical presentation for 50 marks. The applicants who qualify with at least Twenty Five (25) marks in each stage (Stage I and Stage II) and overall seventy (70) marks (out of total 100 marks), in the Technical evaluation shall be considered for empanelment as AV producers/ Agencies by IPRD.

The list of documents to be submitted in support of the claims made by the AV Producers/ Agencies is at Annexure 'C'.

7. Suspension of Empanelment

- 7.1 An AV Producer/ Agency may be suspended from the panel for at least one year based on poor performance in terms of missing deadlines (without any valid reasons), substandard quality of production or any other valid reason, after giving a reasonable opportunity to explain his/her case.
- 7.2 An AV Producer/ Agency may also be permanently blacklisted for furnishing false information/documentary evidence to IPRD or for suppressing any material information which may be detrimental from the perspective of the empanelment process.
- 7.3 An AV Producer/ Agency may be permanently blacklisted by IPRD, if it is found to be involved in any kind of fraudulent practice. This is without prejudice to further punitive action initiated by IPRD on the matter.

8. Appeal/ Grievance Redressal Mechanism:

- 8.1 In case of any dispute concerning the implementation of guidelines/empanelment procedure/criteria and selection process the aggrieved party/ complainant may approach the Secretary I&PRD .

9. Rates for AV Production Job

Rates for AV production will be as per rates fixed by CBC from time to time for different categories.

10. Procedure for selection of empanelled AV Producers/ Agencies for awarding production

jobs

- 10.1 On receipt of AV production job requests and basic brief of the subject/ subjects from client Departments, IPRD will seek expression of interest in the form of short notice from the Producers/ Agencies who have been empanelled.
- 10.2 IPRD reserves the right to directly call for briefing/ assignment of job the renowned producers in field of AV production who have bagged at least one of the following international/national awards, who are not on the panel:
- (i) Cannes Lions International Advertising Festival, France (Golden Lion, Silver Lion, Bronze Lion);
 - (ii) American Advertising Federation, United States of America (USA), (Golden Addy, Silver Addy, Bronze Addy);
 - (iii) Mobius Advertising Awards, California, USA (Best Commercial, Best Recreation, Public Service);
 - (iv) Clio Awards, Miami, USA (Best Ad Agency, Best Director, Best Art Director, Best Producer);
 - (v) Top Awards by Advertising Agencies Association of India (AAAI) in product categories;
 - (vi) 'ABBY' Award, India and
 - (vii) (Such other awards as may be notified by the Ministry of Information and Broadcasting, Government of India.

11. Conditions for job execution:

- 11.1 IPRD may forward the rough cuts made by the AV Producers/Agencies (who have been assigned the job) to the client Department for approval.
- 11.2 **Timeline for approval of scripts, rough cuts/jobs**
- i. For modification (if any) and finalization of the selected script by the Client and AV Producers/Agencies: maximum 7 days from the date of job assignment.
 - ii. Submission of first rough cut by the AV Producers/Agencies: maximum 15 days from the date of job assignment.
 - iii. Approval or corrections (if any) to be conveyed by the Client: maximum 7 days from the date of receipt of the respective rough cut.
 - iv. Finalization and approval of the final product in all languages by the client: maximum 15 days from the date of receipt of the first rough cut.
 - v. However, if the production requires travelling to different places (as per the **requirement of the approved script**) and may take more time for execution, then the **AV Producers/Agencies must seek prior permission with valid reasons** and if agreed by both IPRD and client, time for production will be extended with **written communication. The reimbursement of the travel expenses will be as** per the actual for a journey beyond 200 km; journey could be undertaken by rail (AC-2T) or by road up to 800 km, and by air (economy class) beyond 800 km for maximum three (3) to five (5) members' production crew. The AV Producers/Agencies, may, however, obtain the prior permission of IPRD for undertaking such journey and should submit supporting documents, i.e., used tickets or bill for hiring vehicles etc. to support their claim.
- 11.3 Endorsements: In the selection process for job execution preference may be given to the AV Producers/Agencies who can manage the celebrity endorsement for the

creatives in the AV. In special cases, where celebrity endorsement is necessarily required for the creatives, with the prior consent of client Department concerned and IPRD, AV Producer/Agency may be **reimbursed a maximum up to Rupees One (1) lakh as an honorarium for** celebrity endorsement. The decision of IPRD would be final and binding regarding the admissibility of such an honorarium.

