



Tribal Research and Training Institute (TRTI), Pune
An Autonomous Institute of Govt. of Maharashtra under Tribal Development Department

**“Tender for Selection of Agency for Production
of Short Documentary Films on Tribal
Revolutionaries for Tribal Research and
Training Institute (TRTI), Maharashtra”**

Issued By

Tribal Research and Training Institute (TRTI)

28, Queens Garden, Camp, Pune – 411001

Tel No.: 020-26360941, 26362071

Email: museum857@gmail.com

Website: <https://trti.maharashtra.gov.in>

Tender Notification No.: TRTI/2026/Museum/Desk-5/ShortFilm-

TribalRevolutionaries/ 3593

Dated: 04/03/2026



**Tribal Research & Training
Institute, Pune**

Government of Maharashtra
28, Queen's Garden, Pune - 411 001
Tel - 020-26362772 Fax 020-2636 0026
Website-trti.maharashtra.gov.in



Email id:museum857@gmail.com

TRTI/2026/Museum/SDF/Desk-05/ **3593**

Date **04/08/2026**

Online Expression of Interest in a two-Bid system (Technical Bid & Commercial Bid), from registered and eligible bidders for Selection of Agency for Production of Short Documentary Films on Tribal Revolutionaries for TRTI, Maharashtra. Submission of a proposal in response to this notice shall be deemed to have been made after careful study and examination of this document, with full understanding of its terms, conditions, and implications.

The complete bid document is available for download at <https://mahatenders.gov.in/> and <https://trti.maharashtra.gov.in/>. The downloaded bid document shall be considered valid for participation in the electronic bidding process (e-Tendering), subject to online bid submission and online payment of EMD.

Name of the Service	Tender Fees	Approx. Budget (Rs., Incl. all Taxes)	Earnest Money Deposit (EMD) (Rs.)
Selection of Agency for Production of 10 (Ten) Short Documentary Films (approx. 15-20 minutes each) on Tribal Revolutionaries of Maharashtra, under the Ministry of Tribal Affairs' 'Support to TRI' Scheme.	Rs. 6,000/-	Rs. 50,00,000/- (Rupees Fifty Lakh Only)	Rs. 1,00,000/-

1. The Bidder will be selected based on the L1 (Least Cost) selection method, subject to qualifying the Technical Bid with a minimum of 70% marks.
2. Joint Venture, Consortium and sub-contracting are not permitted.
3. The Bid document is available on <https://mahatenders.gov.in/>
4. Interested bidders must register and enroll on <https://mahatenders.gov.in/>
5. Bidders must submit all required documents online only.
6. The EMD of Rs. 1,00,000/- is required to be deposited online.
7. The detailed bid document is also available on the TRTI website: <https://trti.maharashtra.gov.in>
8. Interested bidders shall submit their bid on or before **17/08/2026 @ 17:00 hrs.**
9. TRTI, Commissioner reserves the right to reject any part of the bid or all the bids.

Notice:

This document is the property of TRTI, Pune. It may not be copied, distributed, or recorded on any medium, electronic or otherwise, without TRTI's written permission, even by authorized personnel/company/agency, for any purpose other than that specified herein. Unauthorized use shall amount to copyright violation and shall be punishable under Indian Law. All copyrights, Telecast rights, Exhibition rights, Editing rights, Publication rights reserved by TRTI.

(Nilesh Sagak IAS)
Commissioner, TRTI Pune

Disclaimer

1. The information contained in this Tender, or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of Tribal Research and Training Institute, Pune (TRTI) or any of its employees or advisors, is provided on the terms and conditions set out in this tender.
2. This tender is not an agreement and is neither an offer nor an invitation by TRTI to prospective Applicants or any other person. Its purpose is to provide interested parties with information useful in formulating their Application. Each Applicant should conduct its own investigations, verify accuracy and completeness of information, and obtain independent advice where required.
3. Information in this tender covers a wide range of matters, some of which may depend upon interpretation of law. It is not intended to be an exhaustive or authoritative statement of law, and TRTI accepts no responsibility for any interpretation expressed herein.
4. TRTI, its employees and advisors make no representation or warranty and shall have no liability to any Applicant or Bidder for any loss, damage, cost, or expense arising from reliance on this tender.
5. TRTI may, at its absolute discretion, update, amend, or supplement the information contained in this tender.
6. Issue of this tender does not bind TRTI to select any Applicant, and TRTI reserves the right to reject all or any Applications/Bids without assigning reasons. All costs of preparation and submission of the Application shall be borne solely by the Applicant.

Section A: Invitation for Tender

Tribal Research and Training Institute, Pune (hereinafter referred to as 'TRTI'), invites online Tenders, in a two-Bid system (Technical Bid & Commercial Bid), from registered and eligible bidders for Selection of Agency for Production of Short Documentary Films on Tribal Revolutionaries for TRTI, Maharashtra. Submission of a proposal in response to this notice shall be deemed to have been made after careful study and examination of this document, with full understanding of its terms, conditions, and implications.

The complete bid document is available for download at <https://mahatenders.gov.in/> and <https://trti.maharashtra.gov.in/>. The downloaded bid document shall be considered valid for participation in the electronic bidding process (e-Tendering), subject to online bid submission and online payment of EMD.

To participate in the online bidding process, bidders must procure a Digital Signature Certificate as per the Information Technology Act, 2000, using which they can digitally sign and encrypt their electronic bids.

Section 2: Key Events & Dates

Sr. No.	Event	Date & Time
1	Publish Date	04 / 08 / 2026, 17:00 hrs
2	Document Download / Sale Start Date	04 / 08 / 2026, 17:00 hrs
3	Pre-Bid Meeting (Online/Offline)	11 / 08 / 2026, 15:00 hrs
4	Bid Submission Start Date	04 / 08 / 2026, 17:00 hrs
5	Bid Submission End Date	11 / 08 / 2026, 17:00 hrs
6	Technical Bid Opening	18 / 08 / 2026, 17:30 hrs
7	Commercial Bid Opening	To be intimated later

Other Important Information Related to Bid

Sr. No.	Item	Remark
1	Earnest Money Deposit (EMD) (to be paid online)	Rs. 1,00,000/-
2	Bid Validity Period	One hundred and twenty (120) days from the date of submission of Bid
3	Project Completion Period	Six (6) months from the date of issue of Work Order

Section B: Instructions to Bidders

This Tender is for the Selection of Agency for Production of Short Documentary Films on Tribal Revolutionaries for Tribal Research and Training Institute (TRTI), Maharashtra.

