

NATIONAL FILM DEVELOPMENT CORPORATION LTD
(FILMS DIVISION)

6th Floor, Nehru Centre, Discovery of India Building
Dr.A.B.Road, Worli
Mumbai - 400018.
022 66288288

documentaryproduction@nfdcindia.com

Dated 10th October 2022

CALL FOR PROPOSALS

1. National Film Development Corporation Limited has decided to produce documentary films on various subjects including Social issues, Government Plans and Policies, Biography of renowned personalities, Women and Child issues etc. in digital format through independent film makers under National Film Development Corporation (Films Division).
2. All interested independent filmmakers may submit their proposal, duly completed in all respects with the following documents in a separate sealed cover super-scribed as **“Proposal for production of documentary films, short fiction and animation film under National Film Development Corporation (Films Division)”** addressed to **National Film Development Corporation (Films Division), 6th Floor, Nehru Centre, Discovery of India Building, Dr.A.B.Road, Worli, Mumbai - 400018** so as to reach on or before **10th November 2022 up to 6.0 pm** for consideration:
 - a. Bio-data along with address for communication which includes Pin Code No., City, Phone No, Mobile Number and email address.
 - b. Year-wise details of documentary films made during the last three years.
 - c. Synopsis (100 words) and treatment (300 words) of proposed film. The treatment should briefly define the content in the form of topic that the film will deal with. It should also indicate broadly the techniques to be used like voice over, music, interviews, candid shots, graphics etc.
 - d. Reference visuals of the film proposed by the Director of approx 03-05 minutes.
 - e. Details of budget in prescribed format (Annexure –I) should be submitted in a separate sealed cover along with the proposal.
3. The proposals received after the closing date and time will not be considered under any circumstances. Documentary film
4. Procedure for selection and others terms and conditions are at Annexure – II.

5. The film is to be completed in all respects and submitted to National Film Development Corporation (Films Division) within 120 days from the date of signing of Agreement.

6. **PROCESSING FEE:**

a. Rs.2,000/- (Rupees two thousand only) plus 18% GST (Total: Rs.2,360/) Non Refundable Processing Fee to be paid through online transaction to:

BENEFICIARY NAME: **NATIONAL FILM DEVELOPMENT CORPORATION LTD**

BANK NAME: **IDBI Bank**

BRANCH: **Warden Road**

ACCOUNT NO.: **019104000089690**

IFSC: **IBKL0000019**

b. Applications for Production/Co-Production of Documentary submitted without the requisite processing fee shall not be considered for evaluation and will be rejected out rightly.

7. **How to submit:** Application should send their applications in two forms - Soft Copy and Hard Copy. The soft copy of the completed application should be submitted via email to documentaryproduction@nfdcindia.com and also in hard copy either by hand or by courier at this address: National Film Development Corporation (NFDC), 6th Floor, Discovery of India Building, Nehru Centre, Dr. A. B. Road, Worli, Mumbai - 400018. 022-66288288

8. **What to submit:**

- a. Concept Note (6 copies in case of hard copy)
- b. Detailed Treatment (6 copies in case of hard copy)
- c. Storyboard/Mood board (6 copies in case of hard copy)

To
National Film Development Corporation Ltd.
Discovery of India Building
6th Floor, Nehru Centre
Dr.A.B.Road, Worli
Mumbai – 400018

From: :

Name of the Applicant :

Address :

Whether Individual/Partnership/LLP/Ltd. Co. :

Contact No :

E-mail id :

Please enclose copy :

Aadhar No: PAN No:

GST No.: CIN No:

UTR No:

Processing fee Rs. 2,000/- (Rupees two thousand only) plus 18% GST (Total: **Rs. 2,360/-**)

For Submission of Application for Production/Co-Production of Documentary, short fiction, animation film

Title of the documentary :

Language :

English translation of the title :

Format of the documentary: Digital 2K /4K
(Others, please specify) :

Length (minutes) :

Budget to including Production and Marketing /Distribution/Release costs :

Producer's biography and Company profile (including IMDB profile):

Based on (Original Idea / Adaptation) :

Narrative Structure (Linear / Non-Linear) :

Log Line (a one-sentence summary of your script providing both synopsis of the plot and an emotional hook to stimulate interest) :

Director's vision statement :

Target Audience (Please specify in terms of demographics, psychographics and geography) and also describe the audience engagement Plan for each potential distribution platform:

Marketability of the different elements of the film:

USP of the film (the key value proposition embedded in the film which makes for compelling entertainment):

Shooting Locations:

