Government of Jharkhand
Department of Scheduled Tribe, Scheduled Caste, Minority and Other Backward Class Welfare
Dr. Ramdayal Munda Tribal Welfare Research Institute
Ranchi-8

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RFQ Ref No.: 1314(A) Date: 27.10.2026

REQUEST FOR QUOTATION (RFQ)

Selection of an Agency / Individual for Audio-Visual Documentation and Live Performance Coordination of Tribal Music and Dance Forms of Major Tribes of Jharkhand

- **RFQ No.:** 1314(A)
- **Date of Issue:** 27/10/2026
- **Last Date and Time for Submission:** 10/11/2026 at 05:00 PM
- **Place of Submission:** Dr. Ramdayal Munda Tribal Welfare Research Institute, Morabadi, Ranchi, Jharkhand - 834008
- **Maximum Project Cost:** ₹8,00,000/- (Rupees Eight Lakh Only), inclusive of all applicable taxes and incidental expenses.

1. Background & Objective

Dr. Ramdayal Munda Tribal Welfare Research Institute (TRI), Ranchi, under the Welfare Department, Government of Jharkhand, intends to document, preserve, and showcase the rich musical and dance heritage of the major tribal communities of Jharkhand.

TRI invites quotations from eligible agencies or experienced individuals having proven expertise in tribal research, cultural documentation, ethnomusicology, professional audio-visual production, and event coordination to document the traditional music and dance forms of five major tribes: **Santal, Oraon, Munda, Ho, and Kharia**.

2. Detailed Scope of Work

The selected agency/individual shall execute end-to-end field research, audio-visual recording, transcription, and live performance management, ensuring absolute authenticity, community dignity, and high production quality.

2.1. Coverage & Performance Standards

1. **Target Tribal Groups:** Documentation must strictly cover five (5) major tribal groups: **Santal, Oraon, Munda, Ho, and Kharia**.
2. **Number of Dance Forms:** At least **5 dance forms** must be documented for each tribal group (total minimum of 25 dance forms across all 5 groups). The specific list of dance forms shall be finalized in consultation with/provided by TRI.
3. **Song Duration & Setup:** Each dance form recorded must last a **full song**.
4. **Authenticity:** All performances for field documentation must be conducted by authentic tribal artists in full **traditional attire**, accompanied by authentic

traditional musical instruments, filmed in **natural set-ups** or locations determined by TRI.

2.2. Standardized 6-Point Documentation Template

Every tribal dance and music form must be thoroughly researched and documented according to the following 6-point format:

Sl. No.	Field	Details Required
1	**Name of Dance**	Local/Vernacular name of the dance form along with common variations.
2	**Tribal Community & Area**	Name of the tribal community and specific geographical region/district practicing the dance.
3	**Description of Dance Form**	Comprehensive description of choreographic steps, movements, formations, gender participation, and traditional style.
4	**Song Transcription & Meaning**	Full transcription of the song lyrics in native language/script (with Roman/Devanagari transliteration) along with line-by-line translation and overall meaning in English and Hindi.
5	**Musical Instruments Used**	Complete list and description of all traditional musical instruments played during the song and dance.
6	**Cultural Occasion**	Detailed explanation of the cultural context, festivals, rituals, seasons, or life-cycle ceremonies where this dance/song is traditionally performed.

2.3. Live Performance at TRI Premises

- The agency shall organize and coordinate a **live performance by each of the 5 tribal groups** on 19th to 21st November, 2026 within the premises of Dr. Ramdayal Munda TRI, Ranchi.
- The live event schedule and sequence will be finalized in coordination with TRI management.

2.4. Artist Welfare and Cost Responsibility

- The agency shall bear **all expenses** related to transportation, lodging, board/food, honorarium, and any incidental charges for all participating tribal artists and accompanying instrument players for both field recordings and the live performance at TRI premises.

- **Dignified Treatment:** The agency must ensure comfortable, respectful, and dignified treatment of all tribal artists at all times throughout the execution of the project.

3. Technical & Resource Requirements

The executing agency/individual must possess and deploy necessary operational and technical resources:

1. **Financial Resources:** Sound financial capacity and working capital to execute the entire project without expecting any mobilization advance.
2. **Equipment:** Professional Multi-Camera High-Definition (HD/4K) video setups, multi-track audio recording equipment suitable for outdoor/field environments, dynamic microphones, and professional lighting equipment.
3. **Trained Manpower:** Experienced field researchers, ethnomusicologists/linguists (for accurate song transcription and translation), sound engineers, professional videographers, video editors, and logistics managers.