Glossary of Terms & Acronyms

- TRTI – Tribal Research and Training Institute
- SoW – Scope of Work
- GC – General Conditions
- SC – Special Condition
- PBG – Performance Bank Guarantee
- GST – Goods & Service Tax
- EMD – Earnest Money Deposit
- SLA – Service Level Agreement
- DI – Digital Intermediate (Colour Grading)
- VFX – Visual Effects
- VO – Voice-Over / Narration

1. Background of TRTI, Pune

Tribal Research and Training Institute, Pune (TRTI, Pune) is an Autonomous Institute of the Tribal Development Department, Government of Maharashtra, registered under the Bombay Public Trust Act, 1950. TRTI was established in May 1962 to undertake research studies on various aspects of tribal life and to assess the impact of developmental programmes/schemes on tribal people.

Main objectives of the Institute:

- To conduct basic as well as applied research on tribal-related issues.
- To evaluate various schemes aimed at tribal development, welfare, and tribal youth.
- To impart relevant training to personnel across levels of the tribal department.
- To provide competence-building opportunities to tribal communities.
- To develop and maintain a knowledge base related to tribes and tribal development.
- To preserve and propagate the culture, heritage, and traditions of Tribes.
- To disseminate information about the Tribes and their indigenous knowledge and skills.

TRTI also conducts a Youth Leadership Training Programme for tribal youth across the State's Tribal Sub-Plan Areas, and houses a Tribal Cultural Museum with four galleries of tribal art and artefacts, alongside a well-stocked library-cum-study hall.

2. Scheme Background – 'Support to TRI'

The Ministry of Tribal Affairs, Government of India, has instituted the Central Sector Scheme 'Support to TRI' to highlight the unparalleled contribution of tribal communities to India's freedom struggle. Under this Scheme, an amount of Rs. 50,00,000/- (Rupees Fifty Lakh Only) has been sanctioned to TRTI, Pune for FY 2025-26 for production of short documentary films based on the lives of 10 (ten) prominent tribal revolutionaries of Maharashtra.

Administrative approval for the project has been accorded vide TRTI Pune's Administrative Sanction No. आसंप्रसं/संग./का-5/लघुनिर्मिती/2025-26, and the scheme will be implemented through an external agency selected via a transparent tender process, as mandated by the Industries, Energy & Labour Department's prescribed procurement procedure.

[Handwritten signatures and initials]

3. Scope of Work

Project Background

The mainstream historical narrative of India's struggle for independence has frequently overlooked or under-represented the immense contributions of tribal communities. Long before the organized national movements of the 20th century, the indigenous ('Adivasi') populations of present-day Maharashtra launched fierce, heavily armed resistances against British colonial exploitation, forest-land enforcement, and feudal oppression.

Much of tribal history survives through oral traditions, songs, and localized folklore. As generations pass, there is an urgent risk of losing these valuable historical narratives. TRTI aims to break stereotypical narratives by creating authentic, high-quality audio-visual documentation. Short, engaging documentary films — coupled with multilingual subtitles in Marathi, Hindi, and English — offer a highly accessible way to educate the public, researchers, and tribal youth, ensuring these heroic stories inspire future generations and enrich academic, historical, and cultural discourse.

Objectives

TRTI invites proposals from experienced documentary filmmakers, production houses, and digital storytellers to produce a series of cinematic short films on Maharashtra's unsung tribal revolutionaries. This initiative blends rigorous historical research with compelling visual narratives, capturing the spirit, strategic brilliance, and sacrifices of tribal leaders who fought colonial oppression.

- To visually document and preserve tribal history through high-quality audio-visual media, ensuring the legacy of unsung tribal freedom fighters is permanently preserved.
- To bring forgotten heroes into the mainstream by bridging gaps in traditional history textbooks and giving national visibility to tribal revolutionaries.
- To promote cultural pride and awareness among the general public, researchers, and students about the foundational role tribal communities played in India's independence movement.
- To create high-impact digital content optimized for digital platforms, social media, educational institutions, and museum exhibitions, with wide public reach through multilingual subtitles (Marathi, Hindi, English).
- To strengthen TRTI's institutional archive of digitally preserved tribal history for future researchers and generations.

A. Production of Short Films on 10 Tribal Revolutionaries

The selected agency shall research, script, shoot, and produce short documentary films narrating the life, contributions, and legacy of tribal revolutionaries from Maharashtra. The final list of 10 (ten) revolutionaries to be covered shall be finalized by the TRTI Monitoring Committee, headed by the Commissioner, from the following indicative list (representing Vidarbha, Khandesh, North Maharashtra, Konkan, and other tribal-dominated regions, and covering diverse tribal communities such as Bhil, Gond, Katkari, Koli, and MahadevKoli):

- Raghoji Bhangare (Ahilyanagar)
- Hutatma Nagya Mahadu Katkari (Raigad)
- Tantya Bhil
- Raja Shankar Shaha
- Veer Baburao Shedmake (Chandrapur)
- Khaja Naik (Khandesh)
- Bhagoji Naik (Nashik)
- Ramji Gond
- Gulbya Naik

- Revaji Bhai Chaudhari (Palghar)
- Avari Guruji (Nashik)
- Rani Durgavati
- Thakkar Bappa
- Shyam Dada Kolam (Yavatmal)
- Sitaram Shaha (Satpuda)
- Veer Honya Kengale (Pune)
- Piyaji Sayaji Gavit
- Kalu Soma Kuwar (Palasdara)
- Sakharam Thakare (Chinchpada)
- Ramji Bhangara (Akole)
- Rama Hirava (Akole)

Note: The Committee's recommendation on the final 10 names, and the balance/order of regional and community representation, shall be binding on the selected agency. Substitutions may be made by TRTI at its discretion prior to commencement of scripting for the respective film.

