



**Bihar State Film Development and Finance Corporation Limited
(BSFDFC),
Morisson Bhawan, Near Golghar, Patna, Bihar,**

Invites

**Tenders for the production of a short documentary film of 10-12 minutes
minutes duration on the Bihar Film Promotion Policy, 2024**

(Tender No.: BSFDFC/73/2025-26, Dated: 22.01.2026)

1. Introduction

In recent years, Bihar has emerged as a promising and potential shooting destination, following the launch of the Bihar Film Promotion Policy, 2024, which aims to create a conducive ecosystem for film, television, OTT, and allied media productions in the state. The policy has generated significant interest among filmmakers and production houses across the country. So far, No Objection Certificates (NOCs) for shooting of more than 30 feature films, web series, documentaries, and regional films have been issued to various production houses, reflecting the growing confidence of the film industry in Bihar's locations, administrative support, and policy framework.

The Bihar State Film Development and Finance Corporation Limited (BSFDFC) has been consistently working towards creating nationwide awareness about the Film Promotion Policy and its facilitative role for filmmakers and other stakeholders. In this context, the proposed short documentary is envisaged as an effective communication and outreach tool. The documentary will conceptualize and present the objectives, incentives, and operational guidelines of the Bihar Film Promotion Policy, 2024 in a concise and impactful manner, making it easily understandable for filmmakers, producers, investors, line producers, and other stakeholders across the country.

This initiative is expected to further strengthen Bihar's image as a film-friendly state, encourage greater participation from the film and media industry, and support the larger goal of promoting cinema, culture, tourism, and creative industries in Bihar.

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TENDER SCHEDULE

S.N.	Particulars	Details
1.	Name of the Tender	Production of Short Films as per Scope of Work
2.	Tender Inviting Authority	Bihar State Film Development and Finance Corporation Ltd. (BSFDFC), Patna
3.	Mode of Tender	Open Tender
4.	Availability of Tender Document	From: 23/01/2026
5.	Last Date & Time for Download of Tender Document	From: 12/02/2026
6.	Pre-Bid Meeting	No physical meeting, bidder are requested to send their queries related to tender document over email biharfilmnigam@gmail.com till 05/02/2026 by 5:00 PM only
7.	Last Date & Time for Submission of Technical & Financial Bids	13/02/2026 at 3:00 PM to The General Manager, BSFDFC, Vikas Bhawan, New secretariat, 3rd Floor, Room number-330, Bailey Road, Patna – 800015
8.	Place of Submission of Tender	Vikas Bhawan, New secretariat, 3rd Floor, Room number-330, Bailey Road, Patna – 800015
9.	Opening of Technical Bid	From: 16/02/2026
10.	Opening of Financial Bid	From: 17/02/2026 (<i>for technically qualified bidders only or may be intimated to the successful bidder later via email</i>)
11.	Earnest Money Deposit (EMD)	₹25,000/- (Rupees Twenty-Five Thousand only)
12.	Mode of Payment of EMD	Demand Draft / Bank Order in favour of BSFDFC, Patna
13.	Tender Processing Fee (if any)	Rs. 2000/- (non refundable)
14.	Bid Validity Period	180 days from the date of opening of Financial Bid
15.	Contact Details for Clarification	biharfilmnigam@gmail.com ; BSFDFC, Patna
16.	Website for Tender Information	https://biharfilm.web.app/ or https://state.bihar.gov.in/yac

Important Note

- BSFDFC, Patna reserves the right to amend, modify or cancel the tender at any stage without assigning any reason.
- Conditional or incomplete bids are liable to be rejected.

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2. Scope of Work

- I. Conceptualization, research, scriptwriting, production, post-production, and final delivery of films complete in all respects.
 - i. Total number of master films: 1 (One)
 - ii. Duration of film: 10-12 Minutes
 - iii. Shoot format: Shooting in HD and mastering in various formats as specified under Deliverables (Section 4).
 - iv. Language: Master production in English
 - v. Dubbing language: Hindi with all the visual contents
 - vi. Total number of dubbed films: 1(One)
- II. The films shall be produced in a manner suitable for telecast through television channels as well as digital dissemination platforms, including official websites and social media channels.

To ensure technical accuracy and content authenticity, BSFDFC shall provide necessary facilitation for discussions with Managing Director, General Manager, Consultant (Film) as required, to support comprehensive research and full-fledged script development by the selected agency.

