

Request for Proposal (RFP)

Production of a 5-Minute Documentary Film (Jharkhand & Delhi)

FXB India Suraksha (FXBIS) invites proposals from experienced video production agencies, documentary filmmakers, and media professionals for the production of a **5-minute documentary film** showcasing project activities, beneficiary stories, and impact in **Jharkhand and Delhi**.

Objective

To develop a high-quality documentary film that highlights the project's achievements, field interventions, stakeholder perspectives, and impact for use in donor reporting, communication, advocacy, and fundraising.

Scope of Work

1. Pre-Production

- Concept development and creative approach
- Research and script writing
- Shoot planning and scheduling
- Coordination with project teams
- Interview planning and shot design

2. Production / Shoot

- **4 days filming in Jharkhand**
- **1 day filming in Delhi**
- Professional camera, sound, and lighting setup
- Interviews with beneficiaries, stakeholders, and project staff
- Coverage of project activities, facilities, and field locations
- Collection of supporting visuals (B-roll footage)
- On-site direction and production management

3. Post-Production

- Footage review, selection, and editing



(Registered under Section 25 of the Companies Act, 1956; now Section 8 of the Companies Act, 2013)

Corporate Identity Number: U85100DL2007NPL162563

Registrar of Companies: National Capital Territory of Delhi and Haryana

Registered & Corporate Office: B-67, Second Floor, Kalkaji, New Delhi-110019

Tel. : +91-11-49203350 Fax: +91-11-49203351 Email : fxbindia@fxbsuraksha.org Website : www.fxbsuraksha.in

- Production of a 5-minute documentary film
- Graphics, titles, and transitions
- Background music and sound design
- Professional voice-over
- Colour correction and mastering
- Final delivery in broadcast/web-ready formats

Deliverables

- Approved script and storyboard
- One final documentary film (approximately 5 minutes)
- Source files and raw footage
- Final video in Full HD (1080p) format suitable for web and presentation use

Eligibility Criteria

Interested agencies/firms should have:

- Experience in documentary or development-sector filmmaking
- A portfolio of similar assignments
- Professional filming and post-production capabilities
- Ability to undertake field shoots in Jharkhand and Delhi

Proposal Submission

Interested agencies should submit: The deadline for submission of the bids is till 15th October 2026 till 5.30 PM and all bids must be send through below mentioned E-mail ID

To - procurement@fxbsuraksha.org

cc - schander@fxbsuraksha.org, spaul@fxbsuraksha.org

Technical Proposal

- Company profile
- Relevant experience and portfolio



- Proposed methodology and work plan
- Team details

Financial Proposal

- Detailed cost breakup including:
 - Pre-production
 - Shoot and equipment
 - Travel and logistics
 - Post-production
 - Voice-over and music
 - Applicable taxes
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Submission Deadline

Proposal submission deadline: 15.10.2026

Email: procurement@fxbsuraksha.org , schander@fxbsuraksha.org,
spaul@fxbsuraksha.org

Subject: *Proposal for Production of 5-Minute Documentary Film – Jharkhand & Delhi*

FXB India Suraksha reserves the right to accept or reject any proposal without assigning any reason.

