National Handloom Development Corporation Limited
(A Government of India Undertaking)
Registered office: A2-A5, Udyog Marg, Sector 2
Noida – 201 301

Tender for Conceptualization and Production of 08 Nos Short Films on Handicrafts - Shilp Guru Awardees, Design Innovation Awardees & Start-Up Venture Awardees 2025

RFP No. NHDC /SF/RFP/2026/01

DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. The assumptions, assessments, statements and information contained in this RFP, 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 RFP and obtain independent advice from appropriate Sources.
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 RFP. 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 RFP.

The issue of this RFP 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 Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

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 or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Ref: - NHDC/SF/RFP/2026/01

National Handloom Development Corporation Ltd,
A2-A5, Udyog Marg, Sector 2,
Noida – 201301

NOTICE INVITING TENDER

NHDC invites online proposals from eligible, experienced film production agencies for conceptualization and production of 08 short films documenting the 2025 Handicrafts Shilp Guru Awardees and Design Innovation Award & Start-Up Venture Awardees on DAVP applicable rates. The films will create a lasting audiovisual record of Indian handicraft heritage, the awardees' journeys, craft processes, innovation and contribution to the sector.

The successful agency shall provide a complete end to end service, including research, concept development, scripts, filming at relevant locations, interviews, sound, graphics, music, editing, Hindi dubbing, subtitles, teasers edits, masters and all rights and clearances. The requirement is an output based non consultancy service with a defined activity schedule and measurable deliverables.

The tender document may be downloaded from www.nhdc.org.in (for reference only) and CPPP site https://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET as under.

S. No.	Particulars Details	Date
1.	Date of Issue of Tender Document	**03/11/2026**
2.	Starting Date and Time for Submission of Bid/Tender	**03/11/2026**
3.	Pre-Bid Metting	**06/11/2026**
4.	Last date for submission of quires	**07/11/2026**
5.	Last Date and time for submission of Tender	**10/11/2026**
6.	Date of Opening of Tender	**11/11/2026**

Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app. Contractors/Bidders are advised to follow the instructions provided in the "Instructions to the Contractors/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at https://eprocure.gov.in/eprocure/app" in the Annexure - A. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Bidders shall not tamper/modify the tender form in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidderis liable to be banned from doing business with NHDC.

Intending tenderers are advised to visit National Handloom Development Corporation's website www.nhdc.org.in and CPPP site https://eprocure.gov.in/eprocure/app regularly till closing date of submission of tender for any corrigendum /addendum/amendment.

EMD and Bid document cost:

Cost of Bid document	Rs. 5000/- (Five Thousand only)
Earnest money deposit	Rs. 2,00,000.00/- (Two Lakhs)

Submission of Bids:

The bids shall be submitted online in following parts, viz., Eligibility Criterion/Technical Bid. All the pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter. The Hard Copy of original instruments inrespect of EMD and bid document cost must be delivered to the address given below on or before bid submission end date/time as mentioned in the critical date sheet. Bids not accompanied with EMD and bid document cost is liable to be rejected. The bid document fee shall be non-refundable. NSIC/MSME/DIC registered agencies are exempted for EMD and bid document fee.

National Handloom Development Corporation,

A2-A5, Udyog Marg, Sector 2Road,

Noida – 201301

Cover – I Fee / Eligibility Criterion: technical Bid (Check list):

The following documents are to be self-attested and furnished by the Bidder along with Tender Fee as per the bid document (As applicable).

a) Documents as per the Eligibility Criteria.

b) Scanned copy of document as a proof for payment of EMD.

Cover – II Financial Bid:
The following documents are to be self-attested and furnished by the Bidder along with Eligibility Documents as per thebid document (As applicable):

a) Detailed Financial proposal with breakup of the expenditures and estimated cost including applicable taxes.

PART A

INTRODUCTION:

National Handloom Development Corporation (NHDC), the National Handloom Development Corporation Limited (NHDC) was established on 22nd February 1983 by the Government of India as a Schedule 'C' Central Public Sector Enterprise (CPSE), under the administrative control of the Ministry of Textiles. The primary objective of setting up NHDC was to create a national-level agency to facilitate the speedy and structured development of the handloom sector in India.

Over the years, NHDC has played a pivotal role in bringing synergy across the multiple facets of the handloom ecosystem, spanning input supply, design support, promotion of Geographical Indication (GI) certified products, and market development. With the addition of an Outreach function, NHDC has further strengthened its ability to extend its services to far-flung and underserved weaving clusters, thereby deepening its developmental impact.

NHDC's core mandate revolves around ensuring the availability of yarn and related inputs at subsidised rates, enabling weavers to access affordable raw materials under schemes such as the Raw Material Supply Scheme (RMSS). In addition, the organisation facilitates market access through exhibitions, branding initiatives such as the India Handloom Brand, and buyer-seller linkages. It also supports capacity building, cluster development, and institutional strengthening of cooperatives and producer groups.

