

Date: 29th September 2026

Request for Proposal

Photography and Videography Services for
Prajatantra 2026 – National Youth Festival

About Praja Foundation

Praja Foundation is a non-partisan organisation working towards accountable governance and democratic participation in India. Through data-driven research, citizen engagement, and capacity-building initiatives, Praja works with governments, elected representatives, civil society organisations, and youth to strengthen democratic governance and improve urban governance systems.

1. About Prajatantra 2026

Prajatantra 2026 is a National Youth Festival organised by Praja Foundation that aims to bring together young leaders, students, practitioners, policymakers, and civil society organisations from across India to engage in discussions, competitions, workshops, and collaborative learning on issues of democracy, governance, and urban development.

Theme: *Housing the Future: Building Cities for All*

2. Event Details

Particulars	Details
Event	Prajatantra 2026 – National Youth Festival
Venue	Bangalore International Centre (BIC), Bengaluru
Event Dates	24th & 25th October 2026
Duration	2 Days
Coverage Requirement	Full-Day Coverage on Both Days
Resource Requirement	2 Videographers and 2 Photographers

Delhi Office Address

Praja Foundation
N-27, Mezzanine Floor, Munshi Lal Building, N Block Connaught
Place, Middle Circle, New Delhi, 110001
Tel: +91 9654366222

3. Objective

Praja Foundation invites quotations from experienced photography and videography professionals/agencies for comprehensive coverage of Prajatantra 2026.

The selected vendor will be responsible for capturing key moments, sessions, competitions, participant interactions, venue branding, stakeholder engagements, testimonials, and producing high-quality visual documentation of the event.

4. Scope of Work

The selected vendor shall provide photography and videography coverage for the entire duration of the event.

Resource Requirements:

Sr. No.	Resource Requirement	Quantity	Duration
1	Professional Videographer	2	2 Days (24th & 25th October 2026)
2	Professional Photographer	2	2 Days (24th & 25th October 2026)

Photography Coverage Requirements:

- Inaugural and closing ceremonies
- Speaker sessions and panel discussions
- Competitions and participant activities
- Audience interactions
- Networking sessions
- Award and recognition ceremonies
- Venue branding and installations
- Group photographs
- Candid photographs
- Delegate, volunteer, jury, and speaker interactions
- Event atmosphere and engagement moments

Videography Coverage Requirements:

- Complete event coverage across both days
- Coverage of keynote sessions, panel discussions, workshops, competitions, and special activities
- Recording of speaker interactions and audience engagement
- B-roll footage of venue, branding installations, participants, volunteers, and event atmosphere
- Coverage of award ceremonies and key announcements
- Recording of participant journeys and event experiences
- Video testimonials of participants, speakers, partners, jury members, volunteers, and stakeholders
- Professional testimonial recording setup including proper framing, lighting, and audio capture

- Creation of content suitable for highlight videos, social media reels, promotional videos, and future event documentation

Equipment Requirements

The videography team shall carry and utilize professional-grade equipment, including but not limited to:

- High-resolution professional camera(s) capable of HD/4K recording
- Multiple lenses suitable for stage, interview, and event coverage
- Wireless microphone system (DJI Wireless Mic or equivalent professional wireless audio system)
- Professional lighting setup for interviews and testimonials
- Tripods, monopods, gimbals, or stabilizers as required
- Sufficient memory cards, storage devices, batteries, and backup equipment
- Audio recording equipment required to ensure clear and professional sound quality

On-Site Editing Requirement

The vendor shall deploy adequate editing resources **on-site at Bangalore International Centre** for the entire duration of the event.

The on-site editing team shall be responsible for:

- Same-day reel creation and delivery
- Real-time photo selection and transfer
- Preparation of the Closing Ceremony Video
- Coordination with the Praja Foundation communications team for urgent content requirements

The vendor must arrange necessary laptops, storage devices, software licenses, backup systems, and manpower required for on-site editing and delivery.