B. Technical Specifications of Short Films

Parameter	Specification
Number of Films	10 (Ten) independent short documentary films, one per revolutionary
Duration per Film	Minimum 15 to 20 minutes (mandatory)
Video Quality	4K / Full HD, professional cinematic production standard
Original Language	Marathi (with authentic regional/tribal dialect references, where applicable)
Subtitles	Hindi and English subtitles mandatory for every film
Camera & Equipment	4K cinema camera kit, high-end cine lenses, professional lighting equipment
Aerial Coverage	4K drone footage of relevant historical sites, where feasible
Post-Production	Advanced DI & colour grading, original background score, foley sound, 2D/3D motion graphics and VFX for battle/historical sequences
Indicative Budget	Approx. Rs. 5,00,000/- per film (average), within the overall project ceiling of Rs. 50,00,000/-

C. Research and Content Development

- Conduct field research including interviews with tribal elders, local historians, and community leaders.
- Collect oral histories, folk narratives, archival data, and scholarly references relevant to each revolutionary.
- Ensure cultural and historical accuracy of all content, coordinating with historians, tribal-community scholars, cultural workers, and TRTI's Museum Department.
- Prepare content suitable for a wide audience including students, researchers, and the general public.

- Content must be factually accurate and culturally sensitive, such that no individual or community can raise objections on historical, social, or cultural grounds.

D. Script, Direction and Production

- Develop a detailed shooting script for each film, integrating tribal perspectives, oral traditions, and authentic terminology wherever possible.
- Submit each script for written approval by the TRTI Monitoring/Expert Committee prior to commencement of shooting; no shoot shall begin without such written approval.
- Shoot on-location at relevant historical sites, incorporating dramatized re-enactments where appropriate, along with interviews, archival visuals, maps, timelines, and portraits of the revolutionaries.
- Ensure inclusive, respectful, and dignified representation of tribal cultures, histories, and communities throughout.
- Use real photographs or artistically accurate recreations/sketches of the revolutionaries and historical events, wherever available or feasible.
- Cast appropriate actors and arrange historically appropriate costumes, make-up, hair, and look design for each production.

E. Post-Production, Review and Approval

- Complete editing, background score, foley sound, voice-over narration, motion graphics/VFX, and DI colour grading for each film.
- Add Hindi and English subtitles to every film.
- Submit each completed film to the TRTI Committee for a mandatory 'Pre-View Screening'; any historical, factual, or technical corrections identified by the Committee shall be incorporated by the agency at no additional cost.
- Final release/publication of each film shall occur only after written approval from the Committee.

F. Digital Distribution and Screening

- Upload all approved final films to TRTI's official website and its official YouTube channel.
- Provide films in formats suitable for screening at Tribal Ashram Schools, Hostels, EMRS, and TRTI's Tribal Cultural Museum, as directed by TRTI.
- Support TRTI in showcasing the films at departmental events, exhibitions, and on social media platforms for wider public reach.
- Master files remain the property of TRTI and shall not be published, distributed, or monetized elsewhere by the agency without TRTI's prior written consent.

G. Archiving and Documentation

- Submit digital copies of scripts, research dossiers, raw footage, and photographs used in production.
- Provide final films in both broadcast-ready and web-optimized digital formats (e.g., .mp4, .mov) along with all project/editable master files.
- Archive raw research material and unedited footage for future academic and institutional reference at TRTI's data centre.

4. Deliverables

- i. 10 (ten) final short documentary films (4K/Full HD), each 15–20 minutes, in Marathi with Hindi and English subtitles.
- ii. Research dossier per film, including script, sources, references, and fieldwork notes.
- iii. Digital archive of raw footage, photographs, and production material for future academic reference.
- iv. Pre-view screening and Committee approval report for each film.
- v. Distribution/publishing report confirming upload to TRTI website, YouTube channel, and any specified screenings.
- vi. Final editable master files (project files) handed over to TRTI.
- vii. All copyrights, telecast rights, and publication rights for the films are reserved by TRTI, Pune.

Indicative Cost Break-up per Short Film (for Bidder's reference)

The following is an indicative cost structure for the production of one (1) short documentary film. The estimated cost is approximately Rs. 5,00,000/- (Rupees Five Lakh Only), inclusive of all applicable taxes. This cost break-up is indicative only and is provided to assist bidders in preparing their financial proposal. Bidders shall quote a single lump-sum, all-inclusive price for the production of 10 (Ten) documentary films. TRTI reserves the right to seek a detailed head-wise cost break-up from the successful bidder, if required.

Sr. No.	Particulars	Indicative Amount (Rs.)
1	Cast & Key Character Honorarium (Lead & Supporting Actors), Historical Costumes, Make-up, Hair & Look Design	1,00,000
2	Technical Equipment & Camera Kit Rental (4K Cinema Camera, Cine Lenses, Lighting Equipment, Grip Equipment & Accessories)	75,000
3	Location Expenses, Set Design, Permissions & Aerial Drone Photography/Videography	60,000
4	On-location Logistics (Travel, Accommodation, Local Transport & Meals for Cast and Crew)	55,000
5	Video Editing, DI, Colour Grading & Mastering	80,000
6	Audio Production, Background Score, Foley, Sound Design, Motion Graphics, Animation & VFX	70,000
7	Professional Voice-over, Studio Recording, Translation & Subtitling (Marathi, Hindi & English), Quality Control and Final Deliverables	60,000
	Total (Per Film, Inclusive of GST and All Applicable Taxes)	5,00,000

5. TRTI, Pune's Right to Terminate the Process

TRTI, Pune may terminate the tender process at any time, without assigning any reason, and tender fees paid will be refunded. TRTI shall not be responsible for any cost incurred by the bidder in bid preparation. TRTI reserves the right to amend, edit, add, or delete any clause of this bid document; such changes will be informed to all bidders and shall become part of the bid.

