



सत्यमेव जयते

GOVERNMENT OF WEST BENGAL
BACKWARD CLASSES WELFARE DEPARTMENT &
TRIBAL DEVELOPMENT DEPARTMENT
CULTURAL RESEARCH INSTITUTE

AMBEDKAR BHAVAN

P-1/4, C.I.T. Scheme VII (M) V.I.P. Road,

P.O. Kankurgachi, Kolkata: 700 054.

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E-Mail ID: cridir@gmail.com Website: criwb.in

Memo No.: 387/CRI/N-1/2026

Dated: 29/09/2026.

INVITATION OF PROPOSALS

PROJECT: DOCUMENTATION OF INGREDIENTS USED IN LIMBU (SUBBA) CUISINE

The Cultural Research Institute (CRI), under the Backward Classes Welfare Department, Government of West Bengal, and functioning as the Tribal Research Institute under the Tribal Development Department, invites proposals from reputed Agencies/NGOs/Registered Societies/Organizations having relevant experience in research, documentation, tribal/cultural studies and audio-visual production.

1. Project Details

Maximum Budget: ₹5,00,000/-

Duration: Approximately 2–3 months from the date of issue of the Work Order.

2. Scope of Work

The selected agency shall undertake field-based documentation in consultation with CRI, covering:

1. Identification and documentation of traditional ingredients used in Limbu (Subba) cuisine, including local names, sources, availability, collection/procurement and uses.
2. Documentation of associated indigenous knowledge, preparation methods, cultural significance and terminology.
3. Field survey, location mapping and documentation of knowledge holders and traditional practitioners.
4. Audio-video interviews and documentation of relevant traditional practices.
5. Photographic documentation with a properly captioned Photo Album.
6. Preparation of a comprehensive Final Report with photographs, transcripts, field findings and recommendations.
7. Submission of all raw and edited audio-video, photographic and other digital documentation materials to CRI.

3. Eligibility

The applicant should:

- a) Have valid registration and statutory documents, including **NGO Darpan registration**, wherever applicable;
- b) Have relevant experience in research, documentation, tribal/cultural studies or audio-visual production:

- c) Have adequate technical and human resources for fieldwork;
- d) Preferably have experience working with Government Departments and Tribal Communities; and
- e) Be capable of completing the work within the stipulated period.

4. Documents to be Submitted

The proposal should include the organization profile, registration/statutory documents, relevant previous experience, details of the proposed team, methodology and work plan, proposed deliverables and item-wise financial proposal.

5. Final Deliverables

The selected agency shall submit:

1. One hard-bound Final Report with soft copy in Pen Drive/Hard Disk;
2. One Photo Album with captions, identification, location and relevant details;
3. One edited 15–20 minute Audio-Visual Documentary with English subtitles; and
4. All relevant raw audio, video and photographic materials in suitable digital formats.

6. Copyright, Publication and Permission

All copyright and intellectual property rights relating to the project outputs and original documentation materials shall be subject to the terms and conditions prescribed by CRI. No book, publication, reproduction, commercial use, audio-visual release, exhibition, dissemination or other public use of any project material shall be undertaken without prior written permission of the Director, Cultural Research Institute.

7. Submission of Proposal

Proposals should be addressed to:

The Director

Cultural Research Institute
Ambedkar Bhavan, P-1/4, CIT Scheme VII(M), VIP Road,
P.O. Kankurgachi, Kolkata – 700054
Email: cirdir@gmail.com

Separate Proposals for each project should be submitted in sealed envelope mentioning the name of the project.

Last Date of Submission: 13th October, 2026

Selection shall be based on relevant experience, technical capability, methodology, proposed deliverables and financial proposal. The Director, CRI reserves the right to accept or reject any or all proposals or modify/cancel the process without assigning any reason.

A. Sarkar

Deputy Director
Cultural Research Institute