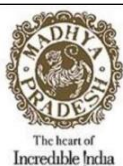




The heart of  
Incredible India

**EXPRESSION OF INTEREST  
FOR EMPANELMENT OF AGENCY FOR PRODUCTION OF  
FILM/DOCUMENTARY**



**EOI**

**Madhya Pradesh Tourism Board (MPTB)**

**Corporate Identification Number (CIN) – U75302MP2017NPL043078**

**6<sup>th</sup> Floor, Lily Trade Wing, Jahangirabad, Bhopal**

**Tel.: (0755) 2780600**

**[www.tourism.mp.gov.in](http://www.tourism.mp.gov.in)**

**“EOI FOR EMPANELMENT OF AGENCY FOR PRODUCTION OF FILM/DOCUMENTARY”**

**NIT No: 5236/MPTB/2024**

**13.09.2024**

**System No: 2024\_MPTB\_369528**

MPTB invites offers for “EOI for empanelment of agency for production of film/documentary”. Terms and Conditions can be downloaded from website [www.tourism.mp.gov.in](http://www.tourism.mp.gov.in) and <https://www.mpEOIs.gov.in>. For any other information, contact +91-9407057416 or e-mail. at [cs.mptb@mp.gov.in](mailto:cs.mptb@mp.gov.in) Last date for online submission of EOI is is **10.10.2024- 15:00hrs.**

**Managing Director**

**Eoi Fact Sheet**

Sr. No	Particulars	Details
1.	Name of Issuing Authority	Madhya Pradesh Tourism Board Bhopal, Madhya Pradesh
2.	Name of Engagement	Expression Of Interest For Empanelment Of Agency For Production Of Film/documentary
3.	Availability of the Document	The EOI Document is available and downloadable on following website: <a href="http://www.mpEOIs.gov.in">http://www.mpEOIs.gov.in</a> EOI Document Fees (non-transferable & non-refundable) and Processing Fees must be paid online at GoMP e-Procurement portal – ( <a href="http://www.mpEOIs.gov.in">http://www.mpEOIs.gov.in</a> ) All Subsequent changes to the EOI Document shall be published on the above-mentioned website
4.	EOI Publish Date	13/09/2024 at e-Procurement portal of GoMP: <a href="https://www.mpEOIs.gov.in/">https://www.mpEOIs.gov.in/</a>
5.	Pre-Bid Meeting date and place	<b>25/09/2024 at 13:00Hrs</b> Madhya Pradesh Tourism Board 6 <sup>th</sup> Floor, Lily Trade Wing Jahangirabad- 462008 Madhya Pradesh, India Email: <a href="mailto:cs.mptb@mp.gov.in">cs.mptb@mp.gov.in</a>
6.	EOI Submission Start Date	<b>01/10/2024 from 17:00 Hours onwards</b> through e-Procurement portal of GoMP: <a href="https://www.mpEOIs.gov.in/">https://www.mpEOIs.gov.in/</a>
7.	Last Date and Time for Submission of EOI	<b>10/10/2024 at 15:00 Hours</b> through e-Procurement portal of GoMP: <a href="https://www.mpEOIs.gov.in/">https://www.mpEOIs.gov.in/</a>
8.	EOI Document Fees	Rs. 2,000/- + GST and Processing Fees (non-refundable) payable through online e-Procurement portal of GoMP: <a href="https://www.mpEOIs.gov.in/">https://www.mpEOIs.gov.in/</a>
9.	EMD Amount	Rs 20,000/- payable through online e-Procurement portal of GoMP: <a href="https://www.mpEOIs.gov.in/">https://www.mpEOIs.gov.in/</a>

10.	Date, Time and Place of opening of EOI	<ul style="list-style-type: none"> <li>• <b>11/10/2024</b> at <b>15:00</b> Hours</li> <li>• MADHYA PRADESH TOURISM BOARD 6th Floor, Lily Trade Wing, Jahangirabad, BHOPAL- 462008 (INDIA)</li> </ul>
11.	Date, Time and Place of Technical Presentation	Will be communicated to the Applicant
12.	Proposal validity	Proposal should remain valid for <b>120 days</b> from the proposal due date
13.	For any Queries Contact Person Details	Company Secretary Madhya Pradesh Tourism Board 6 <sup>th</sup> Floor, Lily Trade Wing Jahangirabad- 462008 Madhya Pradesh, India E-mail : <a href="mailto:cs.mptb@mp.gov.in">cs.mptb@mp.gov.in</a>

## DISCLAIMER

The information contained in this Expression of Interest document ("**EOI**") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

This EOI is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Agency. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This EOI may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI and obtain independent advice from appropriate sources.