Unlike industrial PSUs, NHDC is primarily a development-oriented enterprise, acting as a critical intermediary across the handloom value chain—linking input supply, production, branding, and market access. Its operations are supported by a network of regional offices, depots, and administrative facilities across the country.

REQUEST FOR PROPOSAL:

In order to promote Indian Handicrafts in a holistic and integrated manner by highlighting the story of "**Handicrafts Shilp Guru & Design Innovation Award & Start-Up Venture Awardees**" (2025), National Handloom Development Corporation intends to produce short films (08 Nos, 03 to 05 minutes) on **"Shilp Guru & National Awardees, Design Innovation Awardee & Start-up Venture Awardee Artisans 2025"** to showcase the India's Handicrafts Heritage.

In order to promote Indian Handicrafts on the occasion of Award Ceremony (First week of December 2026) through the electronic and other media it is proposed to prepare a 03 - 05 minutes films on each awardees and there arts for the O/o DC(Handicrafts).

The Company / firm should be empaneled with CBC (formerly as DAVP) and firm should be empaneled with NFDC (National Film Development Corporation) is eligible to apply for this RFP.

Instructions to Bidders

Bid system and submission

Bids shall be submitted electronically through https://eprocure.gov.in/eprocure/app in two separate online envelopes: Envelope I Technical Bid and Envelope II Financial Bid. The financial bid shall contain no technical information. Bids submitted after the deadline, through e mail, or in a manner not permitted by the portal shall be rejected.
All pages of the bid and supporting records shall be signed digitally by the authorised signatory. The bidder shall bear all costs of preparing and submitting its bid. The Procuring Entity will not reimburse such costs.

Clarifications and corrigenda

Requests for clarification shall be sent only through the portal by the stated deadline. Replies that materially affect the tender shall be published on the portal as a clarification or corrigendum and shall be binding on all bidders. Oral responses and informal discussions are not binding.

Bid validity, modification and withdrawal

Bids shall remain valid for 180 days from the deadline. A bidder may modify or withdraw its bid through the portal before the deadline. No change in quoted prices or material substance shall be permitted after the deadline, except correction of arithmetic errors by the Procuring Entity with the bidder's written acceptance.

Conflict of interest and integrity

Bidders shall disclose any actual, potential or perceived conflict of interest. A bidder that has prepared the project brief or has a conflict that gives it an unfair competitive advantage may be disqualified. Canvassing, collusion, misleading statements, corrupt or fraudulent practices, or an attempt to influence the evaluation will lead to rejection and may invite further action under applicable rules.

SCOPE OF WORK:

The films shall be cinematic portraits rather than conventional institutional documentaries. They shall be grounded in observation, craft texture, close detail, authentic ambience and the quiet drama of making. The narrative shall celebrate the individual; explain the craft and its history; show continuity, innovation and transmission of knowledge; recognise institutional support appropriately; and create a durable cultural archive. All project must be completed on or before 30th November 2026.

Assignment outputs

Output	Minimum requirement
Awardee films	08 distinct films, each approximately 3 to 5 minutes, in English, with Hindi dubbed version. The awardee roster and locations will be provided by NHDC or the O/o DC Handicrafts.
Teasers	Vertical or horizontal format , 30 to 60 seconds each , in English and Hindi, suitable for digital and event use.
Research and scripts	Research note, treatment, interview approach, visual reference, English script, Hindi dubbing script, shooting plan and release requirement list for each film.
Photography and sound	Professional location filming, interviews, craft process coverage, sync sound or sound design, Copy right free music and necessary graphics or animation.
Accessibility	English subtitles for English versions and Hindi subtitles for Hindi versions, plus a transcript and time coded subtitle file for each approved master.
Masters and project files	Final masters and web files, clean versions where directed, project files, graphics assets, audio stems, raw footage and documentation in the formats stated in Annexure 1.

Quality requirements

- All films shall be factually accurate, respectful of artisans and communities, and suitable for Government and public dissemination.
- The agency shall use original work or properly licensed third party material.
- NHDC and The O/o DC(Handicrafts) may require reasonable changes to bring a deliverable within the approved script, brief and technical standards. Revisions attributable to the agency's failure to meet an approved brief shall be made without additional charge.
- No representation may be made that an awardee, artisan or Government body endorses a product, brand or third party without prior written approval.

Exclusions and assumptions

Travel, local coordination, boarding, lodging, equipment, crew, permissions, insurance, production, post production, rights and all incidentals required for complete delivery are deemed included in the quoted price unless expressly stated otherwise in the price schedule. NHDC will facilitate official introductions to identified awardees where feasible; it does not guarantee availability of any awardee, location or archival material.

