

ENQUIRY LETTER

Invitation for Quotation for Documentary Film Production of SBI Sanjeevani – Clinic on Wheels Project

Date: 10/09/2026

Dear Concerned,

Gramin Vikas Trust invites quotations from competent Individuals / Consultants / Production Agencies for the production of a documentary film on the SBI Sanjeevani – Clinic on Wheels Project, implemented in 20 villages of Naugarh Block, Chandauli District, Uttar Pradesh.

The documentary aims to visually capture the implementation, outreach and impact of the project, highlighting the experiences of beneficiaries and communities and showcasing the role of the Mobile Medical Unit (MMU) in improving access to primary healthcare services.

Scope of Work

The selected consultant/agency shall broadly cover:

- Documentation of MMU operations and healthcare services in the project villages.
- Coverage of healthcare camps, beneficiary consultations and community outreach activities.
- Interviews and testimonials of beneficiaries, community members and project staff.
- Documentation of beneficiary stories and key changes experienced through the project.
- Interaction/interviews with relevant government and healthcare stakeholders, wherever required.
- Coverage of preventive healthcare awareness, maternal and child health, nutrition and sanitation-related activities.
- Visual documentation of the project team's field-level interventions.
- Capturing key achievements, challenges, learnings and outcomes of the project.
- Development of a compelling narrative reflecting the overall journey and impact of the Sanjeevani Clinic on Wheels initiative.

Deliverables

The selected consultant/agency shall be responsible for:

- Development of the documentary concept, storyline and script in consultation with GVT.
- duration of film will be 1 minute to 1.30 minutes.
- Preparation of the filming plan and identification of locations, beneficiaries and stakeholders.
- Field shooting in the identified project villages and project locations.
- Professional video recording, interviews, photography and relevant supporting footage.
- Editing, post-production, voice-over, subtitles and background music, as applicable.
- Incorporation of GVT/SBI Foundation branding as advised.
- Submission of the final documentary film in high-resolution digital format.
- Submission of the final edited film along with relevant raw footage, subject to mutually agreed terms.
- Making reasonable revisions, if required, based on GVT's feedback.

Your Quotation Should Include

- Consolidated quotation covering professional fees, travel, accommodation, equipment, manpower, shooting, editing, post-production, voice-over, music, taxes and all other applicable costs.
- Proposed duration and format of the documentary film.
- Estimated timeline for completion.
- Payment terms and conditions, if any.
- Portfolio/proof of similar documentary or development-sector work, preferably in health, CSR or community-development projects.
- Profile/CV of the consultant or key production team members.
- GST and PAN details for company/organisation.
- PAN and Aadhaar details for individual consultants, wherever applicable.

Payment Terms by GVT

- 50% of the approved order value shall be paid upon acceptance of the work order, out of which 10% of the total approved order value shall be retained as security deposit.
- The remaining 50% shall be payable upon submission and satisfactory completion of the assignment.
- The retained 10% shall be released after satisfactory acceptance of the final documentary film by GVT.
- All applicable statutory deductions, including TDS, GST and any other government-mandated deductions, shall be made by GVT as per applicable laws and regulations.
- No additional payment shall be made towards transportation, accommodation, food, local conveyance, equipment or other incidental expenses unless specifically approved by GVT in writing.

Proposed Schedule

- Quotation/Inquiry Period: 10 September 2026 to 15 September 2026
- Last Date for Submission of Quotation: 15 September 2026, up to 4:00 PM
- Field Shooting/Documentation: To be mutually finalised with the selected agency
- Editing & Post-Production: As per the mutually agreed production schedule
- Final Documentary Submission: As per the approved timeline/work order

The quotation must be submitted compulsorily in hard copy at the GVT Head Office within the stipulated date and time.

Office Address

Gramin Vikas Trust – Head Office

5th Floor, KRIBHCO Bhawan,

A-10, Sector 1, NOIDA, Uttar Pradesh – 201301

For any queries or clarifications regarding the assignment, please contact the undersigned.

Sincerely,

Sonakshi Shree

Sr. Manager (CSR)

Gramin Vikas Trust

☎ 8787012261 | ✉ sonakshi@gytindia.org