



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.
Tel: (033) 23207623, Extn.-121
Tele Fax: (033) 23209100 (Director)
E-Mail ID: cridir@gmail.com Website: criwb.in

Memo No.: 386/CRI/N-1/2026

Dated: 29/09/2026

INVITATION OF PROPOSALS

PROJECT: DOCUMENTATION OF RECIPES OF 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/Universities having relevant experience in research, tribal/community studies, cultural documentation and audio-visual production.

Maximum Budget: Within ₹5,00,000/-

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

Scope of Work

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

1. Documentation of traditional Limbu (Subba) recipes, ingredients, preparation methods, indigenous knowledge and cultural significance.
2. Audio-visual recording of cooking practices and interviews with elders, cooks, practitioners and other knowledge holders.
3. Photographic documentation and preparation of a suitable photo album.
4. Field survey and mapping of relevant communities, practitioners, locations and cultural resources.
5. Collection and preservation of relevant photographs, audio-video recordings and archival materials in suitable digital formats.
6. Preparation of transcripts, catalogues, documentation records and a comprehensive Final Report containing methodology, field findings, photographs, analysis and recommendations.
7. Submission of all raw and edited audio-video files, photographs, recordings, maps, data and other project materials to CRI.

Eligibility

The applicant should:

- a) Have valid registration and statutory documents (i.e. Registered under CSR & NGO Darpan);
- b) Possess relevant experience in research, documentation, cultural/tribal studies or audio-visual production;

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

Documents to be Submitted

Technical/project proposal, organization profile, registration documents, previous work experience, details of proposed team, methodology and work plan, deliverables, and item-wise financial proposal within the prescribed budget ceiling.

Submission

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 experience, technical capability, methodology, deliverables, financial proposal and other relevant considerations. The Director, CRI reserves the right to accept/reject any or all proposals or modify/cancel the process.

Final Deliverables

After completion of the project, the selected Agency shall submit one hard-bound comprehensive Final Report along with a soft copy in Pen Drive/Hard Disk, containing the complete documentation, photographs, transcripts, field findings, analysis and recommendations; one properly prepared Photo Album with detailed captions, identification, location and relevant markings; and an edited Audio-Visual Documentary of approximately 15–20 minutes with English subtitles, covering the documented recipes, ingredients, preparation methods, cultural practices and interviews. All relevant raw audio, video and photographic materials generated during the project shall also be submitted to the Cultural Research Institute in suitable digital formats for archival, research and institutional use.

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A. Sarkar
Deputy Director
Cultural Research Institute