Proposed overall production schedule (pre-production up to certification of the documentary film):

Proposed / Attached Key Crew Members with their brief profile including previous experience:

Director :

Director of Photography :

Editor :

Music Director/Composer :

Director of Audiography :

Marketing and Distribution Thoughts :

Positioning :

Key Domestic Markets :

Key International Markets :

Level of Market interest shown in connection of the project - Pre-Sales / Sales/Distribution opportunity/Festival placement etc. (if any please specify and enclose supporting documents):

One Big Marketing / Promotional Idea :

Marketing / PR Alliances including potential deal for in film branding ((if any please enclose supporting documents) :

Publicity Designer (Print / AV) :

SUMMARY OF THE PROPOSED BUDGET:

(Rs. at actual)

A. Pre-Production

- i. Research : _____
- ii. Scripting : _____
- iii. Recce expenditure : _____
- iv. Insurance and stamp duty : _____

B. Production

- i. Technicians : _____
- ii. Equipment/ Location hire charges : _____
- iii. Artists : _____
- iv. Travel / Transport : _____
- v. Boarding & Lodging : _____

C. Post-Production

- i. Editing Charges : _____
- ii. Commentary writing / speaking : _____
- iii. Music and background score : _____
- iv. Sound Design & Re-recording : _____
- v. Contingency : _____
- vi. Censoring : _____
- vii. Overall Marketing/Publicity Costs/ Distribution/ Festivals: _____
- viii. All applicable taxes : _____

TOTAL : _____

PROPOSED SOURCE OF FUNDING (Finance Plan):

- 1. Total Cost of the documentary film: - :-----
- 2. Details of amount to be invested by Co-producer :-----
- 3. Funding from other sources (If any) :-----
- 4. Funding required from NFDC for
Production / Co-production of the documentary film. :-----

TOTAL : _____

(Rupees _____)

If there are any outstanding reports or deliverables relating to those other projects or any other NFDC grants, loans or equity, they should be delivered before or alongside this application.

DECLARATION

I hereby declare that I have gone through the aforementioned Terms and Conditions of the guidelines as mentioned above and understand that the approval of the project doesn't constitute approval of the concept/budget.

I further declare that the creative proposal as applied to the Corporation is original and I am fully responsible for the protection of copyright of the same.

I hereby indemnify NFDC against any Copyright issue that may arise in connection with the Concept, Story board/mood board and the documentary.

I hereby declare that the above information is true and correct as per my knowledge and belief.

If any of the above information is found to be incorrect/false, the application will be rejected

Place:

Signature:

Date:

Name:

NOTE:

Processing of the Proposal for a final decision of the concept note will take approximately one month to three months after the closing date for submission of proposals (Final decision may vary basis decision by the Board).

Scripts of the rejected Proposal can be collected from the office where the application was submitted.

In case of approval of the Proposal, detailed treatment, budget, consent letter by the key crew members will have to be submitted for consideration by the Board of NFDC.

The decision of the Board of Directors will be the final decision of the Corporation. No further correspondence with respect to the decision of the Board Of Directors will be entertained.

In case of Co-Production, on approval of the Proposal, the Co-Producer should be ready with their share of investment at the time of signing of the co-production agreement.

Please furnish following information

A) Full and complete information in regard to the particulars required as mentioned in the Application Form, MUST be submitted in order to avoid delay in processing.

B) Are you a Member of any Association connected with the Film Industry? If so, mention the name of the Association and your Membership Number.

C) Have you been associated with NFDC in the past? If so, please furnish full details.

D) Details of other projects that you are currently working on and their status.

E) Have you applied to NFDC for film production in the past? If so, please provide details

**The selection process will be the same as mentioned in our By-laws/Production Guidelines mentioned on our website (www.nfdcindia.com)*

NATIONAL FILM DEVELOPMENT CORPORATION LTD
(FILMS DIVISION)

Guidelines for production of documentary films through independent film makers in Digital format under Plan Scheme “Production of Documentary films by National Film Development Corporation (Films Division) through outside producers”.

Objective

1. The main objectives of this scheme is to give impetus to documentary film movement in the country and to get good quality documentary, short fiction and animation films produced in Digital format.