Information provided in this EOI to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this EOI.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI.

The issue of this EOI does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Agency and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever and cancel the entire bidding process.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## 1. Introduction & Objective

### 1.1 Introduction of MPTB

Madhya Pradesh Tourism Board also referred to as the “MPTB” or “Authority”, established in 2017 with an objective to promote the tourism in the state of Madhya Pradesh and to develop tourism with public, private partnership in sustainable manner. Investor facilitation, Skill- development, Publicity/promotion of tourist destinations nationally & internationally, identification and development of tourism infrastructure will be the core objective of the MPTB.

### 1.2 Objective

MPTB intends to empanel agencies for producing film/documentary on tourist destinations/ tourism products of the State as per the scope of work and other details enumerated in this EOI. The objective is to generate awareness about tourism destinations/ hidden gems of the state, to increase tourists footfall and to promote Madhya Pradesh as a preferred tourist destination in domestic and International markets. The films/documentary developed will be used for various purposes that includes promotion of Madhya Pradesh Tourism in domestic and international TV campaigns, at various digital and social media platforms.

## 2. Scope of work

- i. Production of film on various genres related to tourism as per details given below:-

Quality required	8k/4K/HD/SD (1080 [P] fine for social media)
For social media	The agency will have to make edits for different social media platforms, as per the requirements of MPTB.
Film duration	The film will be made in the following formats as per the requirement of MPTB: <ol style="list-style-type: none"> <li>1. 0-5 Minutes</li> <li>2. 5-15 minutes</li> <li>3. 15-30 minutes</li> </ol> Note- The above format/duration of film/documentary can be changed to meet the specific requirements of any project
Film language	English, Hindi (primary)
Intellectual Property Rights	MPTB shall hold IPR for Films/Documentaries produced for perpetuity. Any portion or part of the project/Film/Documentary should not be produced / published or sold to others.

- ii. The scope of work for producing and delivering the films/documentaries includes concept, research, script writing, cinematography/shooting, editing, animation, VFX, music and voice over etc.
- iii. The films/documentary to be produced should be of international quality. It would be preferable that the content for the film/documentary to be made available through latest shoots.

### 3. Delivery schedule

The selected agency will follow the following timelines for undertaking the work:

Sr. No.	Activity	Timeline
1.	Present the detailed concept, storyline, casting, music, location, etc.	Within 4 weeks of receipt of Work Order
2.	Present Story Board and Script for film	Within 3 weeks of approval of concept and storyline.
3.	Present the First Cut of the Films/documentary	Within 2-4 months of approval of the Story Board and Script.
4.	Present the Second Cut of the for films/documentary	Within 3 weeks of presenting the First Cut and getting feedback from the MPTB on any modifications Required.
5.	Submit the Final Versions of the films/documentary in Hindi and English, in the formats and as per requirements specified in this EOI.	Within 4 weeks of approval of the Second Cut.

\* For any delays from the above prescribed schedule, which may be due to unforeseen circumstances, prior approval may be obtained from the MPTB, giving detailed and convincing justification for the same.

#### 4. Period of Empanelment & Project timeframe

4.1 The Empanelment shall be of three (3) years from the date of agreement which can be further extended for a period of two (2) years on the discretion of M.D., MPTB.

4.2 The time frame for films/documentary shall be defined by the MPTB for each brief.

#### 5. Payments

5.1 Payments shall be made for each approved film/documentary as per the standard procedure of MPTB.

5.2 The travelling, boarding & lodging expenditure of the crew members will be paid as per rate to be finalized, against proof of supporting documents (like hotel bill/fuel receipt/ticket etc.) and other charges such as entry tickets, gypsy charges etc. will be paid as per actuals.

5.3 The deputed team member of the agency has to reach on his/her own at the destination / place for video coverage.

#### 6. Penalty

Penalty @10% of the work order shall be levied on the empaneled agency in case of delay in the submission of the work.

#### 7. General terms and conditions

7.1. The bidder must have the sufficient number and quality of cameras, operators, and complete infrastructure for carrying out the work. He shall carry out the assigned work himself along with his 2 team members. He will not be allowed to delegate / transfer/outsource / assign his /her contract or part thereof to some other party.

7.2. The bidder is required to give disclosure in Annexure 3 specifying the names of his team members along with his application.