6. Language of Bids

This bid shall be submitted in English language only. Supporting documents originally in Marathi or Hindi shall be accepted as-is. Any printed literature furnished by the Bidder in any other language must be accompanied by a notarized English translation. For interpretation purposes, the English translation shall prevail.

7. Communications

- i. All communications under the contract shall be served by the parties in writing, in the contract's language, in a manner customary and acceptable in business and commercial transactions.
- ii. The effective date of communications shall be the date of delivery to the recipient, or the date explicitly stated in the communication, whichever is later.
- iii. No communication shall amount to an amendment of the contract's terms and conditions, except a formally designated letter of amendment.

8. Bid Submission Format

The entire proposal shall be submitted strictly as per the format specified in this bid document. Bids with deviations from this format are liable for rejection.

9. Submission of Bids

The bidder shall submit the Bid online, comprising two envelopes — a Technical Bid and a Commercial Bid (two-envelope system).

10. Technical Bid

The 'Technical Bid' shall include, inter-alia, original or scanned copies of duly signed / digitally signed documents in PDF format (not password-protected), as per Annexure-I, in support of the Pre-Qualification and Technical Evaluation criteria below.

Pre-Qualification Requirements

Sr. No.	Criteria	Supporting Documents
1	The bidder must be a company registered in India under the Companies Act 1956/2013, a Proprietorship, a registered Partnership Firm, an LLP, a registered Society under the Co-operative Societies Act 1960, or a Trust, with a minimum of 3 years' experience from the date of registration in film/documentary/video production, preferably including cultural, historical, or educational content. Experience prior to registration will not be considered.	Certificate of Incorporation / Registration / Partnership Deed / Shop Act License
2	The bidder should have a minimum average annual turnover of INR 150 Lakh from any 3 financial years out of the last 5 years (FY 2020-21 to FY 2024-25), from film/video production or allied media services.	1. Audited Balance Sheets & P&L Statements certified by a CA. 2. CA Certificate specifying average annual turnover. 3. Income Tax Returns for the years used to calculate turnover.
3	The bidder must have completed at least three (03) similar projects involving documentary, short film, or video	Work Orders / Client Appreciation Letters /

Sr. No.	Criteria	Supporting Documents
	production, preferably for Government or reputed private sector clients (e.g., cultural documentation, educational or heritage content).	Contracts
4	GST Registration and PAN/TAN are mandatory. GST registration must be valid and active; provisional GST registration is not acceptable.	GST Registration Certificate, PAN/TAN, and GST clearance certificate (FY 2025-26) as on 30th March 2026
5	The bidder must possess, own, or demonstrate assured access to professional 4K production equipment (camera, lenses, lighting, drone, and editing/DI setup).	Equipment list with ownership/rental proof, or vendor tie-up letters

Technical Evaluation Criteria

Sr. No.	Criteria	Description	Max. Marks
1	Experience in documentary / short film production	3-5 years — 5 Marks 5-8 years — 10 Marks - More than 8 years — 15 Marks	15
2	Number of relevant film projects completed	3-5 projects — 10 Marks 6-8 projects — 15 Marks - More than 8 projects — 20 Marks	20
3	Average annual turnover (from film/video production)	≥ INR 150 Lakh — 5 Marks ≥ INR 225 Lakh — 10 Marks ≥ INR 300 Lakh — 15 Marks	15
4	Team strength & domain expertise	In-house/empanelled team of at least 6 professionals — Director, Cinematographer/DOP, Editor, Scriptwriter/Researcher, Sound Engineer, Production Manager, with relevant CVs	10
5	Demonstration of tribal/historical/cultural film work	At least 2 completed short films/documentaries showcasing tribal, folk, historical, or cultural content — showreel/samples with client letters	10
6	Technical equipment capability	Ownership of / assured access to 4K camera, professional lighting, drone, and editing/DI infrastructure	10
7	Presentation: Concept, Research & Production Approach	Covers understanding of tribal revolutionary narratives; research & historical validation strategy; script and direction approach; post-production plan; cultural sensitivity and delivery timeline	20
	Total Marks		100

Note: The minimum qualifying marks in the technical evaluation is 70 Marks (70%). Bidders scoring 70 Marks or above shall be considered for financial evaluation; bids scoring below 70% shall be rejected and not considered further.

11. Commercial Bid

Bidders shall submit the Commercial Bid through the online MAHATENDER portal only, quoting a single lump-sum, all-inclusive price (inclusive of all taxes) for the complete project of 10 short films.

12. Disqualification

The bidder must ensure all required documents are submitted along with the bid. Non-submission may lead to rejection. Bids may also be rejected/disqualified where:

- The Bidder fails to meet the bidding requirements or does not submit as per the prescribed procedure/format.
- The Bidder increases the sanctioned price during the validity of the Bid or its extended period.
- The Bid is incomplete or fails to furnish required information/proofs.
- The Bid is received after the due date and time, or without requisite documents/EMD.
- Bids lack signature of duly authorized persons, or proof of the signatory's authority to bind the Bidder.
- Information provided by the Bidder is found incorrect or misleading at any stage.
- The Bidder does not conform to unconditional acceptance of full responsibility for services under this tender.
- Any effort to influence bid evaluation, comparison, or award decisions through unlawful/corrupt/fraudulent means.
- The Bidder fails to enter into a Contract within 15 days of the Letter of Selection/Award.
- Evidence of collusion between Bidders to delay or manipulate the process (such Bidders may also be barred for 3 years from future TRTI tenders).
- The Bidder does not agree to accept the Terms and Conditions of the tender.

13. Opening of Bid

- i. Envelope No. 1 (Technical Bid) shall be opened online in the TRTI office on the date/time specified in this tender.
- ii. Bidders qualifying the Pre-Qualification stage shall be called for a presentation before the Bid Evaluation Committee.

14. Evaluation of Technical Bid

The Bid Evaluation Committee, formed by the Commissioner, TRTI, will evaluate the Technical Bid and submit its recommendation to the Commissioner. The Commissioner's decision shall be final and binding on all Bidders. The Committee may seek written clarifications from Bidders, inputs from professional/technical experts, and may conduct reference checks of Bidders' past experience; feedback from such checks shall be considered in evaluation.