3. Deliverables: The selected agency shall provide the following deliverables for each film:

- i. Master copy of film, including dubbed versions, in full resolution HD format (.MOV file) in a professional hard disk.
- ii. Master copy of film, including dubbed versions, in MPEG-4 format or its advanced version, in a professional hard disk.
- iii. Un-mix masters of film, including dubbed masters, in HD format (.MOV file) in a professional hard disk.
- iv. DVD copies of film, including the dubbed versions.
- v. Inlay card for DVD in editable .PSD format.
- vi. Final scripts of film in printed form, in both English and Hindi.
- vii. Synopsis of film in soft copy (Word/RTF format) as well as hard copy.
- viii. Compressed/low-resolution versions of film, including dubbed versions, suitable for website hosting, mobile viewing, and social media upload.

4. Eligibility Criteria: Agencies / film-making companies / production houses fulfilling the following conditions shall be eligible for submission of tender:

- a) The firm must be empanelled with the Information and Public Relations Department (IPRD), Government of Bihar **and/or** Directorate of Advertising and Visual Publicity (DAVP) **and/or** National Film Development Corporation of India (NFDC).
- b) The registered company/firm should have a minimum of five (05) years of experience, preceding the proposal due date, in the production of documentary/short films/series for national and international broadcasters and should have received state or national or international awards for documentary films/program

- c) Firms having prior experience in producing documentary films related to the scheme awareness/ policy awareness shall be awarded additional weightage during the evaluation process.
- d) The registered company/firm should have a well-trained and experienced production team with proven technical and creative capabilities.
- e) The firm/company should have a minimum annual financial turnover of ₹50.00 lakhs during each of the last three financial years.
- f) The bidder/firm/agency should not have been blacklisted, debarred, declared ineligible, or put under suspension by any Central Government/State Government/PSU/Autonomous Body/Statutory Authority in India as on the date of submission of the bid (self-declaration).

5. Bidding Process: The bidding process shall consist of two separate bids, namely:

- **Technical Bid**
- **Financial Bid**

The bids shall be submitted through a two-cover system. Two separate sealed covers containing the Technical Bid and Financial Bid respectively shall be placed in one single large outer envelope.

6. How to Apply

- i. The bidder shall submit its Technical Bid and Financial Bid in two separate sealed envelopes, duly superscribed as “Technical Bid” and “Financial Bid” on each envelope.
- ii. Both sealed envelopes shall be enclosed in one outer envelope, clearly superscribed in bold letters at the top as **“Tender for Production of Short Films on Bihar Film Promotion Policy, 2024”**
- iii. The bids must be submitted strictly in the prescribed formats (Part-I to Part-VII, as provided along with the application form).
- iv. Bids not submitted in the prescribed format shall be summarily rejected.
- v. All envelopes must bear the complete postal address of the applicant.
- vi. Technical Bid The must be accompanied by the following documents:
 - Empanelment letter from the IPRD, Bihar and/or Directorate of Advertising and Visual Publicity (DAVP) and/or National Film Development Corporation of India (NFDC).
 - Documentary evidence of experience in film/documentary production, preferably related to policy communication, governance, tourism, culture, or film promotion.
 - Copies of work orders executed during the last five (05) years (self-attested; originals should not be enclosed).
 - Copy of Company/Firm Registration Certificate, Memorandum & Articles of Association (as applicable).
 - Copies of audited annual balance sheet for the last three (03) financial years bearing UDIN number.
 - Copies of PAN, GST registration and Income Tax Returns for the last three (03) years.
- vii. The bidder shall not vary or modify any aspect of the proposal, scope, or budget during the validity period of the bid or any extension thereof.

- viii. The application must be accompanied by an Earnest Money Deposit (EMD) of ₹25,000/- (Rupees Twenty-Five Thousand only) in the form of a Demand Draft drawn in favour of: "Bihar State Film Development and Finance Corporation Limited", payable at Patna.
- ix. The EMD of the successful bidder shall be adjusted against the Performance Security, and for unsuccessful bidders, the EMD shall be returned within 30 days of finalization of the tender.
- x. The duly signed bids should reach the following address on or before the prescribed date and time mentioned in the tender notice:

Managing Director
Bihar State Film Development and Finance Corporation Limited (BSFDFC)
Morisson Bhawan, Near Golghar,
Patna – Bihar

Late submissions, whether by post or by hand, shall not be entertained. BSFDFC shall not be responsible for postal delays.

