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.: 1317 Date: 27.10.2026

REQUEST FOR QUOTATION (RFQ)

Selection of an Agency for Documentation of Tribal Cuisines of Jharkhand and Development of a Coffee Table Book-cum-Digital Website

RFQ No.: 1317
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, Ranchi, Jharkhand
Maximum Project Cost: Rs. 8,00,000/- (Rupees Eight Lakh Only), inclusive of all applicable taxes and expenses.

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1. Background

Dr. Ramdayal Munda Tribal Welfare Research Institute (TRI), Ranchi, under the Welfare Department, Government of Jharkhand, intends to document, preserve and disseminate the rich culinary heritage of the tribal communities of Jharkhand through the preparation of a coffee table book and a dedicated digital documentation website.

The traditional cuisines of tribal communities represent an important part of their cultural identity, indigenous knowledge, seasonal food practices, agricultural traditions and community life. However, much of this knowledge remains undocumented and is transmitted primarily through oral traditions and intergenerational practices.

To preserve this valuable heritage and make it accessible to researchers, students, policymakers, cultural practitioners and the general public, TRI proposes to engage a competent agency for research, field documentation, photography, videography, content development, book design and publication, and website-based digital documentation.

TRI invites quotations from eligible agencies having relevant experience, qualified manpower, technical expertise and adequate financial resources to execute the entire assignment within the prescribed budget. No advance payment shall be admissible under this assignment.

2. Objectives of the Assignment

The principal objectives are:

1. To document at least 100 traditional tribal cuisines associated with the tribal communities of Jharkhand.
2. To record standardized recipes, ingredients, preparation methods, regional variations and seasonal availability of key ingredients.
3. To document the cultural significance, associated customs, festivals, rituals and traditional knowledge connected with each cuisine.
4. To produce high-quality photographs for each documented cuisine.
5. To design and publish an aesthetically appealing coffee table book showcasing the diversity of tribal cuisines of Jharkhand.
6. To develop a searchable, user-friendly digital website containing the documented cuisines and their associated multimedia content.
7. To create a structured digital repository that may be used for future research, educational purposes, cultural preservation and public outreach.

3. Scope of Work

The selected agency shall be responsible for end-to-end execution of the assignment, including research, field visits, community consultations, documentation, photography, editing, design, development and final delivery.

3.1. Identification and Documentation of Tribal Cuisines

The agency shall identify and document at least **100 distinct tribal cuisines** associated with the tribal communities of Jharkhand.

The selection should reflect diversity in terms of tribal communities, geographical regions, food categories, ingredients, seasonal availability and cultural practices. The proposed list of cuisines shall be submitted to TRI for approval before detailed documentation begins.

The agency shall undertake field visits and consultations with knowledgeable community members, traditional cooks, elders, food practitioners and other relevant persons wherever required to verify the authenticity of the information.

Each cuisine shall be documented in the following standardized template.

3.2. Standard Documentation Template

Sl. No.	Field	Details Required
1	Cuisine Name	Local name and common name
2	Category	Starter, Main Dish, Side Dish, Gravy-Stew, Beverage, Condiment or Pickle etc.
3	Brief Description	Short description of the dish, its characteristics and traditional use
4	Star Ingredient	The distinctive ingredient that defines the dish
5	List of Ingredients	Complete ingredient list with standardized quantities, wherever feasible
6	Process	Sequential steps for preparation and cooking
7	Variations	Substitute ingredients and regional or community-specific variations
8	Associated Community	Name of the community and geographical extent of the cuisine
9	Seasonal Availability of Key Ingredients	Seasonal availability and sourcing of important ingredients
10	Cultural Significance	Associated ceremonies, festivals, rituals, traditions or customary practices
11	Photographs	Four high-resolution photographs for each cuisine
12	Did You Know?	One interesting or distinctive fact that may engage readers and encourage further exploration

The agency shall ensure consistency, factual accuracy, linguistic quality and cultural sensitivity throughout the documentation. Local names should be retained wherever possible, with Hindi and/or English descriptions as appropriate.