15. Award of Contract

The Bid Evaluation Committee will evaluate the Technical and Commercial Bids as stated above, and the Commissioner's decision shall be final and binding. TRTI will notify the successful Bidder of acceptance.

As per the L1 Selection Method, the contract is awarded to the technically qualified bidder offering the lowest price ('L1'). In case of a tie, the bid with the higher technical score shall be selected.

Signing of Contract / MoU

Once TRTI notifies the successful Bidder of acceptance and issues the Work Order, the successful bidder must enter into a separate MoU with TRTI incorporating the tender's conditions, amendments, and any special conditions. In case the successful Bidder is unable to execute the contract within 15 days (or the period specified), TRTI shall forfeit the EMD and cancel the Bid.

Section D: General Conditions of Contract

- i. Conditional Bids (tenders) are liable for rejection.
- ii. Intending bidders can obtain detailed information from the TRTI, Pune office during office hours.
- iii. The Bid Evaluation Committee, formed by the Commissioner, TRTI, will shortlist bidders and recommend to the Commissioner.
- iv. The Commissioner, TRTI reserves the right to reject the tender without assigning any reason.
- v. Bidders must submit all relevant documents mentioned in the pre-qualification and technical qualification criteria.
- vi. The MoU will initially be executed with the selected bidder on a non-judicial stamp paper of Rs. 500, to be signed within 15 days of the Letter of Selection, failing which the EMD will be forfeited.

Payment Schedule

SN	Milestone	Timeline (from MoU Signing – T)	Payment (% of Total Work Order Value)
1	On signing of MoU / issue of Work Order (mobilization advance) Mobilization advance shall be released only against equivalent Bank Guarantee..	T	20%
2	During production — script approval, shoot completion, and rough-cut submitted for at least 5 films, subject to satisfactory progress review by TRTI's Monitoring Committee	T + 90 Days	40%
3	On completion of all 10 films, final Committee approval after pre-view screening, digital upload, and handover of master files, research dossiers, and delivery/completion report	T + 180 Days	40%
	Total		100%

Important Note: The Commissioner, TRTI reserves the right to modify the percentage/timeline of installments and associated terms and conditions.

- Payment shall be made after deducting all statutory deductions (TDS) applicable under State/Central law.
- The Selected Bidder shall submit a GST invoice/bill for each installment, in duplicate. Payments shall be made within 10 working days of receipt of invoice; no interest is payable for delays.

16. Failure to Abide by the Agreement

Conditions stipulated in the agreement shall be strictly adhered to. Violation of any condition will entail termination of the contract, without prejudice to TRTI's rights, along with such penalties as specified in the Bidding document and Agreement.

17. Jurisdiction and Applicable Law

Any dispute arising from the terms and conditions of the contract or assignment shall be governed by the laws of India (substantive and procedural) and shall be subject to the exclusive jurisdiction of the Courts at Pune City.

18. Performance Bank Guarantee (PBG)

The successful Bidder shall submit a Performance Bank Guarantee/Demand Draft of 3% of the awarded contract value from any scheduled bank in India, within 15 days of the award of the work order (or the period specified therein). The PBG shall be retained by TRTI until the end of the contract period and released on successful completion.

19. Fraud & Corrupt Practice

Bidders submitting bids and those selected through this tender process must observe the highest standards of ethics during selection, performance, and execution of the project. For this purpose, the following definitions apply:

- 'Corrupt Practice': offering, giving, receiving, or soliciting anything of value to influence the action of TRTI or its personnel in executing this work.
- 'Fraudulent Practice': misrepresentation of facts to influence a selection process or execution of a Work Order, including collusive practice among agencies to establish artificially high or non-competitive proposal prices.
- 'Unfair Trade Practice': supply of services different from what was ordered, or unauthorized change in the Scope of Work.
- 'Coercive Practice': harming or threatening to harm persons or property, directly or indirectly, to influence participation in the selection process or execution of the Work Order.

TRTI reserves the right to reject a proposal even after award, and to blacklist the bidder, if found engaged in corrupt, fraudulent, unfair, or coercive practices.

20. Force Majeure

If performance of any obligation under this agreement is prevented or delayed by war, hostility, acts of a public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restriction, lockdown, strike, or act of God ('event'), and notice of such event is given by either party within 21 days of its occurrence, neither party shall be entitled to terminate the agreement nor claim damages for such non-performance; performance shall resume as soon as practicable after the event ceases, as determined by TRTI, whose decision shall be final.

If such an event exceeds 120 days, either party may, at its option, terminate the agreement. The successful bidder shall not be liable for forfeiture of Performance Security, liquidated damages, or termination for default to the extent that delay results from a Force Majeure event (which does not cover price fluctuation of components/services). The bidder shall promptly notify TRTI in writing of such conditions and shall continue to perform its obligations to the extent reasonably practicable.

21. Intellectual Property Rights (IPR)

1. All documentary films, scripts, screenplays, research material, interviews, photographs, graphics, illustrations, animations, maps, subtitles, voice-over recordings, background music, raw footage,

edited footage, project files, master files and all other deliverables created under this project shall become the exclusive property of Tribal Research and Training Institute (TRTI), Pune.

2. TRTI shall possess perpetual, irrevocable, worldwide, royalty-free, transferable and exclusive rights to reproduce, modify, edit, dub, translate, subtitle, adapt, publish, broadcast, exhibit, archive, digitize, distribute and commercially or non-commercially utilize the deliverables through any media or platform existing now or developed in the future.

3. The selected agency shall not publish, upload, distribute, monetize or commercially exploit any part of the deliverables without obtaining prior written approval from TRTI.

22. Copyright and Indemnity

1. The selected agency shall ensure that all content used in the documentary films, including photographs, archival footage, music, graphics, maps, fonts, animations and other third-party materials, is lawfully licensed or used with appropriate permissions.

2. The agency shall indemnify and keep TRTI harmless against any copyright, trademark, intellectual property or other legal claims arising from unauthorized use of third-party material.