Call for Proposal

2. Online proposals and direct applications will be invited through National Film Development Corporation (Films Division) website in the beginning of each year, and the call will be kept open till sufficient proposals are approved for optimal utilizations of the SBG for that year. After completion of process of selection in all respect, selected films will be assigned to the concerned Directors. The proposals will be categorized as under:-
 - a. New Film Makers
 - b. General Film Makers

Eligibility Conditions

3. Any Citizen of India, 18 years and above, who has a great idea for making a documentary, short film or animation film can apply.
4. The applicant has to be Director/auteur of the film. for New Film Makers category.
5. General Film Makers can submit the application in co-production section and they shall invest partly towards co-production of documentary film, short fiction and animation film.
6. No members or associate of a member of the Ministry of Information & Broadcasting/National Film Development Corporation / Organizations under the Ministry of Information & Broadcasting and any employee or member of any committee of these bodies shall be eligible to submit a proposal under this scheme.

Procedure for application

7. The application to be submitted by email at documentaryproduction@nfdcindia.com and hard copies to be sent to National Film Development Corporation Limited offices at Mumbai, New Delhi, Chennai, Kolkata, Thiruvanthapuram. The application format has a section for giving the 'synopsis' and 'treatment' of the proposed film, respectively in about 100 and 300 words, and a section for the credentials and resume of the director- applicant. The synopsis should spell out clearly what the film is about, and its category (documentary, short film, animation film). The treatment should broadly define the content in the form of topics that the film will deal with. It should also indicate broadly the techniques to be used like voice over, music, interviews, candid shots, graphics etc. The treatment should also give a preliminary indication of the form that the film may take such as classical, impressionistic, portrait, documentation, compilation, experimental and so on.
8. A person who does not have access to internet or who wishes to submit a proposal in any language other than English can make a direct application in the prescribed format to any of the Branch Offices or Regional Production Centers of NFDC- Films Division.
9. A proposal rejected once will not be considered again under this scheme.

New Film Makers

10. A special category of applicants called "New Film makers" has been created. An applicant will be eligible to apply under this category only if he has made not more than one film for NFDC- Films Division and more than three films overall. A declaration in the form of an affidavit to that effect will be required from all applicants applying under this category. The proposal of new film makers shall be limited to a film of 26 minutes (± 5 minutes) duration.
11. The proposals from new film makers will be judged as a separate category by the Board of Director of NFDC keeping in mind their lack of experience and the fact that new film makers will be working under supervision of a mentor.
12. Approximately one third of the allocation of funds will be reserved for New Filmmakers. However, if sufficient acceptable proposals are not received from New Filmmakers by the mid-year review, the available amount may be used for proposals of General Filmmakers.

Selection procedure

13. For all applicants, Duration of the film should normally be 26 or 52 minutes. However, filmmakers shall be allowed to pitch for different duration as well. They will be required to pitch for appropriate budget for the film.
14. A budget ceiling of Rs. 5 lakh, 10 lakh & 20 lakh will apply to the proposals of 10 minutes, 26 minutes & 52 minutes films respectively under the scheme. In exceptional cases, where the nature of the proposed films requires a larger budget, the proposal will be submitted with full justification to the Board of Directors of NFDC, Ministry for relaxation from the ceiling.
15. The Board of Directors may appoint a Panel of Members consisting of persons distinguished in the fields of art, culture, education and/or who have a background of film production/direction/criticism or appreciation from amongst whom, the following Committees shall be constituted to advise NFDC on proposals submitted for production of films by NFDC:
16. **Script Evaluation Committee:** For evaluation of the scripts/ synopsis and treatment, and proposals submitted.
 - i. Only the first documentary film, short fiction and animation film of the applicant Director, as the case may be, is eligible for financing under the 100% production scheme of NFDC.
 - ii. The NFDC will undertake production of the documentary film, short fiction and animation film and will have all rights over the film and the story/script.
 - iii. Applications received should state that at least 80% of the film would have the language, which has been stated in the application.
 - iv. The Script will be evaluated by a Script Committee NFDC reserves its rights to refer the script to advisors/script doctors for further improvement, if required.
 - v. The proposal thus evaluated and recommended by the Script Committee will be submitted to the Board of Directors for the final decision of NFDC.
 - vi. The NFDC shall, for the purpose of production of the documentary film, short fiction and animation film enter into an agreement with the Scriptwriter and the Director and such Agreement shall contain the terms and conditions as the NFDC may decide from time to time.