- 11.4 Payment of Royalties: Payment of royalty/credit for copyright purposes to any public/private organization or person for using any input in production would be the responsibility of the AV Producer/Agency and there will not be any extra payment towards the same.
- 11.5 Payment term: The client Ministry/Department may approve the final creative. The bills for the product will be processed only after satisfactory completion of the assigned production job and approval of Ministry/Department on the final product and receipt of final deliverables. The payment will be processed only for the actual number of products that have been produced, delivered and approved.
- 11.6 The empanelment does not guarantee that the work will be provided to the producers necessarily.

Annexure 'A'

Empanelment of audio-Video Producers/ Agencies with IPRD Bihar

1. Mark sheet for Evaluation for Category 'A'

Stage-1

Name of producer				
Marks of Technical Evaluation				
Sl.No.	Criteria		Marking Scheme	Marks Scored
1.	In House Creative Team (maximum 20 Marks) Documents such as salary slips and bank statements of employer and employee since 3 years to be submitted as proof of the claims or certificate/ document issued by a statutory auditor/charted accountant on its letter head with official seal.	In-House team of permanent staff of Creative Director / Director/ Script Writer/ Cinematographer / Cameraperson/ Video Editor/ Sound Recordist/ Graphics / Animation Artist/Language Translators (other than Hindi & English) (other than the producer, if any)	5 marks for a permanent staff of 5-10 members	
			10 marks for a permanent staff of 11-20 members	
			15 marks for a permanent staff above 20 members	
		Contractual/Ad-hoc/assignment based team including Creative Director / Director/ Script Writer/ Cinematographer Cameraperson/ Video Editor/ Sound Recordist/ Graphics / Animation artist/ Language Translators (other than Hindi & English) (Based on the work-orders/copy of contract/assignment submitted by the AV Producer)	2 marks for a Empanelled/ Temporary staff of 5-10 members	
			3 marks for a Empanelled/ Temporary staff of 11-20 members	
			5 marks for a Empanelled/Temporary staff above 20 members	
2.	Work Experience in last three (3) years (maximum 20 Marks) – Documents to	Documentary Film / Corporate Film/ Feature Film/ Short Film (fiction)/ TV Series / Web Series/ Game Show / Reality Show (for TV or web) / Animation Film (2D/3D) if produced	5 Marks for at least 2 TV Serials of minimum 7 episodes of the duration of more than 5 minutes each. or at least 5 documentaries/docudram a of more than 2 minutes	

	be submitted as proof of the claims		each.	
			10 marks for at least 3-5 TV Serials of minimum 7 episodes of the duration of more than 5 minutes each. or at least 6-10 documentaries/docudrama of more than 2 minutes each.	
			15 marks for at least 6–8 TV Serials of minimum 7 episodes of the duration of more than 5 minutes each. or at least 11-15 documentaries/docudrama of more than 2 minutes each.	
			20 marks for above 8 TV Serials of minimum 7 episodes of the duration of more than 5 minutes each or above 15 documentaries/docudrama of more than 2 minutes each	

3.	Awards in last three (3) years, if any (maximum 10 marks)	International / National / State Level Awards won in the field of AV production, Scripting, direction, Sound, editing, VFX etc, in the last three (3) years *List of awards as mentioned in the para 10	1 mark for State Level Awards	
			2 marks for National awards	
			3 marks for international awards *Maximum 10 marks based on the number and Level of awards and Level of awards	

4.	Grand Total (1+2+3) (Maximum 50 marks)	
----	---	--

2. Mark sheet for Evaluation for Category 'B'

Stage-1

Name of producer				
Marks of Technical Evaluation				
Sl.No.	Criteria		Marking Scheme	Marks Scored
1.	In House Creative Team (maximum 20 Marks) Documents such as salary slips and bank statements of employer and employee since 3 years to be submitted as proof of the claims	Permanent in-House team of Creative Director / Head, Script Writer, Sound Studio, sound Recordist/Engineer/ Music Arranger, Music Composer/ Music Director, singers, Musicians and Voice-Over Artists, Language Translators (Hindi, English and other regional languages) (other than the producer, if any)	5 marks for a permanent staff of 2-5 members	
			10 marks for a permanent staff of 5-10 members	
			15 marks for a permanent staff above 10 members	
		Contractual/Ad-hoc/assignment based team including Creative Director / Head, Script Writer Sound Studio, sound Recordist/Engineer/ Music Arranger, Music Composer/ Music Director, Singers, Musicians and Voice-Over Artists, Language Translators (Hindi, English and other regional languages)	2 marks for a Empanelled/ Temporary staff of 2-5 members	
			(Based on the work-orders/copy of contract/assignment submitted by the AV Producer)	3 marks for a Empanelled/ Temporary staff of 5-10 members
	Sponsored Radio Programmes / Radio Serials(duration at least 10 minutes)	5 marks for a Empanelled/ Temporary staff above 10 members		
2.	Work Experience in last three (3) years (maximum 20 Marks) – Documents to be submitted as		10 marks for at least 13 episodes	
			15 marks for 14-26 episodes	