3. Any damages, penalties, litigation expenses or compensation arising due to infringement shall be the sole responsibility of the selected agency.

23. Artificial Intelligence (AI) Generated Content

1. AI-generated visuals, voice cloning, synthetic narration, deepfakes or AI-generated historical recreations shall not be used unless specifically approved in writing by TRTI.

2. AI tools may be used only for research assistance or preliminary concept development and shall not replace historical authenticity or documentary evidence.

3. The agency shall clearly disclose the use of AI-generated content, if any, during submission for approval.

24. Drone Operations and Statutory Permissions

1. Drone photography or videography shall be undertaken only in accordance with applicable DGCA regulations and other statutory requirements.

2. The agency shall obtain all permissions required from Central Government, State Government, Archaeological Survey of India, Forest Department, Local Authorities or any other competent authority before filming.

3. The agency shall be solely responsible for compliance with all applicable laws governing aerial filming.

25. Music Licensing

1. Background music shall either be original, royalty-free or properly licensed.

2. The agency shall obtain all necessary permissions for copyrighted music wherever applicable.
3. TRTI shall not be responsible for any copyright disputes arising from unauthorized music usage.

26. Moral Rights

The selected agency, its employees, consultants, writers, musicians, editors, photographers and other contributors shall ensure that all necessary permissions are obtained to enable TRTI to modify, edit, translate, subtitle or otherwise adapt the films without future objection, to the extent permitted under applicable law.

27. Confidentiality

1. All documents, archival records, manuscripts, interviews, photographs, historical information and other confidential material supplied by TRTI shall remain confidential.
2. The agency shall not disclose any confidential information to any third party without prior written approval of TRTI.
3. This obligation shall survive completion or termination of the contract.

28. Data Security and Backup

1. The agency shall maintain secure digital backups of all project files throughout the contract period.
2. At project completion, the agency shall hand over to TRTI:
 - * All raw footage;
 - * Edited master files;
 - * Project files;
 - * Audio recordings;
 - * Photographs;
 - * Graphics and animation files;
 - * Scripts;
 - * Research documents; and
 - * All related digital assets.
3. Deliverables shall be supplied on external storage media or any other format specified by TRTI.

29. Insurance and Safety

1. The selected agency shall be responsible for the safety of its personnel, artists, technicians, equipment and vehicles during production.
2. TRTI shall not be liable for any accident, injury, illness, loss or damage occurring during execution of the project.
3. The agency shall obtain adequate insurance coverage wherever considered necessary.

30. Child Artists

Where child artists are engaged, the agency shall comply with all applicable statutory provisions, obtain necessary permissions from parents or guardians, and ensure safe and child-friendly working conditions.

31. Quality Assurance and Acceptance

1. Every documentary film shall undergo technical and content evaluation by the TRTI Monitoring Committee.
2. TRTI may require modifications relating to:
 - * Historical accuracy;
 - * Tribal customs and traditions;
 - * Language;
 - * Narration;
 - * Technical quality;
 - * Visual presentation;
 - * Audio quality;
 - * Subtitles; and
 - * Overall production standards.
3. The agency shall incorporate all observations without any additional financial implication to TRTI.
4. Final acceptance shall be issued only after written approval by the Commissioner, TRTI or the authorized Monitoring Committee.

32. Accessibility Requirements

Each documentary film shall include:

- * Marathi narration;
- * English subtitles;
- * Hindi subtitles;
- * Properly synchronized closed captions;
- * Readable typography suitable for educational screenings.

TRTI may require additional language subtitles wherever necessary.

33. Delay and Liquidated Damages

1. Time shall be the essence of the Contract.
2. In case of delay attributable to the agency, TRTI may levy Liquidated Damages at the rate of *0.5% of the Contract Value per week or part thereof, subject to a maximum of **10% of the total Contract Value*, unless the delay is condoned by TRTI.
3. Levy of Liquidated Damages shall not prejudice TRTI's right to terminate the Contract or recover any additional losses permissible under law.

34. Force Majeure During Outdoor Production

Where outdoor filming is delayed due to natural calamities, extreme weather conditions, epidemic, Government restrictions, civil disturbances or other Force Majeure events beyond the control of the agency, suitable extension of time may be granted by TRTI upon written request supported by documentary evidence.

35. Ownership and Custody of Production Material

Immediately upon creation, all production material including scripts, interview recordings, photographs, archival scans, graphics, animations, raw footage, edited footage, project files, sound recordings and associated documentation shall vest in TRTI.

The selected agency shall not retain, publish, reproduce or commercially exploit any such material after completion of the project without prior written approval of TRTI.

36. Compliance with Applicable Laws

The selected agency shall comply with all applicable Central and State Government laws, rules, regulations, taxation provisions, labour laws, intellectual property laws, data protection requirements and any other statutory provisions relevant to execution of the project.

Failure to comply with these provisions shall constitute a material breach of contract and may result in termination, forfeiture of Performance Security and any other action deemed appropriate by TRTI.

This section is suitable for inclusion in a government RFP and aligns with standard procurement practices for documentary film production while addressing legal, technical, and quality assurance requirements.

Annexure – I

(To be submitted on the Bidder's letterhead)

“Tender for Selection of Agency for Production of Short Documentary Films on Tribal Revolutionaries for Tribal Research and Training Institute (TRTI), Maharashtra”

To,
Commissioner,
Tribal Research and Training Institute,
28, Queens Garden, Pune – 411001, Maharashtra State

Subject: Tender for Selection of Agency for Production of Short Documentary Films on Tribal Revolutionaries for TRTI, Maharashtra

Reference: MAHATENDER Tender No. _____ Dated _____

Respected Sir,

I/We hereby offer to submit the Technical Bid for the Tender for Selection of Agency for Production of Short Documentary Films on Tribal Revolutionaries for TRTI, Maharashtra.

I/We have read and understood the contents of the tender and unconditionally accept and abide by the terms & conditions specified therein.

