

Vendor RFP Form

Submission Date _____

1. Vendor / Organisation Details

- Organisation / Agency name
- Year established
- Legal entity type
- Registered office address
- Website
- Primary contact person
- Designation
- Email
- Phone
- CIN / LLPIN / Registration number, as applicable
- MSME registration, if applicable
- Number of full-time employees
- Locations / cities covered
- Brief organisation profile

2. Service Category

- Communications / PR / Social Media Agency
- Creative & Design Agency
- Photography
- Videography / Film Making
- Documentary / Impact Storytelling
- Research & Knowledge Partner

- Event Management
- CSR / Social Impact Consulting
- Digital / Technology
- Branding & Campaign Development
- Eco-friendly / Sustainable Gifting
- Merchandise / Printing
- Translation / Content / Regional Language
- Training / Capacity Building
- Other — please specify _____

3. Capability & Experience

- Services offered
- Key areas of expertise
- Years of experience
- Experience specifically in CSR / ESG / social impact
- Experience working with corporates / foundations / NGOs / government
- Number of social-impact projects completed
- Geographic coverage
- Languages supported
- In-house vs outsourced capabilities
- Team size and key personnel
- Key differentiators

4. Relevant Experience (kindly add rows in table below)

Client	Project / Assignment	Year	Scope of Work	Geography	Project Value	Contact Reference

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5. Portfolio / Work Samples (For photographers and filmmakers only)

- Portfolio link(s)
- Relevant case studies
- 3–5 work samples
- Social-impact campaigns handled
- Awards / recognitions
- Testimonials / client references
- Portfolio / showreel
- Social-impact films produced
- Documentary work
- Photography projects
- Links to published films / campaigns
- Experience photographing vulnerable communities
- Experience working in rural / remote locations

6. Approach to Social Impact (which of the following do you have)

- Experience with informed consent
- Child / vulnerable-community safeguarding practices
- Data / privacy practices
- Approach to avoiding stereotypes or tokenistic representation
- Understanding of CSR / SDG / ESG narratives
- Ability to translate impact data into compelling storytelling

7. Sustainability Credentials (for gifting, events, printing and production vendors only)

- Sustainable materials used
- Certifications

- Plastic-free options
- Recycled / recyclable materials
- Local / artisan sourcing
- Women / SHG / livelihood-linked sourcing
- Carbon footprint considerations
- Packaging practices
- End-of-life / recyclability
- Sustainability policy

For eco-friendly gifting

- Product catalogue (pls share)
- Minimum order quantity
- Customisation options
- Lead time
- Pan-India delivery capability
- Individual packaging options
- Corporate branding options
- Price ranges
- Ability to source from artisans / SHGs / social enterprises

8. Commercial Information

- Standard rate card
- Typical project / assignment value
- Daily rates, where applicable
- Photographer / filmmaker day rates
- Editing / post-production charges
- Travel & accommodation policy
- Production costs
- GST
- Payment terms

- Cancellation charges
- Overtime charges
- Any other additional costs

9. Operational Capability

- Average turnaround time
- Maximum project capacity
- Ability to work on multiple projects simultaneously
- Pan-India capability
- Rural / difficult-to-access location experience
- Emergency / short-turnaround assignments
- Dedicated account manager
- Project management methodology
- Reporting mechanism
- Previous client references

11. Vendor Declaration

The information provided in this application is true and complete to the best of our knowledge. We understand that submission of this application does not guarantee empanelment, engagement or award of any assignment. We agree to comply with the organisation's applicable policies, contractual requirements and ethical standards if empanelled.

Name & Signature _____(type your name)

You will be required to provide declarations for following

- No conflict of interest
- No blacklisting
- No material litigation, if relevant
- Compliance with applicable laws
- Anti-bribery / anti-corruption
- Data confidentiality

- IP ownership / usage rights
- Child safeguarding, where relevant

Additional information

For Communications Agency

- Social media management
- Campaign strategy
- PR/media relations
- Content strategy
- Influencer engagement
- Crisis communications
- CSR communications experience
- Analytics/reporting

For Photographers :

- Equipment owned
- Team size
- Geographic reach
- Drone capability
- Rural/community photography experience
- Photo editing capability
- Usage rights
- Typical turnaround

For Social Impact Filmmakers :

- Pre-production
- Production
- Post-production

- Animation
- Motion graphics
- Drone
- Subtitling
- Regional language capability
- Documentary experience
- Typical production timelines

For Eco-friendly Gifting vendor :

- Product categories
- Sustainable materials
- Artisan/community sourcing
- MOQ
- Price bands
- Customisation
- Packaging
- Delivery
- Certifications