Project Governance and Delivery Schedule

The contract shall commence on the effective date. The agency shall mobilise within five calendar days. The overall completion period shall be completed on or before **30th November 2026**. Where films are required for the award ceremony, the Procuring Entity

shall insert the non-negotiable preview and final delivery dates before issue.

PART B

SUBMISSION OF RFP TENDER:

Invites online bids through CPPP portal against Request for proposal issued by NHDC for "**Shilp Guru & National Awardees, Design Innovation Awardee & Start-up Venture Awardee Artisans 2025**". The tender document may be downloaded from www.nhdc.org.in (for reference only) and to apply kindly visit CPPP portal site https://eprocure.gov.in/eprocure/app.

Hard Copy of EMD or BG to be submitted at Following Address:

National Handloom Development Corporation,

A2-A5, Udyog Marg, Sector 2,

Noida – 201306

PRE-BID CONFERENCE:

The NHDC is will organizing the Pre-Bid meeting as per the given schedule. Further, the bidders are free to send their quires to jitendratolambiya@nhdc.org.in or raise issues on CPPP portal. If any clarification is required than responses will be to all the prospective bidders by way of hosting Corrigendum / amendments/ clarifications on the website i.e., at www.nhdc.org.in, https://eprocure.gov.in/eprocure/app and reply to the communication e-mail.

SELECTION OF BIDDER

The evaluation will be a two-stage process: -

Phase 1 – Technical Bid Evaluation.

Phase 2 – Commercial Evaluation

Eligibility and Mandatory Documents

Eligibility requirements are intended to establish capability relevant to this assignment. Equivalent evidence shall be accepted where it reasonably demonstrates compliance. Failure to submit a document that is mandatory and not curable under the portal or applicable procurement instructions may render the bid non responsive.

No.	Eligibility requirement	Evidence to upload
1	Legally constituted entity in India, eligible to contract with Government. Agency should have its office in Delhi/ NCR.	Certificate of incorporation or registration; constitutional documents; PAN; GST registration, if applicable.
2	At least Ten years of experience as on bid deadline in audiovisual or film production.	Incorporation or registration proof and company profile.
3	Average annual turnover of at least Rs. [1.00 Crore] during the last two financial years. (2025-26 and 2024-25)	Certificate from the Chartered Accountant clearly specifying the turnover for each year or audited financial statements or ITRs, as applicable.
4	Agency should be a) empaneled with CBC (formerly as DAVP) b) firm should be empaneled with NFDC (National Film Development Corporation)	Name as in list of DAVP empaneled agencies or Certificate of empanelment as proof
5	Completed at least ten comparable assignments during the last five years for Textiles (Handloom and Handicraft sector) showcasing heritage and culture of India, and for events of national & international importance.	Work orders or contracts and completion or acceptance certificates; and links or showreels.
6	Adequate core production capability, including director or producer, cinematographer, editor, sound or post production resource, and access to professional equipment.	Organisation chart, CVs of proposed key personnel and equipment or facility statement.
6	Not debarred, suspended or blacklisted by any Central or State Government department, PSU or autonomous body as on bid date.	Signed declaration in Annexure 3.
7	Ability to obtain location, talent, music, archive, drone and other permissions required for lawful production.	Signed undertaking.

The Procuring Entity may seek written clarification of existing bid documents, verify references, or request originals. It shall not allow a bidder to change price, add a missing eligibility experience, or materially alter its bid after the deadline.

TECHNICAL EVALUATION:

The Technical Evaluation Committee will score responsive technical bids out of 70. A bidder must obtain at least 49 marks to qualify. The Committee may invite technically eligible bidders to make a presentation of up to [20] minutes followed by questions. The presentation must be based on the submitted proposal and shall not introduce a

change in price or material scope.

Criterion	Maximum marks (70)	Assessment focus
Relevant past experience and work samples	15	Comparable film work; demonstrated cultural, heritage, artisan or public communication sensitivity.
Creative approach and understanding of assignment	20	Narrative insight, visual treatment, authenticity, audience suitability, practical approach to 08 distinct stories.
Methodology and work plan	12	Schedules, location coordination, consent and rights process, risk management, quality assurance.
Key personnel and production capacity	10	Relevant credentials and credible access to production, sound, edit, colour and graphics capability.
Technical presentation and sample treatment	13	Past work, clarity, feasibility, storytelling quality and response to the brief.
	70	

The Bidder who scores 49 and above marks will be qualified for evaluation of Financial Bid.

EVALUATION OF FINANCIAL BIDS

Financial bids of only technically qualified bidders will be opened. The lowest evaluated financial bid (Fm) will receive 30 marks. The financial score of another bidder (F) will be calculated as: Sf = 30 x Fm / F. Prices shall be evaluated on the total all inclusive price excluding GST, with GST shown separately. Mathematical errors will be corrected as per the portal and applicable procurement instructions.