	proof of the claims	● Radio Series/ Web Radio Series(each series of duration at least 15 minutes) ● Audio Spot / Audio Jingle, (of duration at least 1 Minute) ● Audio Song (of duration at least 3 minute)	20 marks for above 26 episodes	
--	---------------------	---	--------------------------------	--

3.	Awards in last three (3) years, if any (maximum 10 marks)	International / National / State Level Awards won in the field of Audio Production in the last three (3) Years *List of awards as mentioned in the para 10	1 mark for State Level Awards	
			2 marks for National awards	
			3 marks for international awards *Maximum 10 marks based on the number and Level of awards and Level of awards	
4.	Grand Total (1+2+3) (Maximum 50 marks)			

3. Mark sheet for Evaluation for Category 'C'

Stage-1

Name of producer				
Marks of Technical Evaluation				
Sl.No.	Criteria		Marking Scheme	Marks Scored
1.	In House Creative Team (maximum 20 Marks) Documents such as salary slips and bank statements of employer and employee since 3 years to be submitted as proof of the claims	Permanent in-House Team of Creative Director/ Director (other than the producer, if any), Script Writer, Cinematographer/ Cameraperson, Video Editor / VFX Artist, Graphics / Animation artist, Sound Studio, Sound Recordist/Engineer/Music Arranger, Language Translators (other than Hindi & English)	5 marks for a permanent staff of 5-10 members	
			10 marks for a permanent staff of 11-20 members	
			15 marks for a permanent staff above 20 members	
		Contractual/Ad-hoc/assignment based team including Creative Director / Director (other than the producer, if any), Script Writer, Cinematographer / Cameraperson, Video Editor /VFX Artist, Graphics / Animation artist, Sound Studio, Sound Recordist/Engineer/ Music Arranger, Language Translators (other than Hindi & English) (Based on the work-orders/copy of contract/assignment submitted by the AV producer)	2 marks for a Empanelled/ Temporary staff of 5-10 members	
			3 marks for a Empanelled/ Temporary staff of 11-20 members	
			5 marks for a Empanelled/ Temporary staff above 20 members	

2.	Work Experience in last three (3) years (maximum 20 Marks) – to be submitted as proof of the claims	● Ad Film/Digital Film/ Video Spot (of duration at least 20 seconds) ● Audio Spot / Audio Jingle, (of duration at least 20 seconds) ● Video Song / Music Video (of duration at least 20 seconds) ● Animation spot (2D/3D)(of duration at least 20 seconds)	10 marks for 20 Audio spot/Audio Jingle/ Video Spots (with Min.10 Video spot)	
			15 Marks for 20-30 Audio spot/ Audio Jingle/ Video Spots (with Min.15 Video spot)	
			20 Marks for above 30 Audio spot/ audio Jingle/ Video Spots (with Min.20 Video spot)	
3.	Awards in last three (3) years, if any (maximum 10 marks)	International / National / State Level Awards won in the field of AV production, Scripting, direction, sound, editing, VFX etc, in the last three (3) years *List of awards as mentioned in the para 10	1 mark for State Level Awards	
			2 marks for National awards	
			3 marks for international awards *Maximum 10 marks based on the number and Level of awards	
4.	Grand Total (1+2+3) (Maximum 50 marks)			

Annexure 'B'