8. Evaluation Process: All received proposals shall be examined by a Tender Evaluation Committee constituted by BSFDFC. The committee shall verify all submitted documents including:

- Application forms
- Registration and empanelment certificates
- Experience credentials
- Past work orders
- Income Tax returns
- Audited balance sheet
- PAN
- GST
- Sample films/scripts
- EMD and financial bids
- Declaration for not being blacklisting

9. Financial Evaluation

Only those bidders who qualify in the technical evaluation shall be invited for opening of Financial Bids.

- Financial bids shall be opened on a notified date and time in the presence of bidders who wish to attend.
- The contract shall be awarded to the Lowest Financial Bidder (L1) among technically qualified bidders.
- BSFDFC shall not entertain any clarification from bidders who fail to qualify at any stage.



10. Copyright

All intellectual property rights, including raw footage, edited films, scripts, graphics, and related content, shall vest exclusively with Bihar State Film Development and Finance Corporation Limited (BSFDFC).

11. Payment Terms:

Payments shall be released upon submission and approval of final deliverables and successful completion of work assigned. Statutory taxes and deductions shall be made as per applicable rules.

12. Security Deposit

The successful bidder shall submit a Performance Security equal to 10% of the contract value, in the form of an irrevocable Bank Guarantee from a nationalized bank, in favor of BSFDFC, valid for six (06) months from the date of completion within 15 days of award of work.

13. Pre-Bid Meeting

No physical pre-bid meeting shall be held. Bidders are requested to submit their queries/clarifications related to the tender document only through email at biharfilmnigam@gmail.com on or before 05.02.2026 up to 5:00 PM. Queries received after the stipulated date and time shall not be considered. However, if required, a pre-bid meeting may be conducted by Bihar State Film Development and Finance Corporation Ltd. (BSFDFC) to clarify issues related to the tender. The date, time, and mode of such meeting shall be notified separately.

14. Arbitration

Any dispute arising out of or related to the contract shall be referred to a sole arbitrator appointed by the Managing Director, BSFDFC, and the decision shall be final and binding.

15. Other Terms and Conditions

- Films must be produced in broadcast-quality, adhering to professional industry standards.
- Use of competent voice artists, modern editing techniques, graphics, animation, and visual effects is mandatory.
- The bid shall remain valid for 180 days from the bid submission date.
- BSFDFC reserves the right to accept or reject any or all bids without assigning any reason.
- Delivery schedule:
 - Script submission: 10 days
 - Rough cut: 15 days
 - Final product: 15 days from approval of rough cut
- Penalty shall be imposed for delays beyond the approved timeline as per rules.



Part – I : APPLICATION FORM

S.N.	Particulars	Details
1.	Name of Proposer	
2.	Name of the Firm / Company	
3.	Complete Address for Communication (Address with PIN Code, Telephone No., Fax No. & Email ID)	
4.	(i) Phone / Mobile Number (ii) Email ID	
5.	Legal Status of Organization Is it a registered firm/company? <i>(If a partnership firm, state the names & addresses of partners. If a company, state the names & addresses of Directors. Self-attested copies of Certificate of Registration must be enclosed)</i>	☐ Yes ☐ No
6.	(i) PAN Number (ii) GST / Service Tax Number (iii) Average Annual Financial Turnover of the Firm/Company during the last three financial years	(i) (ii) (iii)
7.	Brief Description of the Proposer's Activities	
8.	Number of Years of Experience in Film Making <i>(Attach copies of work orders/agreements of earlier works executed for Government Departments / Autonomous Bodies / PSUs / Others)</i>	
9.	Number of Films Produced (documentary films related to the scheme awareness/ policy awareness)	
10.	Has the Agency / its sister concern / any Director ever been blacklisted or declared defaulter by any organization? <i>(If yes, details to be furnished)</i>	☐ Yes ☐ No
11.	Details of Earnest Money Deposit (EMD)	
12.	Enclosed DD / Bank Order for ₹25,000/- (Rupees Twenty-Five Thousand only) towards EMD	Rupees: _____ DD / Bank Order No.: _____ Date: _____ Drawn on Bank: _____
13.	Any Other Relevant Information	

DECLARATION

I/We, _____ (Authorized Signatory of the Proposer), solemnly affirm and declare that:

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1. The facts stated above are true and correct to the best of my/our knowledge and belief and nothing material has been concealed therefrom.
2. In case any information submitted above is found to be false or fabricated at any stage, I/We shall be liable for suspension and/or debarment of services with BSFDFC, Patna and art and culture department, GoB.
3. I/We permit BSFDFC, Patna to inspect studio facilities, infrastructure and relevant records to verify the information furnished above.
4. I/We permit BSFDFC, Patna to cross-check the above facts from any other source.
5. I/We or my/our authorized representative, if required by BSFDFC, Patna, shall make a presentation before the Selection Committee at our own cost.
6. I/We hereby declare that I/We shall abide by all the terms and conditions mentioned in the tender document.