SELECTION OF IMPLEMENTING AGENCY

The combined score will be St + Sf, where St is the technical score out of 70 and Sf is the financial score out of 30. The highest ranked bidder will be invited for confirmation of deliverables, contract conditions and arithmetical corrections, without negotiation of the core scope or quoted rates except as permitted by applicable rules. If the highest ranked bidder fails to furnish required performance security or execute the contract, NHDC may proceed in accordance with applicable rules.

NEGOTIATION WITH THE L1 BIDDER

If the NHDC does not find the best offer (L1) acceptable, it may go in for commercial negotiation with the L1 bidder. This revised offer will replace/supersede the earlier Financial Bid, provided that the original offer (i.e. Financial) will not be allowed to be changed to the

detriment of the NHDC. Therefore, the L1 Bidder is advised to send sufficiently senior representatives (who can take spot decisions) if called for negotiation.

Abnormally low bids and conflict resolution

Where a bid appears abnormally low, the Procuring Entity may seek a written explanation of the bidder's pricing and capacity. It may reject the bid if the explanation does not establish the bidder's ability to perform the contract. In case of a tie, the bidder with the higher technical score shall rank higher; if still tied, the Procuring Entity may use a transparent draw or other lawful method recorded in writing.

AWARD OF CONTRACT

NHDC will award the contract to the L1 bidders effect whose bid has been determined to be responsive based on evaluation process. It is provided further that the bidder is determined to be qualified to perform the project satisfactorily.

PERFORMANCE SECURITY DEPOSIT:

Within 7 working days of the receipt of the notification of award (LOA) from NHDC against the tender, the successful Bidder shall furnish a performance security for an amount of 10% 0f the project cost-. The Performance Security shall be valid for at least 90 (ninety) days beyond the completion of contract period and shall be denominated in Indian rupees and shall be a Bank Guarantee/Demand Draft/Fixed Deposit Receipt in favour of National Handloom Development Corporation Limited, payable at Noida, issued by a Nationalized bank in India. Performance Deposit will be forfeited, if any deviation is found against Terms and Conditionsof Tender Document.

VARIATIONS:

NHDC reserves the right to increase or decrease the scope of work/contract agreement on any or all itemsor change the nature of work involved in any or all items of the contract in the line of said Scope of work. The contractor shall have no claim for loss of anticipated profits or for any other reason whatsoever on account of these variations.

Delay and liquidated damages

Time is of the essence for dates identified as critical in the contract. Subject to force majeure and written extension, liquidated damages may be levied at 0.5 percent of the value of delayed deliverables for each week or part thereof, subject to a maximum of 10 percent of the contract value, without prejudice to other contractual remedies. NHDC may accept delayed performance where operationally useful.

Inspection, rejection and rectification

NHDC may inspect deliverables, require correction of defects, and reject material that does not meet the approved brief, technical specifications, legal requirements or quality standards. The agency shall rectify rejected deliverables within the period stated by NHDC at no additional cost where the defect is attributable to the agency.

Other provisions

- The agency is an independent contractor and shall comply with all applicable labour, tax, safety, data protection, drone, copyright and statutory obligations.
- No assignment, sub contracting of a material part, or replacement of key personnel is permitted without prior written approval. Approval does not relieve the agency of responsibility.
- All notices shall be in writing to the addresses stated in the contract. Any amendment must be in writing and signed by authorised representatives.
- NHDC may audit records relating to rights, releases, licences and payments relevant to this assignment during the contract and for the period required by applicable rules.

Special Conditions of Contract

Film specific protocol

- The agency shall conduct interviews and filming with dignity and informed consent. It shall respect regional, cultural, religious and community sensitivities.
- Final Scripts, translations, voice artists, music mood and key visual treatment shall be as approved by the O/o DC (HC) at time of final delivery. Approval may be given in batches for efficient delivery.
- The agency shall maintain secure backups of all raw footage and project files until final acceptance and handover.
- Credits shall be as directed by NHDC. The agency shall not embed watermarks, logos or advertising in approved films unless instructed.

Technical delivery specification

Unless NHDC specifies a different requirement, each final film shall be delivered in 4K UHD (3840 x 2160) Or Full HD (1920 x 1080) MP4 H.264 or H.265, 25 fps, stereo 48 kHz audio; a high quality ProRes or equivalent master; a web optimized file; transcript in editable DOCX; and a 30 to 60 second teasers in 16:9 and 9:16 formats. NHDC may request additional broadcast compliant formats at no additional charge where they are a reasonable conversion of the approved master.