**Empanelment of Audio-Video Producers/ Agencies with IPRD Bihar
Presentation Evaluation**

Stage-2

Producer Name		
Marks of Technical Evaluation- Presentation		
Sl.No.	Criteria	Marks Scored
1	Past Experience of last 3 financial years based on Show reel (Min. 10 approved Jobs in each sector of specialization) (Maximum 30 Marks) ▶ Past Experience of last 3 financial years based on Showreel under all three categories ▶ Selection of Producers as per sectoral specialization/ production experience ▶ Showreel must include sector-wise collation of at least 10 different approved AV-Production jobs for every sector in last 3 years according to the applicant category i.e. 'A','B' or 'C' ▶ Evaluation of showreel of past creatives on following parameters: ■ Creative Idea (7marks) ■ Audio-Visual Conceptualization (5marks) ■ Treatment to the Subject (5 marks)	

	■ Overall production variables such as direction, cinematography/videography, editing, screenplay and Scale of Production (8marks) ■ Technology Induced (5marks) (Maximum 30 Marks)	
2	Evaluation of concept/approach / creative routes and scratch creatives on a given theme/subject on following parameters: ● Creative Idea (3 marks) ● Audio-Visual Conceptualization (4 marks) ● Treatment to the subject (4 marks) ● Overall production variables such as direction, cinematography/videography, editing, screenplay and Scale of Production (6 marks) ● Technology Induced (3 marks) (Maximum 20 Marks)	

3.	Grand Total (1+2) (Maximum 50 Marks)	
----	--	--

Note:

- Minimum qualifying marks will be 25 marks in each stage (Stage I and Stage II) and overall 70 marks (out of 100).
- The applicants, who are found eligible / qualified by obtaining overall 70% or more in Stage I + Stage II in evaluation by the EAC, shall considered for empanelment as AV Producers by IPRD.
- Presentation may also be submitted at stage-II

Annexure 'C'

Empanelment of Audio-Video Producers/ Agencies with IPRD

List of the requisite documents for empanelment of AV Producers/Agencies

Documents	Period	Details
-----------	--------	---------

1. Details of work experience of AV Production jobs	List three (3) Years	Copies of job order/ agreement/ contract/ work completion certificate etc. In the case of feature films, certificate of Central board of film Certification (CBFC) or production agreement should be submitted. The job orders/ agreements/ contracts/ work completion certificates should clearly mention the name and address of the producer/ production house, name and address of the client organization and the detail of the job. In case of TV, Web or Radio Series/ Sponsored Radio Programmes (SRP), the names of the respective TV, Online Streaming Platform and Radio channels in which the programme/ show was telecast/broadcast should also be mentioned
2. GST registration certificate and copy of PAN card	=	GST registration certificate and Copy of PAN card
3. Annual Turn over	Last three (3) financial years	The producer should also submit, duly verified by chartered Accountant (indicating membership number Chartered Accountant in his/ her seal), Turnover Certificate, or Balance sheet of the firm/company for the last five (5) financial year from the date of IPRD notification inviting application as a proof of turnover of one crore in three financial year out of five years preceding the year of application.
4.Details of the in-house creative team	=	• Bio-data of members of the permanent Creative team • Salary Slips and bank statements of employer and employee since 3 years or HR Certificate regarding in house creative teams.
5.Affidavit	=	An affidavit on the claims of 'in house creative team' and 'work experience' on stamp paper duly attested by notary
6. Details of Awards won	Last three (3) Years	Details of Awards won (if any) by the producer should be mentioned along with documentary proof. The list of awards are as follows: (i) Cannes Lions International Advertising Festival, France (Golden Lion, Silver Lion, Bronze Lion); (ii) American Advertising Federation, United States of America (Golden Addy, Silver Addy, Bronze Addy); (iii) Mobius Advertising Awards, California, USA (Best Commercial, Best Recreation, Public Service); (iv) Clio Awards, Miami, USA; (Best Ad Agency, Best

