



BHUBANESWAR CLUB

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REQUEST FOR PROPOSAL

Bhubaneswar Club invites proposal from reputed Creative/Design & Social Media Management agencies for managing its portfolio for a period of 1 Year, with social media engagement/outreach and creative retainer for all internal communication and events.

The scope of work shall include:

Communicate through various mediums to the members about:

A- Events

B- Club policies and programmes

C- Encourage participation by proposing innovative products

D- Highlight achievements of the management, in infrastructure and other areas

All creative and smart communications may include, photographs, short videos and graphics and copy writing.

Alternative/Extra Scope of work: (To be Quoted Separately per unit/day)

PRODUCTION (PHOTO/VIDEO SHOOTS): Still: Single Cam Event Coverage (5D or similar Camera), Still: New Establishment/Facility Photo shoot, without lighting (5D or similar Camera with wide angle lens), Video: Event Coverage- 2 Cam Cinematic Set-up with Gimbal & Requisite Lenses, Drone with fish-eye camera for aerial shoots (1 Day). To be quoted separately for each element.

SEO & SMM (Boosting Only): Website optimization for search engines, Keyword research and on-page SEO. Boosting on Meta/Other Platforms where the Ad Service charges are paid as per actual. To be quoted separately for each element.

The applying agency shall submit a per month quote along with a technical presentation latest by 26/02/25, following which the technical presentation & financial quote shall be evaluated and Work Order issued by 01/03/25. The agency should be equipped to commence work on the same date as presentation of work order.

**Communications Dept.,
Bhubaneswar Club.**