Data handover

The agency shall hand over editable project files, raw camera originals, proxy files if used, audio recordings and stems, final graphics, fonts or licence details, location permissions

and an asset index. Delivery shall be on encrypted portable drives supplied by the agency and by secure digital transfer as directed. The agency shall retain no copy after written confirmation of successful handover, except archival copies required by law.

PART C

BIDDER'S RESPONSIBILITIES AND RELATED CONDITIONS:

a. Attention of the Bidders is drawn to the relevant and extant instructions of GoI, GFR

issued by Ministry of Finance, guidelines of Central Vigilance Commission (CVC) as applicable to the subject matter of advice / Service to be rendered by the Bidder and are required to be complied with.

b. The Bidder shall, subject to the provisions of the Assignment and with due care, execute the work and take all responsibility, including the supervision thereof and all other things, whether of a temporary or permanent nature, required in and for such execution.

c. The Bidder shall carry out and complete the work in accordance with prevailing good industry practices and using workmanship of the quality and standards there in specified, provided that where and to the extentsome approval of the quality of the standards of workmanship is a matter of opinion, such quality and standards shall be to the satisfaction of NHDC.

d. The Bidder should provide professional, objective, un-biased and impartial inputs, recommendation andadvices at all times and hold NHDC interest paramount and should observe the highest standard of ethics, values, code of conduct and honesty while executing the assignment.

e. The Bidder carries with him/her/it a certain degree of accountability for any advice or /and any services rendered to the NHDC, keeping in view norms of ethical business, professionalism and the fact that such advice or service is rendered for a consideration. NHDC may enforce such accountability in case of improper discharge of contractual obligations / deviant conduct by / of any of the parties to the contract. In this, shareof NHDC's responsibility, for accepting advice / and services provided by the Bidder, will also be taken intoconsideration.

f. The Bidder must act, at all times, in the interest of NHDC and render any advice / service with professional integrity. The Bidder shall always keep in view transparency, competitiveness, economy and efficiency in regard with matters related to the subject of the contract or assignment.

g. Bidder is expected to undertake an assignment/project, only in the areas of his/its expertise and where ithas capability to deliver efficient and effective advice /services to the client.

h. The Bidder will have to cooperate fully with any legitimately provided / constituted investigative body conducting enquiry into processing or execution of the consultancy contract / any other matter related with discharge of contractual obligations by the Bidder.

TERMINATION:

NHDC may, without prejudice to any other remedy for breach of contract, by written notice of default toagency, terminate the Contract in whole or part:

- If the Agency fails to deliver any or all of the services within the period(s) specified in the Contract/Work Order, or within any extension thereof granted by NHDC; OR
- If the Agency fails to perform any other obligation(s) under the Tender/Contract.

- If the Agency, in the judgment of NHDC has engaged in fraud and corruption.

In the event of NHDC terminates the Contract in whole or in part, NHDC may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Agency shall be liable to the NHDC for any excess costs for such similar services. However, the agency shall continue the performance of the Contract to the extent not terminated

CONTRACT / NON-DISCLOSURE AGREEMENT NDA:

The selected Bidder will be required to execute the following:

a. Contract / Agreement which will include all the services and terms and conditions of the services to be extended as detailed here in and as may be prescribed or recommended by NHDC; and

b. Non-disclosure Agreement (NDA)

If any Bidder differs / does not agree on any conditions / terms of the contract, NHDC has the right to appoint the next ranked Bidder without any obligation or without assigning any reasons to anyone and shall not be held liable for any losses or damages caused by such action.

Unless and until a formal Agreement is prepared and executed, this Tender (RFP) together with the written acceptance of the Bidder thereof shall constitute binding Terms and Conditions between the parties.

COMPLIANCE WITH ALL APPLICABLE LAWS:

The Bidders shall undertake to observe, adhere to, abide by, comply with and notify NHDC about all laws inforce or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Tender and shall indemnify, keep indemnified, hold harmless, defend and protect NHDC and its employees/ officers/ staff/ personnel/ representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom.

SINGLE POINT OF CONTACT AND AUTHORISED SIGNATORY:

All shortlisted Bidder should have to provide details of single point of contact viz. Name, designation, address, e-mail address, telephone/ mobile no. etc and authorised someone as signatories as well for ongoing discussion etc.

RIGHTS IN INTELLECTUAL PROPERTY AND MATERIAL:

All intellectual property rights, including copyright in all commissioned concepts, scripts, footage, recordings, photographs, graphics, edits, masters, project files and derivative

works created for this assignment, shall vest in NHDC or O/o DC Handicrafts upon payment, to the extent permitted by law. The agency shall execute all documents necessary to perfect such rights and shall provide original source files. The agency may not publish, exhibit, license, reuse or disclose any deliverable or underlying material without prior written permission.