5. Deliverables

Photography Deliverables

- Professionally edited high-resolution photographs covering all event activities, sessions, competitions, networking interactions, award ceremonies, venue branding, and participant engagement
- Same-day transfer of selected photographs for social media and communication requirements
- On-site transfer of photographs at regular intervals during the event for real-time communication and social media use
- Edited photographs in JPEG format
- Organised folder-wise submission of all final photographs

Videography Deliverables

A. Same-Day Deliverables (On-Site Delivery Required)

Day 1 Event Reel

- One edited vertical reel (30–60 seconds) highlighting key moments, participant engagement, sessions, competitions, and activities from Day 1
- Must be edited and delivered on-site on Day 1

Day 2 Event Reel

- One edited vertical reel (30–60 seconds) highlighting key moments, participant engagement, sessions, competitions, and activities from Day 2
- Must be edited and delivered on-site on Day 2

Closing Ceremony Video

- One edited highlight video (2–3 minutes) showcasing the overall event experience, key moments, participant engagement, speakers, competitions, and event atmosphere
- Must be edited and delivered on-site on Day 2 before the Closing Ceremony for screening during the event

B. Post-Event Deliverables

Testimonial Shoot

- Recording of a minimum of **20 testimonials** featuring participants, speakers, jury members, volunteers, partners, and stakeholders
- Each testimonial should be professionally recorded using:
 - Professional camera setup
 - Wireless microphone (DJI Mic or equivalent)
 - Professional lighting setup
 - Appropriate framing and background
- Raw testimonial footage to be submitted
- Edited testimonial videos to be delivered post-event

Engagement Reels

- Capture dedicated footage throughout the event for social media engagement content
- Footage should include participant reactions, competitions, networking moments, behind-the-scenes activities, venue walkthroughs, volunteer experiences, and event highlights
- Delivery of **5–6 edited engagement reels** after the event

Aftermovie

- One cinematic aftermovie (60–90 seconds) showcasing the overall Prajatantra 2026 experience
- To be delivered after the event as per agreed timeline

Raw Footage

- Complete raw footage captured during the event
- Organised and transferred in appropriate folders/drives

Final Edited Outputs

- All final edited videos in HD/4K format
- Source files and final exports to be shared with Praja Foundation, if requested

6. Vendor Submission Requirements

Interested agencies/freelancers are requested to submit:

A. Organisational Profile

- Agency/Freelancer profile
- Contact details
- PAN and GST details (if applicable)

B. Relevant Experience

- Portfolio showcasing event photography and videography
- Experience covering conferences, festivals, youth events, government events, or large-scale public events
- Links to previous work
- Sample highlight videos, reels, testimonial videos, and event aftermovies

C. Financial Proposal

Vendors are requested to submit a consolidated quotation covering:

- Professional fees
- Equipment costs
- On-site editing costs
- Editing and post-production costs
- Travel and local transportation costs (if any)
- Data transfer and storage costs
- Applicable taxes
- Any other costs associated with successful execution of the assignment

7. Terms and Conditions

1. Full-day coverage is required for both event days.
2. Vendors must bring their own professional equipment, including cameras, lenses, lighting equipment, wireless microphones, audio equipment, storage devices, and backup equipment.
3. The selected vendor shall provide on-site transfer of photographs and short video clips at regular intervals during the event to support real-time social media, media outreach, and event communications.

4. The Day 1 Reel, Day 2 Reel, and Closing Ceremony Video must be delivered within the timelines specified in this RFQ.
5. The selected vendor shall ensure adequate editing resources are available on-site throughout the event to facilitate same-day delivery requirements.
6. All photographs, videos, edited content, testimonial recordings, and raw footage produced under this assignment shall remain the property of Praja Foundation.
7. The selected vendor shall provide all remaining final deliverables within the mutually agreed timeline after the event.
8. Praja Foundation reserves the right to accept or reject any quotation without assigning any reason.
9. Rates quoted should remain valid for a minimum period of 60 days from the date of submission.
10. Bengaluru-based vendors/freelancers will be preferred to minimize logistics and coordination costs.
11. The selected vendor shall ensure adequate backup of all photographs, videos, and project files until final submission and approval by Praja Foundation.

8. Submission Details

Interested vendors are requested to submit their quotation and portfolio on or before:

Submission Deadline: 10th October 2026

Proposals may be submitted electronically in PDF format to the designated contact persons mentioned below.

Important Note

The scope, deliverables, timelines, and resource requirements mentioned in this RFQ are indicative and may vary based on the final event schedule and requirements approved by Praja Foundation. Additional coverage requirements, interviews, testimonials, or deliverables may be requested during the event, subject to mutual agreement. Bengaluru-based agencies and freelancers are strongly encouraged to apply.

9. Contact Information

For any queries or clarifications regarding this RFQ, please contact:

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