

"Envisioning an educated, well-developed, happy & healthy society with sustainable resources for all human beings in rural and urban lives."

SANJEEVANI VIKAS EVAM JAN KALYAN SAMITI

www.sanjeevaningo.orgprocurement@sanjeevaningo.org**Tender ID: HRDP-P0725-VPCS-2026-8****Date of Publication: 17.08.2026****Last date of application: 28.08.2026****Location: Development Block – Sulah, District – Kangra, Himachal Pradesh**

TENDER NOTICE

Hiring of External Professional Team for Documentation (Videography, Photography, Report, Case Study, etc.)

1. BACKGROUND

The HRDP P0725 project seeks to engage an external professional team for comprehensive documentation of project interventions through photography, videography, case studies, and reports. The documentation will capture visual evidence of project activities, beneficiary stories, and overall impact for donor communication, presentations, and official records.

2. SCOPE OF WORK

The selected agency/team will be responsible for professional documentation of the following interventions:

A.	School Renovation and Smart Classroom Development
1	Exterior and interior photographs of renovated school facilities
2	Smart classroom infrastructure and equipment in use
3	Students and teachers engaged in interactive learning
4	Testimonials from teachers, students, and school authorities
5	Comparative visuals showing improvement in learning environment

Video, Photo, Report & Case Study**HRDP-P0725-VPCS-2026-8**

B.	AAYUSH Health Centre Renovation and Medical Tool Support
1	Visuals of renovated health centre (exterior and interior)
2	Medical tools and equipment provided under the project
3	Healthcare staff using supported facilities
4	Testimonials from health personnel and beneficiaries (with consent)

C.	CHC Medical Tool Support
1	Documentation of Community Health Centre facilities
2	Medical tools/equipment in routine use
3	Staff interactions and testimonials
4	Community/beneficiary perspectives where feasible

D.	New Low-Cost Polyhouses
1	Visuals of polyhouses (exterior and interior)
2	Farmers engaged in cultivation activities
3	Irrigation and farming practices
4	Farmer testimonials on production, income, and livelihood impact
5	Family-level and market-related outcomes

E.	Documentation of Other Previous FY Activities
1	Coverage of other significant interventions from previous financial years as identified by the project team
2	Professional photographs, videos, testimonials, and impact stories as needed

3. DELIVERABLES

The external team shall submit the following:

- High-resolution photographs (properly labelled by location and activity)
- Edited short videos for each case study (2–3 minutes each)
- Raw footage and photographs for archival records
- Short documentary-style compilation video (5–7 minutes)
- Written case study reports (if required)

All deliverables must meet professional quality standards with clear audio, proper lighting, and structured storytelling suitable for official reporting, presentations, and promotional use.

4. VENDOR ELIGIBILITY

Interested agencies/teams must meet the following criteria:

- Registered firm/agency with a minimum of 3 years of experience in professional videography and photography for development/NGO projects
- Portfolio demonstrating similar documentation work (especially in education, health and agriculture sectors)
- Availability of professional equipment (4K cameras, drones if applicable, audio recording gear, editing software)
- Team comprising experienced videographers, photographers and editors
- Ability to travel to project locations
- Submission of at least 3 work samples/references from past clients

5. REQUIRED SUBMISSION DOCUMENTS

New vendor firms must submit the following documents:

- Expression of Interest
- Technical proposal outlining approach and methodology
- Company Profile **(if this is relevant to you)**
- Team Composition and CVs of Key Personnel
- Detailed Quotation
- Valid GST **(if this is relevant to you)**
- AADHAAR Copy
- PAN copy
- Cancelled Cheque Copy
- Work Completion cum Experience Certificate from previous organisation/company **(if this is relevant to you)**
- Project Completion Reports **(if this is relevant to you)**
- Photographs of relevant completed projects **(if this is relevant to you)**
- Team composition and individual profiles
- Portfolio/samples of previous work (mandatory)

If you have experience with the organization, submit the following documents:

- Expression of Interest
- Technical proposal outlining approach and methodology
- Detailed Quotation
- Work Experience Certificate from the organisation
- Portfolio/samples of previous work (mandatory)

6. SELECTION & EVALUATION

- The organization reserves the right to accept or reject any or all tenders without assigning any reason.
- Tenders received after the deadline will not be considered.
- Incomplete tenders or those not meeting eligibility criteria will be rejected.
- All intellectual property rights of the deliverables will vest with the organization.
- The agency must comply with all applicable laws and ethical guidelines, including obtaining consent from beneficiaries for photography/videography.

7. SUBMISSION GUIDELINES

Application Mode	Organisation Website Tender Portal or Direct Submission to the Head Office, Ranikhet The sealed envelope must bear the inscription: Tender ID: HRDP-P0725-VPCS-2026-8
Submission Address	Head Office: Sanjeevani Vikas Evam Jan Kalyan Samiti Trishul Enterprises Building, Near Roadways Bus Station, Ranikhet, Dist. – Almora (Uttarakhand), PIN – 263645
Deadline	28 August 2026 (All submissions must be received by this date)
Contact Email	procurement@sanjeevaningo.org
Website	www.sanjeevaningo.org

8. COMMITMENT TO SAFEGUARDING

At Sanjeevani, we are committed to safeguarding the project participants. We will do everything possible to ensure that only those suitable to work with vulnerable people are recruited to work with us. All selected vendors must comply with our safeguarding policies and guidelines.