The agency warrants that all material is original and sufficient for the intended Government use in all media, territories and for the full copyright term. It shall indemnify NHDC against third party claims arising from breach of this warranty.

ARBITRATION:

Any disputes and difference of any kind, whatsoever, arising out of or in connection with this contract or carrying out of the services, shall be settled amicably. If however, the parties are not able to resolve any dispute or difference amicably, the same shall be referred for arbitration in accordance with the provisions of Arbitration & Conciliation Act 1996 and any reenactment (s) and or modification(s) thereof and of the rulesframed there under. The venue for the arbitration shall be New Delhi.

FORCE MAJEURE:

Neither party shall be responsible for any failure to perform due to unforeseen circumstances or due to causes beyond the defaulting party's control even after exertion of best of efforts to prevent such failure, which may include but not be limited to, acts of God, war, riots, embargoes, strikes, lockouts, acts of any government authority, delay in obtaining licenses or rejection of proposal under the statutes, fire or floods.

CORRUPT AND FRAUDULENT PRACTICES:

As per Central Vigilance Commission (CVC) directives, it is required that Consultants/Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of such contracts in pursuanceof this policy:

a. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values to influencethe action of an official in the procurement process or in contract execution; and
b. "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of NHDC and includes collusive practice among consultants (prior to or after bid submission) designed to establish bid prices at artificial non- competitive levels and to deprive NHDC of the benefits of free and open competition.

NHDC reserves the right to reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. NHDC reserves the right to declare a firm ineligible, either indefinitely or for a stated period of time as per the its discretion, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

PART D

TERM OF RFP RESPONSE:

1. **USE OF BID AND INFORMATION:**
   a. This document has been prepared for shortlisting of agency for "**Handicrafts Shilp Guru Awardees, Design Innovation Awardee & Start-up Venture Awardee Artisans 2025**". The provision of the services is subject to observance of selection process and appropriate documentation being agreed between NHDC and any successful Bidder.
   b. While this document has been prepared in good faith, neither the NHDC nor any of its employees make any representation or warranty or shall have any responsibility whatsoever in respect of this document. Any liability is accordingly and expressly disclaimed.
   c. This document is meant to provide information only and upon the express understanding that the Bidders will use it only for the purpose set out herein.

2. **NUMBER OF PROPOSALS:**

   No applicants or its associate shall submit more than one application. An Applicant individually or as anAssociate shall not be entitled to submit another application either individually or as member of Associate.

3. **COST OF BIDDING:**

   The Bidders shall bear all costs associated with the preparation and submission of the tender including but not limited to additional information required by the NHDC, attendance of meeting, etc. and NHDC will in nocase be held responsible or liable for these costs, regardless of the conduct or outcome of the tendering process. The bidders will quote their bid in Indian National currency i.e., INR.

4. **IMPLEMENTATION SERVICES:**

   The Bidders must apply its own care and conduct, while conducting the tender work.

5. **NHDC RIGHT TO REJECT ANY OR ALL BIDS:**

   NHDC reserves the right to reject any or all the bids without assigning any reasons thereof without therebyincurring any liability to the Bidders or any obligation to inform the affected Bidders on the grounds for the NHDC action or without assigning any reasons, whatsoever. The decision of NHDC shall be final, conclusiveand binding on all the Bidders/parties directly or indirectly connected with the bidding process and the sameshall not be questioned / challenged.

6. **CLARIFICATION/MODIFICATION:**

a. NHDC may be notified of any omission / discrepancy in the RFP before the closure of bid. If required, the NHDC may thereafter modify the RFP. The modified RFP would be

hosted on the NHDC and CPPP e-procurement site. Any subsequent modification in the dates/timelines will be at the discretion of the NHDC.

b. NHDC also reserves the sole right for carrying out any amendments/ modification/changes including any addendum to this RFP. Such amendments / modifications / changes including anyaddendum to this RFP shall be notified on the NHDC website www.nhdc.org.in as well as NIC e-procurement site https://eprocure.gov.in/eprocure/app and these will be binding on the Bidders.
c. NHDC reserves the sole right to cancel the RFP at any stage without assigning any reason.
d. Before tendering, the Bidders are requested to carefully examine the Tender / Bid Documents, Terms & Conditions of Assignment, Specifications and if there is or appears to be any ambiguitytherein, they should immediately refer the matter to NHDC, for clarification.

7. DELAYS OF BID:

Any Tenders / Bids received by NHDC after the deadline for submission of tenders prescribed by NHDCwill be summarily rejected and returned unopened to the Bidders. NHDC shall not be responsible for any delay or non-receipt/ non-delivery of the documents.

