



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.: 389/CRI/N-1/2026

Dated: 29/09/2026.

INVITATION OF PROPOSALS

PROJECT: DOCUMENTATION OF HANDICRAFT ITEMS PREPARED BY THE MECH COMMUNITY

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, handicrafts and audio-visual production.

1. Project Details

Maximum Budget: Within ₹10,00,000/-

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:

- Identification and documentation of traditional handicraft items prepared by the Mech Community.
- Documentation of the local names, uses, raw materials, tools and techniques associated with the handicrafts.
- Documentation of traditional methods of preparation, processing, designing and finishing of handicraft items.
- Identification and documentation of traditional artisans, craftspeople, knowledge holders and other resource persons.
- Documentation of the cultural, social and traditional significance of the handicraft items.
- Field survey and mapping of artisans, craft-making locations and relevant cultural resources.
- Audio-video documentation of the handicraft-making process and interviews with artisans and knowledge holders.
- Photographic documentation of handicraft items, artisans, tools, raw materials and production processes.
- Preparation of a comprehensive Final Report containing field findings, photographs, transcripts, documentation details and recommendations.
- Submission of all raw and edited audio-video, photographic and other digital documentation materials to CRI.

3. Eligibility

The applicant should:

- Have valid registration and statutory documents, including NGO Darpan registration, wherever applicable;
- Have relevant experience in research, documentation, tribal/cultural studies, handicrafts or audio-visual

production;

c) Have adequate technical and human resources for fieldwork;

d) Preferably have experience working with Government Departments, Tribal Communities or traditional artisans; and

e) Be capable of completing the project 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 properly prepared Photo Album with captions, identification, location and relevant details;
3. One edited 15–20 minute Audio-Visual Documentary with English subtitles, covering the handicraft items, artisans, materials, techniques, production processes and interviews; 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