- vii. No near and dear relatives of the Director/Line Producer/ Executive Producer to be a part of the Production/Direction team in any capacity for any film.
- viii. The shooting documentary film in digital cameras along with sync sound would be preferred so that the production of the documentary film, short fiction and animation film shall be of internationally marketable standards.
- ix. The Board may also, in its discretion, nominate a Sub-committee of its members to go through the details of the project and such sub-committee will submit its report to the Board for its final decision on the project.
- x. The Agreement made and entered between the Director /Co-Producer is liable to be terminated by the NFDC in the event of happening of any of the following:
 - a. If the Director/Co-Producer fails to commence the Production of the documentary film, short fiction and animation film within a period of 3 months from the date of signing of the Agreement with the NFDC
 - and/or
 - b. If the Director/Co-Producer fails to comply with any of the terms and conditions laid down in the agreement during the course of the production of the documentary film, short fiction and animation film
- xi. For each approved production, the NFDC will appoint an Executive Producer/Line Producer. The Executive Producer/Line Producer would be required to submit a Weekly Progress Report and Weekly Cost Report on the documentary film under production to the Management of the NFDC from the commencement of the project until the film is ready for certification by the CBFC, except during shooting of documentary film, short fiction and animation film when the report on a daily basis with a view to monitoring that the budget provisions submitted by the Director/Co-producer are adhered to, and work in all stages of the documentary film, is completed as per the time bound schedule submitted by the applicant.
- xii. All disbursements will be made according to the requirements of the project and as decided by the NFDC or the Executive Producer/Line Producer appointed by the NFDC.

- xiii. The project shall be insured to the extent permissible under the extant insurance schemes available for purposes of documentary film, short fiction and animation film production. The expenditure on account of such insurance shall be accounted for in the production budget submitted and the Executive Producer/Line Producer so appointed shall be personally responsible for lodging any claim in the event of any contingency on the film for which insurance cover is taken.
- xiv. The Executive Producer/Line Producer will ensure that all statutory regulations are complied with.
- xv. On Completion of each documentary film, short fiction and animation film, the accounts of the film shall be duly audited by the Auditor appointed by the NFDC for this purpose.
- xvi. The Executive Producer/Line Producer along with Film Production Department will also view the footage of the film and certify in his Weekly Report that the film is being made as per the approved script. The Executive Producer/Line Producer shall form an integral part of the production team.
- xvii. The expenditure incurred by the Applicant, prior to final approval of the project by the Board, will not be reimbursed.
- xviii. The title of the film registered with the Producers' Association in the name of Applicant will be transferred in favor of NFDC prior to signing of agreement.
- xix. Those project/s which have been approved for Production/Co-production by the NFDC but yet to commence the Production within a period of 1 year from the date of approval of the NFDC would deemed to have been lapsed.
- xx. In the event of any dispute/interpretation arising in respect of the above Clauses/Byelaws, the decision of the Board of Directors of the NFDC shall be final and binding upon the parties.
- xxi. The Board of Directors may prescribe from time to time any other terms and conditions in addition/alteration/substitution of the above guidelines.
- xxii. At the time of submission of application , the applicant will have to submit nonrefundable processing fees of Rs. 2,000/- in the form of Pay Order / Demand Draft/RTGS/NEFT in favour of NFDC along with other relevant documents

- xxiii. The Board of Directors of NFDC which will make a decision based on criteria such as the strength of idea, the importance of subject, treatment, duration, costing, funding pattern, time for completion of film and the profile of the director.
- xxiv. The maximum time for completion of documentary films, short fiction and animation film should not exceed one year after signing of the contract between Filmmaker and National Film Development Corporation (Films Division). Further Extension of one month time will be accorded in exceptional cases only. A proposal of further extension of time for a project will be approved by the Board of Director of NFDC, if properly justified.
- xxv. The Board may seek opinion of a subject expert on the proposal at any stage if it deems fit to do so. However, such an opinion will not be binding on the Board.
- xxvi. The Board can prioritize various project proposals for priority funding from the budget.
- xxvii. The recommendation of the Board of Director of NFDC will be final and all approved proposals will be kept as a shelf of approved projects in their respective categories. Only one film at a time will be assigned to a Director.

Medium

17. All films are to be shot in 4K digital video format with 50 mbps recording bit rate and 4:2:2 colour depth, with world class production and technical values. In exceptional cases, proposal for shooting on film or HD Video formats can be considered.

Language

18. Films can be produced in any Indian language. Sub-titling in English shall be required for a film made in another language.

Subject:

19. Proposals can be submitted for any subject. However, while making recommendations, the Board may give preference to films dealing with issues of National/Social/Cultural importance or films which are innovative/ experimental in content/techniques.

20. Proposals for making films on any subject on which National Film Development Corporation/ Films Division has got films made earlier will be accepted only if the proposal offers some

innovative or fresh approach. Only such subjects shall be accepted as contain a potential for contribution to nation building in the wider sense. Proposals deemed to be detrimental to national interest shall be rejected right away.