8. SUBMISSION OF BID:

All submissions, including any accompanying documents, will become the property of the NHDC. The Bidder shall be deemed to have licensed, and granted all rights to the NHDC to reproduce the whole orany portion of their submission for the purpose of evaluation, to disclose the contents of the submissionto other bidders and to disclose and/or use the contents of the submission as the basis for any resultingRFP process, notwithstanding any copyright or other intellectual property right of the Bidder in the submission or accompanying documents.

9. LANGUAGE OF BID

All correspondence and other documents to be exchanged by the parties shall be written in the Englishlanguage. The version written in English language shall govern its interpretation.

10. RFP VALIDITY PERIOD:

RFP responses will remain valid and open for evaluation according to their terms for a period of at least 90 days from the bid opening date. NHDC shall also have the right at its sole and absolute discretion to continue the assignment/contract with the successful Bidder for future requirements on the rates finalized in this processing for various items/activities as described in the financial bid, or at the price negotiated thereafter, after expiry of current assignment period. In exceptional circumstances, NHDC may solicit the Bidder’s consent to an extension period of validity.

11. APPLICATION MONEY:

The Bidder shall submit BG or EMD of Rs2,00,000/- respectively by way of Demand Draft issued in favour of National Handloom Development Corporation Limited, payable at Noida as per applicable rules. **The EMD shall be valid for a period of 180 days.** EMD will return to all unsuccessful bidders without any interest liability. NHDC, at its discretion, reject any Bidder where application money has not been furnished with the bid documents.

12. In case of any dispute or differences, breach & violation relating to the terms of the contract, the said matter or dispute, differences shall be referred to CA, NHDC for arbitration, who himself or any other person appointed by him will work as sole arbitrator and the award of the arbitrator shall be final and binding on both the parties.

13. The Corporation reserve the right to reject any or all tenders and award the remaining work to any other contractor without assigning any reason. Conditional tenders in any form, whatsoever shall be liable to be rejected outrightly.

14. The Corporation shall be entitled to cancel the contract, if it is found that there has been any breach of condition of the contract and/or the work is found to be unsatisfactory. The Contractor in such cases will not be entitled for making any claim/compensation. The Corporation is entitled to forfeit the Security money and the contractor may not be considered for award of any similar contract in future.

15. The Corporation has a right to cancel one or more or all events at any moment without assigning any reason what so ever or change the date of the events/contractor for any event. No compensation at all against such losses if any, will be given to the Contractor for the events concerned.

PART E

Form - 1

INTEGRITY PACT:

(Format for Affidavit) (On the letterhead of the Agency duly stamped and signed)

TO WHOMSOEVER IT MAY CONCERN

This is certified that our Agency:

1. Does not owe any money beyond 60 days to any other agency.
2. Has not been blacklisted/de-listed by any of the Central /State Government /Public Sector Undertakings
   /Public Sector Banks/any regulatory institution in the past 3 years.
3. Does not have any legal, civil, criminal, taxation and other cases pending against the Agency that may have an impact affecting or compromising the delivery of services required.

(AUTHORISED SIGNATORY)

Annexure – I

Tender Offer Forwarding Letter

RFP Ref. No.: NHDC/HO/Films/2026/ **Date:**

The Managing Director,
National Handloom Development Corporation Ltd.
(A Govt. of India Undertaking, Ministry of Textiles)
Noida Complex, A-2,3,4 & 5 Sector-2,
Udyog Marg, Noida-201301

Dear Sir,

Sub: Your RFP for " **Handicrafts Shilp Guru Awardees, Design Innovation Awardee & Start-up Venture Awardee Artisans 2025**" works RFP Ref No.NHDC/SF/2026/01 Dated.

With reference to the above RFP, having examined and understood the instructions including all annexure, terms and conditions forming part of the Bid, we hereby enclose our offer for "**Handicrafts Shilp Guru Awardees, Design Innovation Awardee & Start-up Venture Awardee Artisans 2025**" mentioned in the RFP document forming Eligibility / Technical as well as Commercial Bids being parts of the above referred Bid.

In the event of acceptance of our Eligibility / Technical as well as Commercial Bids by NHDC we undertake to "**Handicrafts Shilp Guru Awardees, Design Innovation Awardee & Start-up Venture Awardee Artisans 2025"** services as per your purchase orders.

We will submit Earnest Money Deposit in the form of Demand Draft (issued by any scheduled commercial bank (valid for a period of 90 days in favour of National Handloom Development Corporation, payable at Noida for an amount of Rs. 2,00,000/- (Two lakhs only).

We will submit a Performance Guarantee issued by any scheduled commercial for a sum equivalent to 10% of the Total Cost of Contract, valid for a period of 06 months.

We agree to abide by the terms and conditions of this tender offer till 90 days from the date of eligibility / technical bid opening and our offer shall remain binding upon us which may be accepted by NHDC any time before expiry of 90 days.