3.3. Photography

The agency shall provide four high-resolution photographs for each documented cuisine, resulting in a minimum of **400 photographs** for 100 cuisines.

The photographs should include, as appropriate:

- The finished dish is an aesthetically appealing presentation.
- The key ingredients used in its preparation.
- Important stage(s) of preparation or cooking.
- Traditional serving methods, utensils or cultural context associated with the cuisine.

All photographs shall be professionally captured, edited and delivered in high-resolution digital formats suitable for both print publication and online display.

3.4. Coffee Table Book

The agency shall design, compile and prepare a high-quality coffee table book presenting the documented cuisines in an engaging and visually appealing format.

The book shall include:

- An introductory section on the culinary heritage of the tribal communities of Jharkhand.
- Community- and region-wise representation of the documented cuisines.
- Standardized cuisine profiles based on the approved template.
- High-quality photographs and selected cultural narratives.
- A contents section and suitable indexing or categorization.
- Appropriate acknowledgements and credits, subject to approved consent and attribution.
- A concluding section highlighting the importance of preserving traditional food knowledge.

The selected agency shall undertake copyediting, proofreading, layout design, photo selection, typesetting, pre-press preparation and printing.

3.5 Proposed Design specifications: The final digital format, layout structure, screen resolution/aspect ratio, interactive features, multimedia integrations, file size limits, and platform compatibility (e.g., PDF, EPUB, interactive eBook/web viewer) shall be prescribed by TRI. The quotation shall cover the complete digital book design, formatting, asset integration, and production cost within the overall project ceiling.

3.6. Digital Documentation Website

The agency shall develop a dedicated website or a dedicated section within a website approved by TRI for digital documentation of tribal cuisines.

The website shall include, at a minimum:

1. A home page introducing the project and the culinary heritage of Jharkhand.
2. A searchable database containing at least 100 cuisine profiles.
3. Filters for cuisine category, associated community and geographical region, wherever data is available.
4. Individual cuisine pages containing the complete approved documentation template.
5. A gallery of high-resolution photographs.
6. A mobile-responsive interface suitable for desktops, tablets and smartphones.
7. A content management facility allowing authorized TRI personnel to update or add content.
8. Secure administration and handover of the website source code, database and relevant credentials to TRI.

4. Deliverables

The selected agency shall deliver the following outputs:

Sl. No.	Deliverable	Minimum Requirement
1	Cuisine Documentation	At least 100 completed and verified cuisine profiles
2	Photography	At least 400 high-resolution photographs
3	Coffee Table Book	Final designed, proofread and printable publication as per TRI-approved specifications
4	Digital Website	Functional, responsive website with searchable cuisine database and multimedia content with source code, database, administrative credentials and final digital assets
5	Final Report	Summary of fieldwork, communities covered, cuisines documented and work completed

All deliverables shall be submitted to TRI for review and acceptance. Incomplete or deficient deliverables shall be rectified by the agency at no additional cost.

5. Eligibility Criteria

The applicant agency must satisfy the following minimum eligibility requirements:

1. Legally registered firm, company, trust, society, or individual researcher/consultant with verified credentials supported by Valid PAN, Aadhaar, Firm Registration, or GST registration (wherever applicable).
2. Proven prior experience in tribal research, cultural documentation, or multimedia publishing (supported by past work orders or project completion certificates).
3. Access to qualified manpower or expert resources in field research, audio-visual recording, graphic design, and web development (through Self Declaration) .
4. Sound financial capacity to execute the project without any mobilization advance (through Self Declaration).

6. Financial Capability and No-Advance Payment Condition

The total project cost shall not exceed **Rs. 8,00,000/- (Rupees Eight Lakh Only), inclusive of all applicable taxes, professional fees, field expenses, travel, accommodation, equipment, production, printing, website development and other incidental costs necessary for completion of the assignment.**

The agency must be capable of financing the project from its own resources until the corresponding payments are released by TRI.

No mobilization advance or other advance payment shall be admissible.

Applicants shall submit documentary evidence of their financial capability, which may include audited financial statements, bank solvency or credit documents, a certificate from a Chartered Accountant and a declaration of available working capital, as prescribed in the final RFQ.

Failure to demonstrate adequate financial capacity may result in rejection of the bid.

7. Project Duration

The assignment shall ordinarily be completed within **120 calendar days** from the date of issuance of the work order, subject to the final approved schedule.

8. Payment Terms

No advance payment shall be made under this assignment.

Payment shall be released only after satisfactory completion and acceptance of the corresponding deliverables by TRI, subject to the availability of budget, submission of valid invoices and compliance with applicable financial rules.

Applicable statutory deductions, including TDS and other deductions where required, shall be made from payments.

9. Documents Required & 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, Graphic Designer, and Web Developer).
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, coffee table book design/printing, website development, hosting, 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.

10. Evaluation of Quotations

The quotations shall be scrutinized by a committee constituted by TRI.

Only technically eligible and responsive bidders shall be considered for financial evaluation.

The final selection method, whether the lowest evaluated responsive quotation among technically qualified bidders or another method permitted under applicable procurement rules, shall be specified in the published RFQ. TRI reserves the right to seek clarifications, verify submitted documents and reject non-responsive bids in accordance with the applicable rules.

11. Ownership, Copyright and Use of Content

All final deliverables produced specifically under the assignment, including approved text, photographs, designed publication files, website source code and project-specific databases, shall be handed over to TRI in accordance with the contract.

The contract shall specify the transfer of applicable intellectual property rights to TRI, subject to third-party licences, pre-existing materials and applicable law.

The agency shall ensure that:

- Content is original or appropriately licensed.
- Required permissions and consents are obtained for interviews, photographs, and identifiable individuals.
- Community knowledge is documented respectfully and with appropriate consent.
- Confidential or restricted cultural knowledge is not published without the necessary authorization.
- Any third-party material or software and its applicable licence conditions are disclosed to TRI.

TRI shall determine the approved public release of the content, taking into account consent, cultural sensitivity and applicable legal requirements.

12. Quality Assurance and Acceptance

The agency shall maintain consistent documentation standards across all cuisine profiles.

TRI may review draft content, request corrections, verify the authenticity of selected entries and inspect the website and book proofs before final acceptance.

The agency shall correct factual errors, incomplete entries, technical defects, formatting issues and other deficiencies attributable to its work at no additional cost within the period prescribed by TRI.

Final acceptance shall be based on completion of the approved scope, quality of deliverables, functioning of the website, submission of all source files and satisfactory handover.

13. General Terms and Conditions

1. The agency shall comply with applicable government procurement rules, contractual conditions and instructions issued by TRI.
2. All expenses associated with the execution of the assignment shall be included in the quoted amount.
3. The agency shall not subcontract the core assignment without prior written approval from TRI.
4. TRI may seek clarification or documentary verification of any information submitted by a bidder.
5. Any material misrepresentation may result in rejection of the bid or action under the contract and applicable rules.

6. TRI reserves the right to cancel or modify the procurement process in accordance with applicable rules and with approval of the competent authority.
7. Disputes, jurisdiction, force majeure and termination provisions shall be governed by the terms incorporated in the final contract.
8. The selected agency shall sign a formal agreement or work order incorporating the approved scope, payment terms, deliverables, timeline and other conditions.

14. Important Dates and Contact Details

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Date of Publication: 27/10/2026
Last Date and Time for Submission: 10/11/2026
Tentative Date of Opening of Quotations: 12/11/2026
Place of Submission: Dr. Ramdayal Munda Tribal Research Institute, Ranchi
Email for Queries: tri.directorate@gmail.com
Contact Number: 0651-2551824
Website: https://trijharkhand.in/en/opportunities

The complete RFQ document, prescribed forms and any subsequent corrigenda shall be made available through the official website.

Sd/-

Director