7.3. No advance payment will be made. Taxes applicable as per rules.

7.4. The competent authority of this office has full right to accept or reject in part or any or all the EOIs without assigning any reason and also to cancel the work order at any time. The bidder will have no right to claim any loss / damages etc. on cancellation of the work order.



- 7.5. All the photographs, videos, RAW files/ footage etc. shall have to be handed over to MPTB in hard-drive at the time of submission of invoices/supporting documents for claiming payment.
- 7.6. Each page of the application should be signed. The application shall be signed by person having necessary authorization to do so. (Certified copies to be enclosed).
- 7.7. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also, mere fulfilment of the eligibility criteria does not guarantee selection.
- 7.8. Earnest money of Rs.20,000/- shall be deposited online with the EOI, which will be converted into security deposit and kept with MPTB for the period of validity of empanelment.
- 7.9. **Forfeiture:** Security deposit shall be forfeited in following cases:
- Agency withdraws or modifies the offer after opening of Application form but before acceptance of EOI.
  - Agency does not execute the agreement/MoU after acceptance of EOI, within the specified time.
  - Agency fails to ensure regular participation in the proposals invited by MPTB from time to time as per the requirement.
  - Agency commits a breach of the terms and conditions of the agreement/MoU/EOI.
- 7.10. The responsibility for delivering the films/documentary or any other related jobs to the MPTB within the required period will be that of the selected agency.
- 7.11. If the selected agency does not abide by the terms/conditions, Madhya Pradesh Tourism Board reserves the right to forfeit the security deposit and no further contract would be given to that agency.
- 7.12. The above scope of work will vary and depend on the requirement of the MPTB. At the time of need of films/documentaries separate proposal, presentation and financial bid shall be invited from empaneled agency. And the selection of agency shall be on QCBS basis.
- 7.13. MPTB reserves the right to terminate or cancel the EOI at any stage or time without assigning any reason.
- 7.14. Confidentiality of any data and information provided by MPTB and other government agencies to the empaneled agency should be maintained.

7.15. The work would be treated as final only after its approval by MPTB.

## 8. Eligibility Criteria: -

The bidders are required to submit the following documents in order to become eligible for empanelment for the subject work:

- i. Bidder should be having a Diploma/Degree/Certificate Course at Bachelors/Masters Level in the fields of Filming/ Film Making / Film Direction from a reputed university.
- ii. The bidding agency shall be in operation for minimum period of 3 year and working in the field of production of film/TVCs/documentaries. (Proof of experience for each year to be provided in form of work order, completion certificate and other supporting documents)
- iii. The bidding agency must have a Total turnover of minimum 20 (Twenty) Lakhs Rupees in the three Financial Years i.e. 2021-22, 2022-23, 2023-24. (CA Certificate containing valid UDIN to be submitted). (Note-Financial year 2020-21 shall not be consider due to Covid19)
- iv. The agency must have produced/ directed minimum Two (02) films/documentaries related to tourism/culture sector in last five years.
- v. Preference will be given to agency who has won an Award for documentary, short film produced/directed earlier. (relevant proof to be attached)
- vi. Preference will be given to agency who has made a film related to tourism/culture earlier for any Central/State Government Ministry/ affiliated Department.
- vii. The agency which stands black listed/Banned either by EOI Inviting Authority or Govt. of India or by any other State Government on the date of bid submission shall not be eligible to participate in the EOI.

Note: All necessary documents along with sample work should be attached with the application in support of qualification claim.

## 9. Submission of applications

This EOI is advertised through selected newspapers and is posted on the website <https://www.mpEOIs.gov.in/>, Government of Madhya Pradesh, to give wide publicity and invite a large number of eligible “Applicants” who have the capability to deliver such services, for their participation in the process of Expression of Interest. The information provided by the “Applicant(s)” will be used by the ‘MPTB’ to select potential “Applicant”. The format for submission of EOI application is enclosed as **Annexure 1 to Annexure 4**.

Applicants qualifying as per the criteria mentioned in point no. 8 and who are interested in providing the services detailed in point no. 2 may submit their applications to this EOI as per formats given in annexure along with relevant Documentary evidence latest by **10/10/2024** at **15:00** Hours at e-Procurement portal of GoMP: <https://www.mpEOIs.gov.in/>. Any applications not containing information for all the parts of Annexure may be rejected.