Until a Master Contract is executed, this tender offer, together with NHDC written acceptance thereof and NHDC notification of award, shall constitute a binding contract between us.

We understand that the NHDC is not bound to accept the lowest or any offer NHDC may receive.

We enclose the following:

1. DD No…… dated for Rs……/- (Rupees in words) as EMD. DD in favour of NHDC by..... Bank, Branch payable at Noida/BG issued by ---------- Bank ---------- branch

Date:

Signature: (In theCapacity of)

Duly authorized to sign the tender offer for and on behalf of

Annexure – II

Technical Bid Form

RFP Ref. No.: NHDC/HO/IT/2025/ **Date:**

The Managing Director,
National Handloom Development Corporation Ltd.
(A Govt. of India Undertaking, Ministry of Textiles)
Noida Complex, A-2,3,4 & 5 Sector-2,
Udyog Marg, Noida-201301

Dear Sir,

We, the undersigned, submit our Technical Proposal for the above assignment. We confirm that the information submitted is true and complete; we meet the stated eligibility criteria; we accept the tender conditions; and our bid shall remain valid for 180 days. We understand that a false statement may lead to rejection and action under applicable law.

Bidder information	Details
Legal name	
Registered address	
Authorised signatory and designation	
Telephone and e mail	
PAN and GSTIN	
Legal status	
Relevant experience references	
Proposed project director and contact	

Authorised signature: _____
Name: _____
Date: _____
Seal: _____

Annexure – III

Eligibility Criterion compliance

We declare that: (a) we are not debarred, suspended or blacklisted as on bid date; (b) we have no conflict of interest that has not been disclosed; (c) we have not engaged in canvassing, collusion, corrupt, fraudulent or coercive practices; (d) we will obtain all releases, licences and permissions required for the assignment; (e) we accept that all work product and rights shall vest as specified in the contract; and (f) we will comply with applicable Government procurement orders and statutory requirements. We undertake to notify NHDC immediately if any declaration becomes inaccurate.

Authorised signature: _____
Name: _____
Date: _____
Seal: _____

Annexure – IV

Commercial Bid

The financial bid shall be uploaded only in the financial envelope / portal price schedule. The quoted price shall be complete for the full scope and shall not contain conditions.

Sl No	Description	Amount (excluding GST) In Rs
1	Production of 08 Nos of films (3-5 minutes) & 60 Sec. Teaser for each film. (DAVP applicable rates)	
2	Dubbing in Hindi Language (All 08 Films, 08 Teasers) (DAVP applicable rates)	
3	GST as applicable rate, shown separately	
4	Reimbursement of actual Travel & Logistics, Miscellaneous Expenses (film crews)	
5	Total contract price including GST	

Amount in words: _____

Authorised signature: _____

Name: _____

Date: _____

Seal: _____

Annexure – V

Performance Bank Guarantee

To,
The Managing Director,
National Handloom Development Corporation Ltd.
(A Govt. of India Undertaking, Ministry of Textiles)
Noida Complex, A-2,3,4 & 5 Sector-2,
Udyog Marg, Noida-201301

(With due stamp duty if applicable)

OUR LETTER OF GUARANTEE No. : ____

In consideration of National Handloom Development Corporation Ltd. (A Govt. of India Undertaking, Ministry of Textiles) NoidaComplex,A-2,3,4&5,Sector-2,UdyogMarg,Noida-201301 Gautam Budha Nagar, Uttar Pradesh, India (hereinafter referred to as "NHDC" which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having entered into an agreement dated _____/issued Purchase Order No. _____dated ___ with/on M/s _____ (hereinafter referred to as "The Service Provider" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the Service Provider having unequivocally accepted to supply the materials as per terms and conditions given in the Agreement dated _____/Purchase Order No. _dated _____and NHDC having agreed that the Service Provider shall furnish to NHDC a Performance Guarantee for the faithful performance of the entire

contract, to the extent of 20% (twenty percent) of the value of the Purchase Order i.e. for _____.

We, _____("The Bank") which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. ___in your favour for account of _ (The Service Provider) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/Purchase Order.

Hereby, we undertake to pay up to but not exceeding ___(say _only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount claimed is due by reason of the Service Provider having failed to perform the Agreement and despite any contestation on the part of above named Service Provider.

This guarantee will remain in force up to date of validity and any demand in respect thereof should reach NHDC not later than the specified date/dates. However, notwithstanding anything else contained to the contrary in this Guarantee, if the service provider does not submit the fresh performance bank guarantee till 15 days before expiry of this performance bank guarantee, the Purchaser may either forfeit the guarantee or ask the Bank to extend validity of the Bank Guarantee. In the latter situation, the Bank shall comply with such a request of extension.

_____

Authorized Signature

Manager Seal of Bank