

Government of India
National Commission on Population

Subject :- Application for empanelment of audio-video producers (November, 2002)

- 1) Details of Demand Draft (non-refundable) for Rs.2,000 drawn in favour of Pay & Accounts Officer, Planning Commission , New Delhi as processing fee.
 - a) Draft No.
 - b) Drawn on Bank

- 2) Name of the Executive Producer :

- 3) Age :

- 4) Whether full time producer? : Yes/No
(If no, what other business/service are you doing) :

- 5) Name of the organization :
 - i) Office address in full :
 - ii) Residential address of the Executive Producer :
 - iii) Telephone No. Off : Res :
 - iv) Fax No. :
 - v) Mobile No. :
 - vi) Do you have branch office/offices other than indicated above in Delhi or outside Delhi (if yes, give details)

- 6) Contact Address at Delhi :
(for those firms with headquarters outside Delhi)
Telephone NO. :
Fax No. :

- 7) a) Do you have your own Studio? :
(If yes, video or audio)
 - i) Address :
 - ii) Telephone NO. :
 - iii) Fax :
 - iv) Is the studio fully owned by your own organisation or in partnership with some other organization? :

(Please attach list of shooting, recording, editing and other equipments and facilities and documentary proof of ownership/retainership of production facilities)

(Signature)

- 8) Payee's name, Type of Account and Account Number, :
 Name of Bank & its branch with 9 digit code number, :
 For issue of cheques

Legal status of Organization

- 9) a) Is it a registered firm/company? : Yes/No
 (photocopies of the certificate of registration may be attached)
- b) Is your organization a proprietorship : Yes/No
 firm, partnership firm or company?
 (Attach documents)
 (If a partnership firm, state the name/s :
 and address/es of your partners.
 If Company, state the names and
 Addresses of Directors)
- c) State whether the proprietor/ : Yes/No
 any of the Partners/Directors is/ are retired
 Government officials. (If yes, the date of his/
 her/their retirement and the Department from
 which retired)
- 10) Is any of you close relative/subsidiary : Yes/No
 firm/sister company empanelled with any
 Ministry/Deptt. give details (close relative
 Means spouse, dependent children/parents/
 Brothers/sisters & other dependents)

Professional Qualification & Experience

- 11) i) Have your done any degree/diploma : Yes/No
 course in the field of audio and video
 production (If yes, give details with documents)
- ii) Total years of experience in the :
 production of audio and video
 programmes (support with documents)
- iii) Enclose your atleast 2 good quality :
 audio and video productions/programmes
 for clients other than NCP, as showreel in
 the form of audio tape/VHS cassette
 alongwith. Also give details as follows: -

(Signature)

S. No.	Name of Production	Year of Production	Format Duration Language	Organisation for which produced	Sl. No. of enclosures at which supporting documents are placed
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iv) Were you earlier empanelled with NCP ? : Yes/No
(If yes, please submit a showreel as audio tap/VHS cassette of some of your best productions)

12. Important functionaries of the organization : who usually form the team for creative work and the nature of work they are associated with (Enclose the Bio-Data of each of the key persons)

13) State area of your specialization (support : with documents giving details of work done & in which capacity the particular work was done)

- a) jingles
- b) audio spots
- c) radio sponsored programme
- d) TV serials
- e) video spots
- f) quickies
- g) docudramas
- h) documentaries
- i) corporate films :

14) Has any of your productions won an award ? : (Give details)

15) Specialization in any subject : Health & Family Welfare/Social Welfare/Women & Children issues/ Environment/Rural Development/Agriculture/National Integration? Communal Harmony/Science & Technology/Finance/Commerce/Education (please tick whichever is applicable and support with documents)

(Signature)

Financial Stability

- 16) (a) Turnover in audio & video productions during preceding three financial years (support with documents) :

Year	Audio & Video Productions
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1999-2000	
2000-2001	
2001-2002	

Total :

(if your balance sheet & profit & loss accounts also show receipts other than audio-video productions, a certificate indicating turnover only from audio & video productions duly certified by Chartered Accountant (indicating membership No. of the Chartered Accountant in his seal) alongwith the documentary evidence should also be submitted)

- (b) Enclose documentary evidence of your financial stability as follows : Enclosure Serial No. :

i) Annual balance sheets & profit & loss Account of the preceding three years i.e. 1999-2000, 2000-01, 20001-02, duly audited/verified by a Chartered Accountant (indicating membership No. of the Chartered Accountant in his seal)

ii) Copies of Income Tax returns as accepted by the Income Tax Department of preceding three Years with PAN Number

iii) Copies of Income Tax Clearance Certificate of the latest year for which the assessment has been finalised

- 17) Has the Agency ever been blacklisted by any organization ? : Yes/No
If yes, give details

(Signature)

18) Any other relevant information :

SIGNATURE _____

Full name and designation _____

DECLARATION

- (i) I _____ (executive Producer) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and/or debarred from empanelment.
- (ii) I permit NCP to inspect my studio facilities & other records to ascertain the above facts.
- (iii) I permit NCP to cross check the above facts from an other source.
- (iv) I or my authorized representative, if required by NCP, would make presentation before NCP at my own cost.
- (v) I will abide by the decision of NCP in toto regarding empanelment.

Signature _____

Full Name _____

Date _____

(Seal of organization)

NOTE :

- 1) Please attach sheets wherever necessary,
- 2) All the enclosures should be properly annexured and serial numbered.
- 3) Please ensure that application form is complete. Incomplete application form would not be considered.
- 4) Last date for submission of complete application in prescribed proforma alongwith relevant documents, showreels and Demand Draft of Rs.2000/- is 29.11.2002.

Details of Enclosures : -

Sl. No. Particulars	Column no. of the proforma To which it relates	Serial Nos. at which placed.
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