21. At least 60% of the shooting has to be freshly shot after agreement to National Film Development Corporation (Films Division). In exceptional cases, filmmaker will be allowed to use archival/stock footage, if it is properly justified and presented to the Board.

Contract:

22. A contract in prescribed format shall be executed between National Film Development Corporation (Films Division) and an applicant, whose proposal has been accepted. The contract shall contain inter alia, details of duration, format, language, cost, schedule for release of funds, schedule for various stages of film making and final material to be submitted to National Film Development Corporation (Films Division) on completion of film. The amount assigned for a film will be inclusive of all taxes which the film makers may have to pay such as service tax, VAT, GST etc. to the Government.
23. In case of any violation of the contract and provisions of this guideline by the Applicant, National Film Development Corporation (Film Division) shall have full right to debar him and hence any proposal submitted by such applicant under this scheme may not be considered again. However, a reasonable time not less than 15 days would be given to such applicant for submitting the clarification in this regard.

Payment Terms / Drawl of on account advance -

24. The NFDC may at its own discretion pay 'on account advance' to the Filmmaker as mentioned below against the agreed Contracted amount towards initial expenses:
 - a. Not exceeding being five per cent of the total Contracted amount on signing of the contract.
 - b. Not exceeding being forty five per cent of the total Contracted amount on approval of the script by the NFDC.
 - c. Not exceeding being thirty per cent of the Contracted amount on approval of the rough cut by the NFDC.
 - d. The rest and remainder to be paid after delivery of the

film and acceptance and approval of the final film materials as mentioned hereinabove.

25. The New Filmmakers will be allowed to draw advance on submission of a personal bond and surety of one person having adequate immovable assets and properties etc. for the like amount in the prescribed form for drawl of on account advances mentioned at (a) & (b) above. The surety shall be liable with the filmmaker to refund the amount of on account advance paid to him to the NFDC-Films Division in case of breach of any of the conditions of the contract within one month.
26. A new film maker will make the film under the supervision of a Mentor. For this purpose, National Film Development Corporation (Films Division) will constitute a panel of expert filmmakers to work as Mentors. It will be open for the applicants to opt for a mentor either from the panel or from outside, subject to approval by Films Division. If an applicant does not opt for a particular mentor, a mentor will be assigned to his project by Competent Authority. Out of the budget for the film, 2.5% will be paid as Professional fee to the mentor by Competent Authority. This Professional fee is also considered as a production cost and therefore taken into account while calculating budget ceiling of 10 Lakhs for such projects.
27. The General Filmmakers will be paid on account advance either on submission of a Bank Guarantee of the equivalent amount, or on submission of sureties of two persons having adequate immovable assets and properties etc. and a personal bond for the like amount in the prescribed form for drawl of on account advances mentioned at (a) & (b) above. The sureties shall be liable jointly and severally with the filmmaker to refund the amount of on account advance paid to him to the NFDC in case of breach of any of the conditions of the contract within one month.
28. The validity of bank guarantee/sureties should be for a minimum of one year and it will be the responsibility of the filmmaker to extend the same beyond 6 months in case the film assigned to him is not completed during the validity period.

Copyright & all other rights

29. Copyright, marketing and all other rights of all films produced in this arrangement shall vest in National Film Development Corporation (Films Division). Director will be permitted to

retain the prize money if the film wins a prize specifically for direction in any film festival or competition.

30. The director will have to indemnify National Film Development Corporation (Films Division) against any damages resulting from violation of any copyright or intellectual property right or any law in force for breach of condition that may form part of festival/screenings.

Monitoring of Projects:

31. For new film makers, the entire process of film making will be guided by the Mentor, who will also approve the detailed treatment, rough-cut and final-cut before it is submitted to the Script Committee. For new film makers, the first evaluation will take place at detailed treatment stage.
32. National Film Development Corporation (Films Division)/ Board may schedule special evaluation of any film at any stage.
33. Script Committee as well as Mentors shall ensure that independence of the Director in making a film is not compromised or influenced by them.
34. If at any stage or during any evaluation, the Board comes to the conclusion that a project is not likely to yield a good quality film, the project can be scrapped at any stage. However, in such a case, the Board will be set up for re-evaluation and the Director shall be given an opportunity to present his case before the Board.

Miscellaneous:-

35. The films produced under this scheme will give credit to the National Film Development Corporation (Films Division) as Producer, in the opening and closing credits
