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Madhya Pradesh Tourism Board

Corporate Identification Number (CIN):

U75302MP2017NPL043078

6th Floor, Lily Trade Wing, Jahangirabad Bhopal

Madhya Pradesh, India. Pin code – 462008

Website: www.tourism.mp.gov.in

EOI for the Registration of Madhya Pradesh based Line Producers/ Production Services Companies (PSCs)

Madhya Pradesh Tourism Board invites Expression of Interest (EOI) for the Registration of Madhya Pradesh based Line Producers/ Production Services Companies (PSCs)

The detailed EOI document can be downloaded from 30/12/2020 on the websites: - www.tourism.mp.gov.in

Interested parties may submit their response through offline application to be submitted at above mentioned address latest by 5:00 PM dated 25/01/21.

For any other information, contact **0755-2780600** or email on ffc.mptb@mp.gov.in

Managing Director

o/c



Film Facilitation Cell (FFC)
Madhya Pradesh Tourism Board
EOI for Registration of MP based Line Producers/ Production Services
Company (PSC)

Tourism Department, Govt. of Madhya Pradesh has launched Film Tourism Policy 2020 has been approved to facilitate film makers in the state. As per policy clause, The Film Facilitation Cell (FFC) is interested to register reputed Madhya Pradesh based Line Producers/ Production Service Companies (PSCs) for a period of three (3) year. The detailed information regarding the registration is enlisted here in the EOI document. The physical print of applications in the prescribed format along with all the enclosures are required to be submitted, at the following address –

Film Facilitation Cell (FFC)
Madhya Pradesh Tourism Board (MPTB)
6th floor, Lily Trade Wing, Jahangirabad, Bhopal - 462008
Contact: 07552780621,
E-mail ID: ffc.mptb@mp.gov.in

The EOI schedule for the purpose of Registration is as under:

Sr.	Description	Date & Time
1	Issuance of EOI	30/12/2020
2	Last date of submission of Application	25/01/2021 till 05.00 PM

1. Introduction:

Vide "EOI for Registration of MP based Line Producers/ Production Services Company (PSC)" FFC shall register Line Producers/ Production Services Company (PSCs) who coordinate for Film shootings locally in the state. The Line Producers/PSCs works as a location manager and provide facilitation to the film makers, who are coming to shoot in the state. They provide handholding for various requirements like Location finding, shoot permissions, arrangement of manpower & material/equipment for shooting etc. Through registering Line Producers/PSCs, FFC intends to work in the direction of strengthening the local support and ease up shootings in the state to make Madhya Pradesh a most film friendly state. Hence FFC is inviting applications to register Line producers in Madhya Pradesh.

2. Purpose of the Registration:

- 2.1 The objective is to register Line Producers/PSCs as quality Serve provider to create local handholding and support for Film Makers at various locations of Madhya Pradesh. It is to be noted that having been enlisted does not signify an automatic entitlement to assignment of work. The registration No. & card will be issued, to the applicant after scrutiny, which is only for the identity & recognition purpose.

3. Period of Registration:

Line Producers/PSCs will be enlisted for a period of three (3) year, which is renewable for further one (1) year, within 30 days of expiry the registration.

4. Guidelines of Application:

- 4.1 Application shall be submitted in Offline mode only.
- 4.2 The Agency must be GSTIN Registered and have at least one registered/Branch office in Madhya Pradesh.
- 4.3 Agency has to produce CA certificate against the turnover along with the application.
- 4.4 The Agency has to submit Credibility/Recommendation Letter from at least two Indian/International Producers/Production Companies/ Directors (on their letter head) with their contact details.



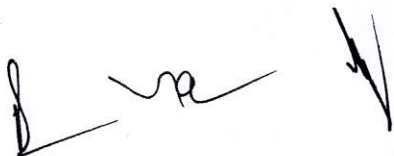
- 4.5 Discretion vests with FFC to cancel any registration at any time in case of falsification of information given by the applicant and/or any complaint against the applicant without giving any prior notice.
- 4.6 Registration No. & card shall be issued to the selected agency/ies only after successful completion of the scrutiny of the application by FFC.

5. Deliverables of the registered Agency:

- 5.1 The information of the Project running in the state like Project Name, Director/Producer, Location, dates and Pictures, must be shared by the registered applicant time to time with FFC Officials.
- 5.2 Registered agency shall share database of various Artists, equipments, Services etc. available with them.
- 5.3 Registered agency shall share all the permission letters received from different departments/authorities along with the authorization letter received the Production House with respect to their project with FFC officials.
- 5.4 The Agency shall be responsible for obtaining prior permission from the concerned department/authority for shooting to avoid any inconvenience.
- 5.5 The Agency shall take complete care not to damage any property during shoot and follow the guidelines/Instructions of the concerned department/authority.