The applications must accompany a proof of payment of non-refundable amount of **Rs. 2,000/-** (Rupees Two Thousand only) towards EOI Document Fees at the time of submission of the EOI. The fees should be paid online as per instructions given in fact sheet.

## 10. Technical Proposal (to be submitted online and offline both mode)

10.1 The bidder shall prepare “**Technical Documents**” which shall contain:

- Cover letter as per annexure 1
- Detailed CV of the bidder
- Supporting Documents as per point no. 8 (Eligibility Criteria)

## 11. Proposal evaluation

Evaluation of sample works: -

11.1 All interested bidders shall submit documents as specified in point no. 8.

11.2 Qualified bidders shall be called for a detailed presentation on understanding of scope of work, approach and methodology, sample film and interaction with the evaluation committee. The marks for understanding of scope of work, approach and methodology, the sample video and interaction with the core team will be marked by the evaluation committee and MPTB shall shortlist the best bidders.

S.no	Particulars	Max Marks
1.	The bidding agency shall be in operation for minimum period of 3 years and working in the field of production of film/TVCs /documentaries. (Till minimum requirement = no marks Above it 2 marks per year)	10
2.	The bidding agency must have a Total turnover of minimum 20 (Twenty) Lakhs Rupees in the three Financial Years i.e. 2021-22, 2022-23, 2023-24. (Till minimum requirement = no marks Above it 2 marks for every additional turnover of 1 (one) Lakh	10
3.	The agency must have produced/ directed minimum Three (02) films/documentaries in any field in last five years (Till minimum requirement = no marks Above it 2 marks per film/documentary.)	20
4.	agency who has won an Award for documentary, short film produced/directed earlier 5 marks per award	10
5.	PRESENTATION <ul style="list-style-type: none"> <li>Portfolio/profile of the bidder</li> <li>Capability and Approach and Methodology</li> <li>Technical capabilities (the capability of post-production, Image &amp; video editing, VFX, animation etc.)</li> <li>Sample work as per the scope of work</li> </ul>	50
	<b>Total</b>	<b>100</b>

The bidders are required to score **minimum 70 technical points** (quality) to qualify for the empanelment.

### 11.3 SELECTION:

- After closing of the EOI, the bids (technical) received within the deadline will be opened on mentioned date/time. The shortlisted bidders securing **minimum 70 technical points as per parameters mentioned point 11.2** will be considered for empanelment.
- It would be MPTB's discretion to decide the number of agencies to be empaneled.

- iii. The applicants shall be responsible for all of the costs associated with the preparation of their proposals and their participation in the selection process including subsequent negotiation, visits to the MPTB, if required. MPTB will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection.
- iv. Notwithstanding anything contained in this EOI, the MPTB reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. Misrepresentation / improper response by the applicant may lead to the disqualification of the applicant.

11.4 The Authority will announce a list of qualified Bidders who will be empaneled, issue **LOA** (Letter of Award) and enter into MoU/agreement with the empaneled agencies.

## **12. Rights of MPTB**

- 12.1 MPTB reserves the right to accept / reject the offers received, or call for any additional information /clarification, or modify / cancel the bidding process, if so required, without assigning any reason whatsoever.
- 12.2 MPTB reserves the right to cancel/terminate the agreement any time without assigning any reason or failing to submit the report within stipulated time or unsatisfactory report or any reason as deemed fit.
- 12.3 MPTB however reserves its right to get the work done from anyone outside the panel in any cases.

## **13. Arbitration Clause**

- 13.1 All matters of dispute arising out of this shall be governed by Indian law and subject to the jurisdiction of Courts at Bhopal.
- 13.2 All Disputes between the Parties arising out of or relating to or in connection with this Agreement, including the performance or non-performance of the obligations set out herein shall, so far as is possible, be settled amicably between the Parties within thirty (30) days after written notice of such Dispute has been given by one Party to the other Party. The venue of the amicable settlement proceeding shall be the Head Office of MPTB at Bhopal.
- 13.3 If any dispute or difference of any kind whatsoever shall arise in connection with or arising out of this contract or the execution of work or maintenance of the works there under, whether before the commencement or during the progress of works or after the termination, abandonment or breach of contract, and it is not amicably settled within

60 days of the notice being served on the other party , it shall be referred to arbitration before a Sole Arbitrator as per the provisions of the Arbitration and Conciliation Act, 1996. The venue of the arbitration proceedings shall be the Head Office of MPTB at Bhopal. Upon any and every reference as aforesaid, the assessment of costs and

incidental expenses in the proceedings for the award shall be at the discretion of the Arbitrator.