I/We submit the Technical Bid as under:

Sr. No.	Description	Remark
1	Name and address of the head office of the Bidder	
2	Name of Head / Chairperson / President / Partner / Director / Owner	
3	Name of Secretary / Chairperson / MD / Owner / Proprietor	
4	Contact person's name and designation	
5	Mobile number and email address	
6	Date of establishment / registration of the entity (as per documents)	
7	Whether the entity is registered? (Yes/No)	
8	If yes, under which Act (legal status)	
9	Registration number	
10	Date of registration	
11	GST Registration Number	
12	PAN / TAN Number	
13	Number of years of experience in film/documentary production (from date of registration)	
14	Average annual turnover for FY 2020-21 to FY 2024-25(any 3 years), as CA-certified	
15	Number of similar (documentary/short film) projects completed in the last 5 years	
16	In-house/empanelled core team strength (Director, DOP, Editor, Researcher, Sound Engineer, etc.)	

Sr. No.	Description	Remark
17	Key equipment owned / assured access to (camera, lighting, drone, editing/DI setup)	
18	EMD Transaction/Reference Number	

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Seal of the Organization: _____

Date: _____ Place: _____

Annexure – II
(Pre-Bid Queries Format)

Name of the Bidder (Organization / Agency):

Name and designation of Person(s) representing the Bidder:

Contact Number:

Email Id:

Subject: Selection of Agency for Production of Short Documentary Films on Tribal Revolutionaries for Tribal Research and Training Institute (TRTI), Maharashtra.

Sr. No.	Tender document page number	Clause, Section, point serial number (Tender Ref. No)	Query/ Clarification required	Suggestion
1				
2				
3				
4				

Date:

Place:

Name, Designation and Signature of authorized Representative

ANNEXURE – III
(Declaration to be submitted on the Bidder's Letterhead)

Date: _____

To,
The Commissioner,
Tribal Research and Training Institute (TRTI),
28, Queens Garden, Camp,
Pune – 411001, Maharashtra.

Subject: Declaration for Selection of Agency for Production of Short Documentary Films on Tribal Revolutionaries for Tribal Research and Training Institute (TRTI), Maharashtra.

Reference: Tender No. _____ Dated: _____

Sir,

I/We hereby submit our bid for the Selection of Agency for Production of Short Documentary Films on Tribal Revolutionaries for Tribal Research and Training Institute (TRTI), Maharashtra, in response to the above-mentioned Tender.

I/We hereby declare and undertake as under:

1. I/We have carefully read, understood, and examined all the terms, conditions, scope of work, eligibility criteria, specifications, and other provisions contained in the Tender Document.
2. I/We unconditionally accept and agree to abide by all the terms and conditions of the Tender Document and any amendments or clarifications issued by TRTI during the tender process.
3. I/We have paid the prescribed Earnest Money Deposit (EMD) of Rs. 1,00,000/- through the prescribed online mode and understand that the EMD shall not carry any interest.
4. I/We have also paid the prescribed Tender Fee of Rs. 6,000/- and understand that the Tender Fee is non-refundable.
5. If our bid is accepted, I/We undertake to execute the Agreement/Memorandum of Understanding (MoU) and commence the work within the stipulated period specified by TRTI.
6. I/We certify that all information, documents, certificates, and particulars furnished by us in connection with this Tender are true, complete, and correct to the best of our knowledge and belief. In the event that any information is found to be false, misleading, or incorrect, TRTI shall be at liberty to reject our bid, cancel the award of work (if any), forfeit the EMD/Performance Security, and take appropriate action as deemed fit.
7. I/We understand and agree that submission of this bid does not confer any right upon us for award of the contract and that TRTI reserves the absolute right to accept or reject any or all bids without assigning any reason whatsoever.
8. I/We shall not make any claim against TRTI arising out of any misunderstanding, interpretation, or misconception regarding the Tender Document, bidding process, evaluation, or award of the contract.
9. I/We agree that all decisions taken by the Commissioner, TRTI, regarding technical evaluation, financial evaluation, selection of the successful bidder, interpretation of tender conditions, and implementation of the project shall be final and binding upon us.

10. I/We undertake to comply with all applicable Acts, Rules, Regulations, Government Orders, copyright laws, intellectual property rights, labour laws, taxation laws, and other statutory requirements applicable to this project.
11. I/We understand that all documentary films, scripts, raw footage, photographs, research materials, edited masters, project files, and all intellectual property created under this project shall become the exclusive property of Tribal Research and Training Institute (TRTI), Pune, unless otherwise specified in the Agreement.
12. I/We further declare that we shall maintain complete confidentiality of all information, documents, research material, and records made available by TRTI during execution of the project and shall not publish, distribute, reproduce, or use the same for any purpose without prior written approval of TRTI.
13. I/We hereby confirm that all communications relating to this Tender may be served upon us through registered post, speed post, courier, email, or any other mode of communication at the address furnished in our bid.

I/We hereby declare that the above statements are true and correct and that this declaration forms an integral part of our Technical Bid.

Date: _____

Place: _____

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of Agency/Organization: _____

Official Seal

Annexure- IV

(Declaration for Proprietor/Partner/Director/Trustee is not blacklisted by any Government agency, on their letter head)

To,
Commissioner,
Tribal Research and Training Institute,
28 Queens Garden, Pune -411001
Maharashtra State.

Subject: Declaration for Proprietor/Partner/Director/Trustee/Organization is not blacklisted
by any Government agency / Department / Autonomous Institute of any state
Government and or Central Government

Reference: Tender No

Dated

I/We do hereby submit declaration/ undertaking that our film production house (Name)and any other film production house in which I am or any of my partner/director/trustee is a Proprietor/partner/director/trustee is not Blacklisted by any Government agency / Department / Autonomous Institute of any state Government and or Central Government.

I/We have read the Tender documents and related matters carefully and diligently and that I / We have uploaded the tender having studied, understood and accepted the full implications of the agreement.

Date:

Place:

Name, Designation and Signature of authorized Representative

Annexure- V

(Declaration / Undertaking of the Organization / Agency to be submitted along with Technical Bid, on its letter head)

Date:

To,

Hon'ble Commissioner,
Tribal Research and Training Institute,
28 Queens Garden, Pune -411001
Maharashtra State.