		Director, Best Art Director, Best Producer); (v) Top Awards by advertising Agencies Association of India (AAAI) in product categories; (vi) 'ABBY' Award, India and (vii) Such other awards as may be notified by the Ministry of Information & Broadcasting, Government of India.
7. Processing Fees	=	Along with the application form, the producer must submit a processing fee (non-refundable) of Rupees Ten Thousand (10,000/-), in the form of Bank Draft drawn in favour of Director, Information and Public Relations Department, Bihar payable at Patna.
8. Self Declaration	=	The producer will submit a certificate to the effect that the information submitted by him/her is correct. Anyone found guilty of furnishing false information shall be disqualified from the panel for a period of three (3) years.
9. showreel	Last three (3) Years	The AV Producers/ Agencies shortlisted at the Technical evaluation shall make a presentation before EAC at their own cost on date(s) and time specified by IPRD. The producers shortlisted for presentation will also have to submit a show-reel of his / her production work undertaken in the last three (3) years, as and when notified by IPRD.
10.Affidavit		i. Not having been disqualified by IPRD or been a defaulter of IPRD in five (5) year preceding the date of application. ii. Not having been blacklisted by the Central Government or any State Government. iii. Applicant agency is not involved in a criminal act for which the Proprietor or Director or Promoter of the firm has been convicted by a Court of law. iv The applicant will comply all laws of the land.
11.Self Declaration	Office in Patna	The applicant firm should have a local office in Patna. If not then they will have to submit an undertaking that the firm will open a local office in Patna within one month after being empanelled in IPRD.

Govt. of Bihar

Information & Public Relation Department

Performa/Application form for empanelment of audio-video producers.

Category :-

1) Category Applied for (A/B/C/) :-

Note: An applicant can either apply for selection in any one of the categories or can simultaneously apply for selection in all three categories i.e. Category A, Category B and Category C as per their eligibility.

2) Contact Details

- i) Name of the Executive Producer :-
Name of the organization :-

- ii) Office Address in Full :-

- iii) Residential Address of the Executive Producer :-

- iv) Telephone No: Off: Res:

- v) Fax No :

- vi) Mobile No:

- vii) E-Mail Address:

- viii) Do you have branch office/offices other than indicated above in Patna (If yes, give details):

- ix) Contact Address, at Patna (For those agencies with headquarters outside Patna)

- x) Contact Person :
- xi) Telephone No :
- xii) Mobile No :
- xiii) e-mail Address :

3) Bid processing Fee – Rs 10,000/-

Bank Draft No :

Issuing Bank :

4) Legal Status of Organization

- a) If your organization registered under companies act ? : Yes/No.
(Copy of the certificate of registration may be attached)
- b) Is your organization a proprietorship firm, partnership firm or company ?
(In case of partnership firm, please mention the names and addresses of Partners
/In case of company please mention the names and Addresses of Directors)

5) Eligibility Criteria

(a) Annual Turnover :-

Minimum 50 lakh in the segment of AV production during at least 3 financial years out of 5 years starting from 2020-21.

Financial Year	Annual Turnover	Attach balance sheet certified by CA as documentary proof
2020-21		
2021-22		
2022-23		
2023-24		
2024-25		

6) For Category A

- (i) Professional Experience :-

(Pl. see annexure for professional experience criteria for each category).

Details of programme	Channel in which telecast/broadcast	Date/time of telecast

(ii) In house creative team :–

Number of permanent staff :–

Number of contractual staff :–

Please Attach documentary proof such as salary slip and bank statement of employer and employee.

(iii) Award in last 3 years :–

7) **For Category B**

In case of application for Category B, please provide details of Studio below :

(i) Address of Studio :-

(ii) Telephone No/ Mobile No :-

(iii) E-Mail :-

(iv) Is the studio fully owned by your own organization Or in partnership with some other organization ?

(Please attach list of shooting, recording, editing and other equipments and facilities and documentary proof of ownership and equipments)

(v) Professional experience-

Number of sponsored radio program (SRP) / Radio serial / Radio series / Web radio series	
--	--

(vi) In house creative team: –

Number of permanent staff :–

Number of contractual staff :-

Please Attach documentary proof such as salary slip and bank statement of employer and employee .

(vii) Award in last 3 years :-

8) For Category C

Professional experience :-

- i) No of Ad film / Digital film / Video spot of at least 20 sec .
- ii) No of Audio spot / Audio jingle of at least 20 sec but less than 1 min.
- iii) No of Video song / Music video of at least 20 sec.
- iv) No of animation spot of at least 20 sec.
- v) In house creative team:-

Number of permanent staff: -

Number of contractual staff :-

(Please Attach documentary proof such as salary slip and bank statement of employer and employee) .

vi) Award in last 3 years :-

9) Whether agency has been disqualified by IPRD or been a defaulter of IPRD in five (5) year preceding the date of application :-

10) Whether agency has been blacklisted by the Central Government or any State Government-

11) Whether agency has been involved in a criminal act for which the Proprietor or Director or Promoter of the firm has been convicted by a Court of law.

12) Any other relevent information :-

Signature

Full Name and designation