सत्यमेव जयते

GOVERNMENT OF WEST BENGAL
BACKWARD CLASSES WELFARE DEPARTMENT &
TRIBAL DEVELOPMENT DEPARTMENT
CULTURAL RESEARCH INSTITUTE
AMBEDKAR BHAVAN
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Memo No.: 464/CRI/E-3/2005 **Dated: 19/11/2026**

NOTICE

Subject: Engagement of an Agency/Organisation as Concept Partner for the Two-Day Exhibition cum Fair on "Food Practices among PVTGs and Art & Crafts among STs of West Bengal"

The Cultural Research Institute (CRI), Backward Classes Welfare and Tribal Development Department, Government of West Bengal invites sealed Expressions of Interest from experienced and reputed Agencies/Organisations for engagement as a Concept Partner for the above two-day Exhibition cum Fair, which will be held on 11th & 12th December, 2026 at EZCC, Kolkata.

1. Scope of Work

The selected Agency/Organisation will undertake the following activities:

1. Arrangement of Tribal Artisans, Tribal Folk Artists, Tribal cuisine groups: Selection and gathering of tribal artisans, tribal dance & song groups, tribal group for making traditional cuisines need to be procured by the Agency/Organisation.
2. Photography, Videography and Report: Professional photography and videography is required for both the days. After the event hard copy of the report along with photographs and a video should be submitted.
3. Accommodation (Lodging): Arrangement of accommodation for tribal participants, and facilitators.
4. Food and Catering (Fooding): Arrangement of hygienic food and refreshments for participants, artisans, officials and guests. Support to be provided for tribal food stalls and live food demonstrations.
5. Coordination of Cultural Programmes: Planning, scheduling and coordinating tribal cultural performances (dance, music and folk art) and arrangement of inaugural and concluding sessions. For conducting the cultural events a dedicated person for anchoring needs to be provided.
6. Medical Arrangements: A medical/first-aid unit, ambulance on standby, and tie-up with a nearby hospital.
7. Safety and Security Arrangements: Crowd management, security personnel, fire safety and other safety measures at the venue should be taken care of.

2. Eligibility Criteria

1. The Agency/Organisation must be a legally registered entity (Firm/Company/Society/Trust).
2. It must have a minimum of 3 years of experience in organising similar events.
3. It must have relevant experience or understanding of tribal communities, their culture, food habits and art & crafts.
4. It must not have been blacklisted by any Government Department or agency.

3. Documents to be Submitted (Self-Attested)

1. Covering letter on the Agency's letterhead expressing interest.
2. Registration certificate/Trade Licence.
3. PAN card and GST registration certificate.
4. Latest Income Tax Return and audited balance sheet for the last 3 financial years.
5. Work experience details with copies of work orders/completion certificates.
6. Technical proposal/concept note covering the approach, work plan, manpower and event design for the scope above.
7. Affidavit/declaration that the Agency has not been blacklisted.
8. Profile of the Agency, including key personnel and sample work (photos, videos, reports).

4. Submission of Proposal

- Proposals must be submitted in a sealed envelope with all supporting documents
- Last date and time of submission: 26th November, 2026 up to 3:30 PM
- Place of submission: Office of the Cultural Research Institute
- Proposals received after the due date and time, or by email/fax, will not be accepted.

5. Selection Process

Selection will be made on the basis of eligibility, experience, as decided by the Selection Committee constituted by CRI.

6. General Terms and Conditions

1. CRI reserves the right to accept or reject any or all proposals, or to cancel the full process, without assigning any reason.
2. Incomplete or conditional proposals will be rejected.
3. Payment will be made as per CRI/Government norms, subject to applicable taxes and statutory deductions to the concerned beneficiaries.
4. The selected Agency shall be solely responsible for compliance with all applicable laws, safety norms and permissions.
5. All documentation, photographs, videos and reports will be the exclusive property of CRI.

A. Sarkar

Director
Cultural Research Institute
Government of West Bengal