#### **14. Language**

All notices required to be given by one Party to the other Party and all other communications, Documentation and proceedings which are in any way relevant to this EOI shall be in writing and in English language.

**Annexure 1: Cover Letter**

(To be submitted on letter head by the bidder)

To,

Date:

Managing Director  
 Madhya Pradesh Tourism Board  
 6<sup>th</sup> Floor, Lily Trade Wing Jahangirabad  
 Bhopal (M.P.)-462008

**SUB: EOI FOR EMPANELMENT OF AGENCY FOR PRODUCTION OF FILM/DOCUMENTARY**

With reference to your EOI Document dated -----, I / We, having examined all relevant documents and understood their contents, hereby submit our proposal for selection for the subject project. The proposal is unconditional and unqualified.

1. I/We acknowledge that the MPTB will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the agency, and we certify that all information provided in the Proposal and in the Appendices are true and correct, nothing has been omitted which renders such information misleading and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment agency/ filmmaker for the aforesaid Project.
3. I / We shall make available to the MPTB any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We declare that:
  - (a) We have examined and have no reservations to the EOI Documents, including any Addendum issued by the Authority;
  - (b) I / We do not have any conflict of interest as mentioned in the EOI Document;
  - (c) I / We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any EOI or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
  - (d) I/We hereby certify that we have taken steps to ensure that in conformity with the

provisions of this EOI, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

5. I / We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the agency, without incurring any liability to the Applicants in accordance with the EOI document.

6. I / We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted or convicted by any agency of the Government or by a Court of Law for any offence committed by us or by any of our Associates.

7. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority (and/ or the Government of India) in connection with the selection of agency or in connection with the Selection Process itself in respect of the above- mentioned Project.

8. I/We agree and understand that the proposal is subject to the provisions of the EOI document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.

9. I / We agree to keep this offer valid for 120 days from the proposal due date specified in the EOI.

10. In the event of my/our firm being selected as one of the empaneled agency, I/we agree and undertake to provide the services in accordance with the provisions of the EOI.

11. I/We have studied EOI and all other documents carefully. We understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.

12. I/We agree and undertake to abide by all the terms and conditions of the EOI Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the EOI Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)



## **Annexure 2: Format for Request for Pre- bid Clarifications**

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**Bidder's Request for Clarification for EOI no..... "EOI FOR EMPANELMENT OF AGENCY FOR PRODUCTION OF FILM/DOCUMENTARY"**

Name of Bidder:

Name & position of person:

Full formal address including Telephone, mobile and email address:

<b>Sr. No.</b>	<b>Page No.</b>	<b>Clause No.</b>	<b>Clause heading</b>	<b>Query / Clarification Sought</b>	<b>Suggestion</b>

### Annexure 3: Format for CV of Filmmaker/ Agency

#### Details to be provided

1. Name of Firm [Insert name of firm proposing the staff]:
2. Name of Staff [Insert full name]:
3. Date of Birth:
4. Nationality:
5. Education [Indicate college/university and other relevant specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
6. Membership of Professional Associations:
7. Other Training [Indicate significant training since degrees under “6 – Education” were obtained]:
8. Work Experience: [List State/ Countries where staff has worked in the last 1 year]:
9. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held, Project handled.]:
10. Key projects

Project subject:
Year:
Location:
Positions held:
Activities performed:

11. Staff is resident of:
12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this resume correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged. I am willing to work on the Project and I will be available for entire duration of the Project assignment as required.

Date:

Sign:

**Annexure 4: Format for Declaration regarding clean track record**

To,

Dated

Managing Director  
Madhya Pradesh Tourism Board  
6<sup>th</sup>Floor, Lily Trade Wing  
Jahangirabad  
Bhopal (M.P.)-462008

Ref: **"EOI FOR EMPANELMENT OF AGENCY FOR PRODUCTION OF FILM/DOCUMENTARY"**

Dear Sir,

I have carefully gone through the Terms & Conditions contained in this EOI Document

I hereby declare that me/my company/firm has not been debarred/black listed by any Government/Semi Government organizations in India. I further certify that I am a competent officer in my company/firm to make this declaration.

In accordance with the above we would like to declare that:

1. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
2. We are not blacklisted by any Central/State Government/Public Sector Undertaking in India.
3. The information provided in the EOI document is true and no false representation has been made.

Yours faithfully,

(Signature of the Bidder)

Name

Date:

Business Address:

Place:

