

TERM OF REFERENCE

1. General

All the services of the Film Agencies/Production house/Firm/Government Organizations referred as “Agency” described below shall be performed in close cooperation and consultation with Dr. Ramdayal Munda Tribal Welfare Research Institute (TRI), Ranchi. It has been attempted to outline the tasks of the Agency during execution of its service as detailed as possible. However, the Agency shall bear in mind that the list of tasks and activities outlined below can by no means be considered as the complete and comprehensive description of the Agency duties. It is rather the responsibility of the Agency to critically verify the scope of services indicated and to extend it, wherever it deems necessary according to its own professional judgment.

It is understood that the Agency shall have to perform all work as necessary to fulfill the objectives of the project. All planning works shall comply with the relevant as well as applicable Indian standards and legislation. The agency should have adequate infrastructure, dedicated and experienced research personnel. It is not the intent to identify each and every requirement and this document shall deem to include all that is necessary to provide services, complete in all respects as world-class documentaries, Interactive Kiosks, and Immersive Experience facility to the visitors.

2. Eligibility Criteria for Agencies (Supportive documents are required)

- 2.1.** The agency must have a proven track record of producing documentaries, short films, or ethnographic films on tribal societies in Jharkhand or India. The agency must have completed at least two professional audio-visual projects (each of duration at least 30 minutes) in the realm of Tribal Culture, Ethnography, or Social Development.
- 2.2.** The Director/Producer/Filmmaker should ideally have a degree/diploma in Film Direction, Mass Communication, or Cinematography from a recognized institute.

3. Required Documents to Furnish

- 3.1.** Letter of ‘Bid Submission’ in the template given in Appendix I
- 3.2.** Details of ‘Organization’ in the template given in Appendix II
- 3.3.** Work portfolio/links to at least two relevant AV projects (each of duration at least 30 minutes) completed by the Agency.
- 3.4.** Resume and qualifications of the Director/Producer/Filmmaker.
(Agency is required to submit above documents in an envelope with the name of Project, Project Investigator, email Id & Contact number clearly written in the envelope)

4. Selection Procedures- A two-stage procedure will be adopted for evaluating the proposals:

- 4.1.** An evaluation shall be carried by the evaluation committee based on the requisite documents and eligibility criteria of the agency mentioned in para 2 and 3.
- 4.2.** Agencies which qualify in 1st stage shall be eligible for participation in presentation of projects.

5. Presentation

Agencies qualified in stage 1 will have to make a presentation for the proposed project highlighting objective wise detailed methodology for documentation & storytelling with Concept note & creative approach including Technical execution plan & timelines for Documentary production.

Marks given by the experts for the presentation will be the basis for the award of the project.

6. Required Human Resources

- 6.1.** The Agency/Filmmaker may hire human resources for this project or use an earlier one as per his/her convenience within the budget limit.
- 6.2.** The Agency/ Filmmaker shall describe the number of team members, nature of their appointment (Full-time, Part-time or Consultancy), time involvement and major tasks assigned in the project in the proposal/agreement.
- 6.3.** The Agency/ Filmmaker may recruit human resources at any time to study or change the team members during the course of Project. The Agency/ Filmmaker is not required to take prior approval for the modifications in the team, but s/he shall inform the Director, TRI within one month of modification/recruitment.

7. Mode of Payment

- 7.1.** 20% of the total budget shall be paid within 30 days of signing of the agreement.
- 7.2.** The next 30% of the total budget shall be paid within 30 days after a satisfactory appraisal of Pre-production/Script finalization and 'Rough Cut' or production rushes by the expert committee.
- 7.3.** 40% of the total budget will be paid on final acceptance of the produced film/media by the expert committee.
- 7.4.** The agency will have to forgo 10% of the total cost for administrative expenses incurred throughout the project duration.
- 7.5.** Payment of the final installment will be made after submission of duplicate bills along with a certificate of satisfactory completion of the study and submission of the final report.
- 7.6.** The agency shall furnish a utilization certificate vetted by a Chartered Accountant in case of a private entity and by the Head of department or Registrar in case of public institutions.
- 7.7.** Taxes as applicable are to be deducted at source.

8. Liquidated Damage

- 8.1.** If the agency fails to complete the study within the specified period or fails to maintain the quality of the report to the satisfaction level of the expert committee, TRI, without prejudice to its other remedies, reserves the right to recover the amount already paid to the agency and may also impose a financial penalty.
- 8.2.** Penalty for delay shall be relaxed only under the circumstances that definitionally constitute “force majeure”.

9. Monitoring and Evaluation

- 9.1.** Audio visual documentation activities will be reviewed through the submission of periodic progress reports in the prescribed format and the project may be discontinued/terminated if progress is found unsatisfactory or any rules are violated.
- 9.2.** The final documentary & deliverables submitted is mandatorily evaluated by an Expert nominated by the TRI before considering the release of the final installment.
- 9.3.** The final documentary & deliverables would also be checked for plagiarism and similarity and might be asked to revise if the level of similarity would be found more than 5 percent or as decided by the Expert.

APPENDIX-I
LETTER OF PROPOSAL SUBMISSION

Location: _____

Dated: _____

To: [Name and address of Authority]

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment for the Topic:.....

