

REQUEST FOR QUOTATION (RFQ) – REELS & PHOTOGRAPHS

Subject: Request for Quotation for Social Media Reels & Event Photography Services for Shri Kashi Vishwanath Temple

On the auspicious occasion of Mahashivratri Festival along with Rangbhari Ekadashi, Shri Kashi Vishwanath Temple Trust, Varanasi invites financial quotations from experienced, reputed, and competent firms/agencies for social media reels production and professional photography coverage for official digital publicity of Shri Kashi Vishwanath Temple and related events.

1. Scope of Work

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

A. Documentary Film

- Quantity: 06 (Six)
- Format: Vertical video reels suitable for social media platforms
- Resolution: 2K / Full HD / High Resolution
- Treatment: Cinematic visual presentation
- Production: Shooting with latest camera, lighting, and sound equipment along with skilled manpower

B. High-Resolution Photography

- Professional photography coverage of all events, rituals, and activities related to Mahashivratri
- Delivery of high-resolution images
- Image selection, color correction, and basic enhancement

2. Creative & Technical Deliverables

The scope shall include, but not be limited to:

- Concept planning and visual coverage
- Professional shooting and post-production
- Editing and color correction
- Final outputs optimized for official digital and social media platforms

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 social media content creation.

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:

- Prior experience in social media content creation and event photography
- Understanding of the scope and creative concept

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	Timeline / Due Date
1	Submission of Concept Note & Storyboard	All activity to be completed by 24.03.2025
2	Shooting / Photography of Mahashivratri Events	
3	Submission of Draft Reels & Photographs	
4	Feedback & Final Revisions	
5	Final Delivery of Reels & High-Resolution Images	

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:

Sl. No.	Description of Work	Quantity	Amount (₹)	GST (₹)	Total Amount (₹)
1	Social Media Reels & Photography Services as per RFQ	Lump sum			
	Total Quoted Amount			₹	

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.