4. Key Deliverables

1. **Comprehensive Research Dossier:** Bound volume and digital text files containing the 6-point structured documentation for all 25+ tribal dance forms (including lyrics transcription and translation).
2. **Master Audio-Visual Repository:**
    - High-definition master video recordings (full song length per dance) in natural settings.
    - High-resolution photographs capturing dance formations, close-ups of attire, and instruments.
    - Edited, broadcast-quality audio tracks of all songs.
3. **Live Performance Execution:** Successful organization and staging of the live music and dance showcase by all 5 tribal groups at TRI Ranchi.
4. **Final Consolidated Media Drive:** External hard drive containing all raw and edited video footage, audio files, high-res photos, text documentation, and event recordings handed over to TRI.

5. Eligibility Criteria

1. Legally registered agency, firm, trust, society, or individual research professional/consultant with verified credentials.
2. Proven prior experience in tribal research, cultural documentation, ethnomusicology, or audio-visual production (supported by work orders or completion certificates).
3. Demonstrated access to qualified technical personnel and equipment for high-quality audio-visual field recording.
4. Financial capability to undertake the assignment under a strict non-advance payment structure.
5. Valid PAN and GST registration (as applicable).

6. Financial Ceiling & Payment Terms

- **Maximum Project Cost: ₹8,00,000/- (Rupees Eight Lakh Only)** inclusive of all taxes, field travel, artist honoraria, lodging, food, equipment, production, and event costs.
- **No-Advance Policy: Strictly no advance or mobilization payment** shall be released under any circumstances.
- **Disbursement:** Complete payment will be released in a single installment upon full project completion, submission of all final deliverables, live event execution, and formal approval by the evaluation committee of TRI.

7. Project Timeline

The total duration for completing all field documentation, transcription, report submission, and live performance coordination is **120 calendar days** from the date of issuance of the Work Order.

8. Submission Structure (Two-Packet System)

Applicants must submit their proposal under a **Two-Envelope (Two-Packet) System**, consisting of two separate, clearly marked envelopes/files: **Packet A: Technical Proposal** and **Packet B: Financial Proposal**.

Packet A: Technical Envelope

This packet shall contain all technical, administrative, and capability proof documents required to verify eligibility. **No price or cost details should be mentioned anywhere in Packet A.**

1. **Organizational & Administrative Documents:**
    - Copy of legal registration certificate (Firm, Company, Society, Trust, or Individual credentials).
    - Valid PAN, Aadhaar, Firm Registration and GST Registration certificate (wherever applicable).
2. **Prior Experience & Credentials:**
    - Documentary evidence of past experience in tribal research, cultural documentation, publishing, or multimedia development supported by Work Orders, Award Letters, or Project Completion Certificates.
3. **Manpower & Key Personnel:**
    - A formal self-declaration of access to required manpower (e.g., Lead Researcher, Field Coordinator, Professional Photographer/Videographers etc.).
4. **Financial Resource Availability:**
    - A formal self-declaration on official letterhead signed by the authorized signatory confirming the availability of sufficient working capital to execute the project without any mobilization advance.
5. **Affidavit regarding Blacklisting**
    - A notarized affidavit stating that the firm/individual has not been blacklisted by any government body or PSU.

Packet B: Financial Envelope
This packet shall contain the complete financial quote for the execution of the project.

1. **Financial Bid Form:**
    - A comprehensive, lump sum quotation covering all components—field visits, artist honorariums/coordination, photography, video production, and incidental expenses.
2. **Financial Ceiling Compliance:**
    - The total quoted amount must be inclusive of all applicable taxes (GST, TDS) and must **not exceed Rs. 8,00,000/- (Rupees Eight Lakh Only)**.

Note: Financial proposals (Packet B) will only be opened and evaluated for applicants who meet all technical eligibility criteria during the evaluation of Packet A.

9. Intellectual Property & Quality Assurance

1. **Ownership:** All raw and edited video recordings, audio tracks, transcriptions, photographs, and written reports generated under this project shall be the sole intellectual property of Dr. Ramdayal Munda TRI, Ranchi.
2. **Quality Control:** TRI reserves the right to review draft transcriptions, inspect audio-visual samples, and request revisions or re-recordings if factual inaccuracies or technical defects are identified.
3. **Ethical Standard:** The agency must ensure respectful, culturally sensitive interaction with tribal communities and secure consent for all recordings.

10. Important Dates and Contact Details

- **RFQ Reference Number:** 1314 (A)
- **Date of Publication:** 27/10/2026
- **Last Date and Time for Submission:** 10/11/2026 at 05:00 PM
- **Tentative Date of Opening of Technical Bids:** 12/11/2026
- **Place of Submission:** Dr. Ramdayal Munda Tribal Welfare Research Institute (TRI), Morabadi, Ranchi - 834008
- **Email for Queries:** tri.directorate@gmail.com
- **Contact Number:** 0651 255 1824
- **Website:** https://trijharkhand.in/en/opportunities

Sd/-

Director