Subject: Selection of Agency for Production of Short Documentary Films on Tribal Revolutionaries for Tribal Research and Training Institute (TRTI), Maharashtra.

Reference: Tender No.....

Dated

Respected Sir/Madam,

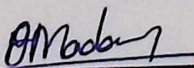
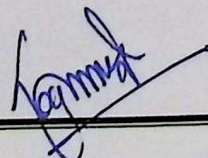
I/We do hereby submit declaration/ undertaking that any of the Governing Member, Director, Partner, Managing Director, CEO of our Company/Agency (Name)..... is not having Criminal Case against them.

I/We have read the Tender documents and related matters carefully and diligently and that I / We have uploaded the tender having studied, understood and accepted the full implications of the agreement.

Date:

Place:

Name, Designation and Signature of authorized Representative

Annexure- VI

Financial Turnover Certificate

(Need to submit on CA Letter head)

This is to certify that we have examined the books of accounts, audited financial statements, and other relevant records of M/s. _____, having its registered/head office at _____, and certify that the annual turnover of the Company/Firm/Agency from Film Production, Documentary Film Production, Audio-Visual Production, Video Production, Digital Media Production, or other allied Media Services is as detailed below.

This certificate is issued at the request of the bidder for submission to the Tribal Research and Training Institute (TRTI), Pune, in connection with the Tender for Selection of Agency for Production of Short Documentary Films on Tribal Revolutionaries.

Particulars	Annual Financial Turnover of Organization/Company
FY 2020-21 Amount (Rs) in both figures and words	
FY 2021-22 Amount (Rs) in both figures and words	
FY 2022-23 Amount (Rs) in both figures and words	
FY 2023-24 Amount (Rs) in both figures and words	
FY 2024-25 Amount (Rs) in both figures and words	
Total Financial Turnover	
Average Financial Turnover of any 3 years	

I/We hereby certify that the above information is true and correct based on the audited books of accounts, financial statements, and records produced before us by the above-mentioned Company/Firm/Agency. The turnover stated above pertains to the activities of Film Production, Documentary Film Production, Audio-Visual Production, Video Production, Digital Media Production, or other allied Media Services, as applicable.

Name of CA Firm:

Name of Signing Partner:

Membership Number:

Unique Document Identification Number (UDIN)

Signature:

Office Seal:

Date:

Annexure – VII: Technical Bid Checklist

Name of the Bidding Agency / Company: _____

Sr. No.	Tender Qualification / Requirement Criteria DOCX	Required Supporting Documents DOCX	Attached & Complied? (Yes / No)	Page No. / Remarks in Technical Bid
1	Entity Registration & Experience: Bidder must be registered in India (Company / Proprietorship / Partnership / LLP / Society / Trust) with a minimum of 3 years of experience in film/documentary/video production from the date of registration.	• Certificate of Incorporation / Registration Certificate / Partnership Deed / Valid Shop & Establishment License.		
2	Financial Turnover: Minimum average annual turnover of INR 150 Lakh from film/video production or allied media services during any 3 financial years out of the last 5 years (FY 2020-21 to FY 2024-25).	• Copy of Audited Balance Sheets and P&L Statements. • CA Turnover Certificate (as per Annexure-VI). • Income Tax Returns (ITR) for the respective 3 financial years.		
3	Past Project Experience: Completion of at least three (03) similar projects in documentary, short film, or video production (preferably cultural, historical, educational, or government projects).	• Work Orders / Contracts / Completion Certificates / Client Appreciation Letters.		
4	Statutory Compliance (GST & PAN): Mandatory active GST Registration (provisional not accepted) and PAN/TAN.	• Valid GST Registration Certificate. • PAN/TAN Card copy. • GST Clearance Certificate (FY 2025-26) as on 30th March 2026.		

[Handwritten signatures and initials]

5	Technical Equipment Capability: Ownership of or assured access to professional 4K camera setup, cine lenses, lighting kits, 4K drone, and editing/DI color grading infrastructure.	• Equipment list with proof of ownership, equipment rental agreements, or vendor tie-up letters.
6	Team Strength & Key Personnel: In-house or empanelled core team of at least 6 key professionals (Director, DOP/Cinematographer, Editor, Scriptwriter/Researcher, Sound Engineer, Production Manager).	• Detailed CVs of key personnel highlighting relevant film/documentary experience. • Organizational team chart.
7	Showreel / Sample Film Work: Demonstration of at least 2 completed short films/documentaries showcasing tribal, folk, historical, or cultural content.	• Video links / Showreel / Sample film copies along with client project letters.
8	EMD & Tender Fee Payment: Earnest Money Deposit (EMD) of Rs. 1,00,000/- and Tender Fee of Rs. 6,000/- paid online via e-Tender portal.	• Online Payment Receipts / Transaction Acknowledgements for EMD and Tender Fee.
9	Technical Bid Submission Form: Duly filled and signed application form.	• Annexure – I (Technical Bid Application on Bidder's Letterhead).
10	Tender Acceptance Declaration: Unconditional acceptance of all terms & conditions of the Tender document.	• Annexure – III (Declaration Form on Bidder's Letterhead).
11	Non-Blacklisting Declaration: Declaration that the agency/proprietor/directors are not blacklisted by any Government agency or department.	• Annexure – IV (Non-Blacklisting Declaration on Bidder's Letterhead).
12	No Criminal Record Declaration:	• Annexure – V (No Criminal Case Undertaking on

	Declaration that no criminal cases are pending against any Director, Partner, or Governing Member.	Bidder's Letterhead).		
13	Financial Turnover Certificate: Turnover certified by a Chartered Accountant.	• Annexure – VI (CA Certified Turnover Certificate on CA Letterhead with UDIN).		

Authorized Signatory Signature: _____

Name & Designation: _____

Name of Agency / Company: _____

Official Stamp / Seal: _____

Date: ____ / ____ / 2026 | **Place:** _____

[Handwritten signatures]