We are hereby submitting our Proposal in hard copy.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

Yours sincerely,

Authorized Signature [In full and initials] _____

Name and Title of Signatory: _____

Name of Firm: _____

APPENDIX - II
DETAILS OF ORGANIZATION

Details of Organization

1. Name of Agency/Organization/University/Institution

2. Address with Telephone, Fax & E-mail etc.

3. Details of Registration (Only for societies registered under Society registration Act)

4. PAN Number (Only for societies registered under Society registration Act)

5. Year of Establishment

6. Type of Organization

8. Profile of Organization

9. Details of clients in various sectors (Particularly Govt. Depts. /Ministries/PSUs)

Full Signature of the Second Party
Name & Address

Date.....

In the Presence of Witnesses

1. Name &Signature:
Address:

2. Name &Signature:
Address

Title: A Biopic Documentary on the life & struggle of Veer Budhu Bhagat

1. **Background:**

Veer Buddha Bhagat was one of the earliest tribal freedom fighters from present-day Jharkhand who led the historic Kol Rebellion (1831–32) against British colonial rule and exploitative feudal systems. Belonging to the Oraon community, he emerged as a courageous leader who mobilized tribal groups to resist oppressive land revenue policies, exploitation by zamindars and moneylenders, and the erosion of traditional self-governance systems. His leadership symbolized the early assertion of indigenous rights and collective resistance in eastern India, and his martyrdom in 1832 remains a powerful reminder of the sacrifices made by tribal communities in the struggle against colonial oppression.

This documentary seeks to preserve, document, and celebrate the lessons derived from his life & struggles. The film will examine the significant events associated with his life and how younger generations connect to these tales of valor in contemporary contexts.

2. **Rational/ Need:**

From a historical standpoint, it will document oral traditions, community memories, and archival sources to construct an evidence-based yet culturally sensitive account of his leadership and martyrdom. From a cultural perspective, this documentary will help preserve and disseminate indigenous narratives of resistance, strengthening tribal identity and pride among younger generations. It will also highlight the role of tribal communities in shaping regional and national history. Furthermore, this documentary can serve as an educational resource for schools, universities, museums, and cultural institutions.

TRI, Jharkhand has a mandate to create Audio Visual Content for native knowledge management and also for inclusion in the existing Interactive Kiosks of the Museum. TRI exhibits different traits of material culture and manifests the cradle of tribal life. It is the mission of the institution to help support the conservation and preservation of tribal material culture, and showcase the same through its activities, like exhibition, entertainment, education, and research. With its splendid exhibits, it plays a pivotal role in popularizing tribal heritage.

In this endeavour, TRI intends to create a Biopic Documentary on the life of Veer Budhu Bhagat, that will serve as an educational resource for institutions and cultural bodies to increase awareness about his historical contributions.

3. **Objectives:**

- 3.1. To document and present the life and legacy of Veer Buddha Bhagat in a historically accurate and culturally sensitive manner, highlighting his role in the Kol Rebellion (1831–32) and contributions to early resistance against British colonial rule in the Chotanagpur region.
- 3.2. To preserve and record oral histories and indigenous narratives associated with Veer Budhu Bhagat through field documentation, interviews with community elders, historians, and scholars.
- 3.3. To promote tribal heritage and identity by showcasing the socio-cultural context, traditional governance systems, and resistance movements of Jharkhand's tribal communities.
- 3.4. To develop an educational audio-visual resource that can be used in schools, colleges, museums, and cultural institutions for academic and awareness purposes.

4. Scope of Work

The Agency shall undertake the following:

4.1. Pre-Production

- 4.1.1. Conceptualization and theme development in consultation with TRI
- 4.1.2. Preparation of detailed scripts, storyboards, and shooting plans
- 4.1.3. Identification of locations, artists, and community stakeholders
- 4.1.4. Obtaining necessary permissions and informed consent

4.2. Production (Field Work)

- 4.2.1. High-quality video shooting of:
 - 4.2.1.1. Oral histories, folklore, and narratives
 - 4.2.1.2. Historical stories
- 4.2.2. Professional audio recording (ambient + interviews)
- 4.2.3. Drone/advanced cinematography (where required and permitted)

4.3. Post-Production

- 4.3.1. Video editing, sound design, color grading
- 4.3.2. Voice-over recording (multi-lingual: tribal language/Hindi/English)
- 4.3.3. Subtitle creation and metadata tagging (English)
- 4.3.4. Preparation of short films, documentaries, and digital capsules

4.4. Deliverables

- 4.4.1. Documentary film (of at least HD digital video format with 50 Mbps recording bit rate, 4:2:2 color depth & duration 45-60 minutes)
- 4.4.2. Short thematic videos (3–10 minutes)
- 4.4.3. Raw footage (archival quality)
- 4.4.4. Audio recordings (categorized)
- 4.4.5. Photographic documentation
- 4.4.6. Digital archive (indexed and searchable format)

5. **Timeline & Budget of the project:** The total period of the project shall be **9 (Nine) Months** with a total project cost of **Rs. 7,50,000/-** (Seven Lakh Fifty Thousand) only

PART-A	
Research & staff/technical staff	90%
Fieldwork	
Equipment	
Contingency	
Final cut film production, Audio Recording, and Manuscript of print material	
PART-B	
Administrative expenses of TRI	10%

Note: The Agency/Filmmaker may re-adjust the expenditure sub-heads (maximum 10 %) within the limit of budget during the course of study with prior approval of the director.