Signature with Seal: _____

Full Name: _____

Designation: _____

Date: _____

Part – II: PROPOSER'S EXPERIENCE

1. Experience in Video / Film Production (Last Five Years)

(Brief description of the proposer's activities related to video/film production. Details to be attached separately.)

S.N.	Name of Production	Year of Production	Format	Duration	Language	Organization for which Produced	Copy of Work Order / Documentary Proof (Attached at Page No.)
1.							
2.							
3.							

2. Experience in Production of Thematic Films (Last Three Years)

(Documentary films related to the scheme awareness/ policy awareness or any other relevant sector – details to be attached separately.)

S.N.	Name of Production	Year of Production	Format	Duration	Language	Organization for which Produced	Copy of Work Order / Documentary Proof (Attached at Page No.)
1.							
2.							

3. Awards, Certificates & Accolades Received

(For video/film production or programmes – attach self-attested copies)

S.N.	Name of Program / Film	Award / Certificate Details	Awarding Organization & Year
1.			
2.			

Signature of the Proposer with Seal: _____

Name: _____

Designation: _____

Date: _____

Part – III: TREATMENT, APPROACH AND SCRIPT

1. Instructions

The proposer shall enclose a detailed sample script for a film on the topic:

“Bihar Film Promotion Policy–2024”

The sample script should clearly demonstrate the proposer’s creative vision, narrative treatment and technical approach for effectively communicating the objectives, provisions and impact of the Bihar Film Promotion Policy–2024.

The script may include, but shall not be limited to, description of content, visuals, graphics, music, narration and overall presentation style.

The proposer shall also present the treatment and approach proposed to be adopted for the films and provide a detailed description of how a typical film would look and feel, including its cinematic style, pacing and audience engagement.

2. General Guidelines

- The sample script shall not exceed three (3) pages.
- The script must be original and prepared specifically for the film on Bihar Film Promotion Policy–2024.
- Supporting visuals, storyboards or reference material (if any) may be enclosed separately.

Part – IV
SAMPLE DVD / DIGITAL MEDIA OF EARLIER WORK

Instructions

The proposer shall submit a sample film produced earlier by the firm/agency for evaluation of technical capability and creative quality.

I/We hereby enclose a sample film produced by our firm/agency titled _____ in DVD format.

Details of the Enclosed Program

1. **Name of the Program / Film:**
2. **Year of Production:**
3. **Brief Description of the Program**
(Not more than 200 words)
4. **Awards / Accolades Won by the Film (if any):**
5. **Any Other Relevant Information:**

Important Note

The proposer must ensure that the DVD submitted is fully functional and playable on a standard DVD player (and not limited to computer playback only).

In case the DVD fails to play or is found defective, the proposal shall be liable for rejection by BSFDFC, Patna.

Signature of the Proposer with Seal: _____

Name: _____

Designation: _____

Date: _____

Part – V : KEY PERSONNEL FOR THE PROJECT

The proposer shall furnish details of the **key personnel** proposed to be engaged for execution of the project.

A. Key Personnel Details

1. **Name of the Director:**
2. **Name of the Script Writer(s):**
3. **Name of the Subject Expert(s):**
4. **Other Personnel in the Creative Team:**
(Cinematographer, Editor, Sound Designer, Animator, Music Director, etc. – specify)

B. Individual Profile Format

(Separate sheets to be attached for the Director / Script Writer / Subject Expert / other key personnel in the following format)

1. **Name of the Director / Script Writer / Subject Expert:**
2. **Address:**
3. **Telephone / Mobile Number / Email ID:**
4. **Educational Qualifications:**
5. **Number of Years of Relevant Experience:**
6. **Brief Professional Background**
(For Director: include filmography / major works handled)

Signature of the Proposer with Seal: _____
Name: _____
Designation: _____
Date: _____