6. Procedure for Registration:

- 6.1 The process of Registration of Line Producers/ Production Services Company (PSC) will be carried out as an offline process. Applicants shall be required to submit the requisite documents to FFC offline at the given address.
- 6.2 This application shall be submitted in two parts – Annexure - A and Annexure – B.

Handwritten signature and initials in black ink, located at the bottom of the page.

Annexure - A will consist of the basic requirements which are required in the given prescribed format and Annexure -B will be a declaration of the authenticity of facts given in Annexure A.

- 6.3 Registration Fee of the application is Rs. 10,000/- + GST (Non-refundable). DD to be issued in the favour of "Madhya Pradesh Tourism Board, Bhopal"

7. Selection Criteria:

- 7.1 Agency must have at least five (5) year experience in the relevant field,
7.2 Agency must have handled minimum Twenty (20) shooting projects (Films, TV Serial/Show, Web Series/Show, documentary etc.)
7.3 Agency must have minimum average turnover of Rs. 20 Lakh for the last three (3) Financial Years.

8. Renewal of Registration:

- 8.1 The enlisted Line Producers/PSCs will have to re-submit the full application prior to 30 days before the expiry of registration for renewal.
8.2 Application renewable fee is Rs. 1,000/- + GST.
8.3 If any serious Negative feedback received against any registered LPs/PSCs during the three (3) year of registration period, he/she will be required to re-submit the full application for the new registration.

9. Examination of Portfolio of Enlisted Agency by FFC:

The team of FFC will familiarize itself with the work of the registered agencies. The team will examine and cross verify the portfolio of the enlisted agencies by various means wherever considered necessary. FFC reserves the right to cancel any application in case of falsification and complained received against the agency.

10. FFC reserve the right to change/amend any of the clauses of this document without giving any prior notice before issuing EOI.



11. Registered agency is bound to follow the Rules & Regulations issued by the Govt. of India & the State govt., time to time. Any legal dispute shall be subject to the Jurisdiction of Bhopal court only.
12. Tourism Department shall not be liable for any kind of default/disputes between the Line Producers/ Production Services Company (PSC) and their client or among Line Producers/ Production Services Company (PSC).

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Annexure - A

Film Facilitation Cell (FFC)
Madhya Pradesh Tourism Board (MPTB)
6th floor, Lily Trade Wing, Jahangirabad, Bhopal - 462008
Contact: 07552780600, E-mail ID: ffc.mptb@mp.gov.in

Application Form for Registration of MP based Line Producers/ Production Services Companies (PSCs)

Mandatory fields-


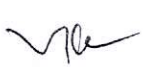

1. Name of the Production Services Company (PSC) _____

Name of Producer _____
Type of company (proprietorship, partnership etc.) _____
2. Office Address: _____

Mobile: _____
E-mail ID: _____
3. PAN/TAN: _____
4. GSTIN: _____
5. Specific Region of operation _____
6. Average Turnover of last three(3) FY (Enclose CA Certificate): _____
7. Past Experience: please furnish your past experience detail in the given format duly sealed & signed-

Sr.	Name of Production House	Title of Film	Year	Location	Enclose Authorization Letter from Production House with respect to the enlisted project (on their Letter Head)

Optional fields-

8. Website: _____

9. Details of Awards/ Credentials Received:

10. Credibility/Recommendation Letter from minimum two Indian/International Producers/Production Companies/ Directors (on their letter head) with their contact details (Enclose)

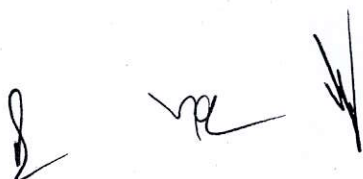
11. Any other information you wish to give to consider your application for registration as Line Producer/ Production Services Company (PSC):

(Signature with official seal)

Name:

Place:

Date:



List of Enclosures along with the Annexure A (Please select the documents you are submitting along with the application):

- Detailed profile of the applicant.
- Turnover (CA Certificate).
- Balance sheet of last 3 financial years.
- GSTIN Certificate (if applicable).
- PAN.
- Experience letter on the company's letterhead carrying the employers contact and mail ID.

And/or

- Recommendation from renowned Producers (Indian/International).

And/or

- Authorization Letter from Production House.
- 2 passport size photographs.

A handwritten signature in blue ink, followed by a checkmark, indicating approval or completion.

Annexure - B

UNDERTAKING
(On Company Letter Head)

I, Mr/Ms/Mrs _____(company name)_____
address _____ do hereby declare that all the information
and documents submitted by me/us are true and correct.

If, any of the facts are found to be incorrect and /or falsified, my/our license shall be
liable to be cancelled. I / we are aware that falsification will also lead to any action as
deemed fit under any law.

Mr. /Ms. /Mrs.: _____

For and on behalf of M/s _____ (company name) _____

(Signature and seal)

Name:

Place:

Date:

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