

## **REQUEST FOR QUOTATION (RFQ) – FILM MAKING**

**Subject:** Request for Quotation for Production of High-Resolution Cinematic Audio-Visual Films for Shri Kashi Vishwanath Temple

On the auspicious occasion of Mahashivratri Festival along with Rangbhari Ekadashi, Shri Kashi Vishwanath Temple Trust, Varanasi invites sealed financial quotations from experienced, reputed and competent firms / agencies engaged in Audio-Visual Film Production for creation of high-quality cinematic films for digital and social media promotion of Shri Kashi Vishwanath Temple and its associated projects.

### **1. Scope of Work**

The selected agency shall undertake **end-to-end production**, from concept to final delivery, covering the following:

#### **A. Documentary Film**

**Duration:** 4–5 minutes

**Resolution / Quality:** 2K / Full HD

**Presentation:** Cinematic storytelling with compressed deliverable formats suitable for digital platforms

**Production:**

- Shooting with latest professional camera, lighting and sound equipment
- Deployment of skilled technical and creative manpower

#### **B. Cinematic Promotional Film**

**Duration:** 2–3 minutes

**Resolution / Quality:** 4K / 2K / Full HD

**Treatment:** High-end cinematic visual presentation suitable for official digital and social media use

#### **C. Equipment & Technical Specifications**

**Cameras:** Professional cinema cameras (RED / ARRI Alexa or equivalent)

**Stabilization:** Gimbal-stabilized shots

**Aerials:** Drone shots (wherever permissible and as per applicable laws)

**Audio:** High-quality sync sound recording, Original background score and ambient sound design

**Subtitles:** Bilingual – Hindi & English

**Graphics:** Infographics, On-screen text, Logo animation (as per approved brand guidelines)

### **2. Creative & Technical Deliverables**

The scope shall include, but not be limited to:

- Concept Note
- Script Writing
- Storyboard Development
- Professional Video Editing
- Color Correction & Digital Intermediate (DI)
- Visual / Special Effects (wherever required)
- Subtitles in Hindi and English

### **3. General Conditions**

- The assignment shall be executed on a turnkey basis, from concept development to final delivery.
- Final outputs must be suitable for official digital, social media and public display platforms of Shri Kashi Vishwanath Temple.
- The agency shall adhere strictly to the timeline prescribed by the Temple Management Committee, keeping in view the Mahashivratri schedule.

- All intellectual property rights, including raw footage and final edited films, shall vest exclusively with Shri Kashi Vishwanath Temple Management Committee.
- The agency shall maintain confidentiality of all content, locations and instructions related to the assignment.
- Bidders must possess relevant experience in audio-visual film production, preferably in heritage, cultural or institutional projects.

#### 4. Payment Terms

Payment shall be released within 45 (forty-five) days from the date of submission of correct and complete invoice, subject to:

- Successful completion of the assignment, and
- Acceptance of final deliverables by Shri Kashi Vishwanath Temple Management Committee.
- No advance payment shall be made unless specifically approved by the Competent Authority.
- Statutory deductions, if any, shall be made as per applicable rules.

#### 5. Selection Methodology

Selection shall be made on L1 basis (Lowest Quoted Price) among the bidders who are found technically responsive.

Technical evaluation shall be based on:

- Relevant experience
- Creative concept note
- Understanding of scope of work

The Client reserves the right to call shortlisted bidders for a presentation to better understand their approach, creative concept, and understanding of the scope.

Only bidders found technically acceptable shall be considered for opening of financial quotations.

#### 6. Project Timeline / Deliverables

Sl. No.	Deliverable / Activity	Timeline / Due Date
1	Kick-off / Briefing & Initial Concept Discussion	All activity to be completed by 24.03.2025
2	Submission of Concept Note & Script Draft	
3	Approval of Script & Storyboard by Temple Committee	
4	Pre-Production Planning (location recce, equipment, manpower)	
5	Shooting of Documentary & Promotional Film	
6	Submission of Rough Cut / Draft Film for Review	
7	Feedback & Final Editing / Color Correction / DI	
8	Final Delivery of Cinematic Films	

#### 7. Tender Submission Guidelines

##### Proposal Submission:

- Proposals shall be submitted in response to the email through which the RFQ was sent to the bidders.
- Bidders must submit technical and financial bids as separate documents.

##### Financial Quotation:

- Financial quotation shall be submitted in password-protected file format.
- Google Drive links or any cloud links will not be accepted.
- Total File size of document shall not exceed 20 MB.
- Financial quotation shall be strictly in the format provided in the RFQ.

The Committee may invite shortlisted bidders for a presentation before opening financial bids.

Late submissions or submissions not following the above guidelines will be rejected.

**Last date for submission of quotation is 11.02.2026; 3 pm.**

#### **8. Other Conditions**

Delay in completion beyond the stipulated timeline may attract penalty / liquidated damages as decided by the Competent Authority.

The Temple Management Committee reserves the right to:

- Accept or reject any or all quotations,
- Modify the scope of work,
- Cancel the RFQ at any stage without assigning any reason.

The decision of Shri Kashi Vishwanath Temple Management Committee shall be final and binding.  
Jurisdiction for any legal dispute shall be Varanasi, Uttar Pradesh.

**(Authority)**

**Chief Executive Officer**

**Shri Kashi Vishwanath Temple Trust**

Varanasi – Uttar Pradesh

Varanasi – 221001, Uttar Pradesh

### **Financial Proposal Submission Format**

Bidders shall quote their prices strictly in the following format:

<b>Sl. No.</b>	<b>Description of Work</b>	<b>Quantity</b>	<b>Amount (₹)</b>	<b>GST (₹)</b>	<b>Total Amount (₹)</b>
1	Total services as mentioned in the RFQ	Lump sum			
	<b>Total Quoted Amount</b>			₹	

Percentage of GST applicable is .....

#### **Important Notes:**

1. The Total Quoted Amount shall be inclusive of all charges for executing the work, including manpower, travel, equipment, post-production, taxes (except GST, which should be separately indicated), and any other incidental costs.
2. The Client reserves the right to request a detailed breakup of the quoted amount in accordance with the RFQ conditions for work executed.