

CHAUDHARY CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY,
HISAR

(Established by an Act of Parliament of India, No. 16 of 1970)

Expression of Interest for the University Song (Appx. 2 min.)
and the University Documentary (Appx. 12-15 min.)

CCS Haryana Agricultural University, Hisar invites experienced songwriters, composers, filmmakers, production houses and creative teams to submit an Expression of Interest (EOI) for creating the official University song and production of a University Documentary as per technical specification at Annexure-I and terms & conditions at Annexure-II. The University song aims to develop a musical piece that captures the essence, values, and aspirations of our institution, fostering pride and unity across our diverse community. The University Documentary aims to capture the essence of our University showcasing its history, achievements, and vision while celebrating its values and impact on the community.

The University song should reflect our mission, vision, and achievements, inspire a sense of belonging, and resonate with students, alumni, faculty, and stakeholders. It will be performed at key University events and serve as a lasting symbol of our identity. Whereas, the documentary will serve as a powerful storytelling tool to inspire pride, foster engagement, and enhance the University's reputation. It will highlight key milestones, academic excellence, cultural diversity, and the contributions of students, faculty, and alumni, reflecting the vibrant identity of this University.

We are seeking individuals or teams with a proven track record in songwriting, music composition, and production for university song and professionals with expertise in documentary production separately story telling and creative direction for University documentary. Interested parties should submit:

1. Cover letter detailing their interest and suitability for the project.
2. A portfolio showcasing relevant work.
3. A brief concept note outlining their vision for the University Song and for University Documentary.
4. Contact information of the primary representative.

Expression of Interest must be sent in a sealed envelope to the Registrar, CCS HAU, Hisar (Haryana) by registered post **latest by 10th December, 2024**. Please include separately "EOI for University Song" and "EOI for University Documentary" in the subject line.

Shortlisted applicants may be invited for further discussions. We look forward to your creativity and collaboration in crafting this important piece of our University's legacy for song and to partnering with talented professionals to create a documentary that represents the spirit of this University.

- i) The further details and EOI schedule visit University Website <http://hau.ac.in>
- ii) All updates, amendments, corrigendum etc. (if any) will be uploaded on the University website. There will not be any publication of the same through Newspapers or any other media.

Sd/-
Registrar

A. TECHNICAL SPECIFICATIONS FOR MAKING OF THE DOCUMENTARY:

1. Project: Production of an Audio-Visual Documentary Highlighting Various Facets of Chaudhary Charan Singh Haryana Agricultural University, Hisar (Haryana)
2. Duration: Approximately 15 Minutes
3. Language Hindi – Original Version, English Version with Sub titled Interviews
4. Format: 4K

B. GENERAL GUIDELINES:

1. The agency quoting must have annual turnover of over 20 lacs during last three financial years.
2. Must have experience of similar jobs/work, preferably with state or central government departments/ ministries/national broadcaster. At least 3-5 similar orders in last three years.
3. Must have approval from/empanelment with government departments.
4. The presentation points/ areas to be covered in documentary will be conveyed in advance.
5. The agency(s) quoting for it must have professional equipment and experts so that the quality of it is of University's standard.
6. While quoting for it, the expenses of all the stages of production: pre-production, production and post-production be mentioned and also the essential formats.
7. The production of documentary should be strictly as per the technical specifications.
8. The firm/agency are required to submit the final production within schedule time frame, falling which the work order will automatically stands cancel.
9. The payment will be made to the firm after the approval of competent authority as per university norms.
10. The University reserves the rights not to pay the cost for a part thereof, of the bill, in case work undertaken by the agencies/firms is found sub-standard or unsatisfactory.
11. The Vice-Chancellor, CCSHAU, Hisar will have the power to impose penalty/cancellation of the order for the default of the agency as deemed fit as per University Purchase Procedure.
12. The University shall have the absolute right to use this documentary in any form and has right to telecast/broadcast or use it in any other manner.
13. The University also has a right to make changes/modifications as per the need and also use the material in any other production as per requirement.
14. The intellectual property right after the submission of the documentary and its acceptance by the department, the documentary would vest wholly and solely with the department.
15. The producer will not share, sell or otherwise use the documentary for other purpose except authorized by the department in writing. Any profit benefit made by the producer would be liable to legal action what so ever.
16. The University reserves the rights to make any number of changes as per requirement before final acceptance for which payment will be made for the final script only.

C. STANDARD TERMS & CONDITIONS:

1. The quotations received after due date/or time will be summarily rejected.
2. The security/earnest money equivalent to five percent of the cost of material i.e. an amount of 5% of the total cost of the offered material rounded off to nearest Rs.10/- in the name of Director (Stores & Purchases), CCS HAU, Hisar
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the delivery period could not be adhered to. In case the material is not supplied within the delivery period, the supplier shall be liable to pay us compensation amount equivalent to one percent each day or such amount as the CPC/ Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited besides any other action as may be considered necessary by the CPC
5. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty, Custom Duty, Octroi, etc. should be mentioned in the quotation/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. The University does not issue Form 'C' or 'D'.
6. All supplies will have to be executed within 60 days of the issue of supply order failing which the order is likely to be withdrawn.
7. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of at least three months from the date of opening of quotation/tender.
8. The University/its Offices at Hisar and outstations do not make payment in advance or against documents through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
9. The acceptance of the quotation/tender will rest with the CPC which does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The CPC reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
10. It may be certified that you have not been debarred/black listed for any reason by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.
11. For any enquiry, the undersigned can be contacted at Phone No.01662-284320 & or 01662-255328 on working days (Monday to Saturday except 2nd & 4th Saturday) during office hours (9.00 A.M. to 5.00 P.M. during August to April and 7.00 A.M. to 2.00 P. M. during May to July).
12. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.
13. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.