

HINDU RELIGIOUS AND CHARITABLE ENDOWMENTS DEPARTMENT

Uthamar Gandhi Salai, Nungambakkam, Chennai – 600 034

Ref. No.:85470/2021/W1

Dated: 05.06.2026

NOTICE INVITING EXPRESSION OF INTEREST (EOI) **FOR EMPANELMENT OF CREATIVE AGENCY**

The Hindu Religious and Charitable Endowments Department (HR & CE Dept.) invites EXPRESSION OF INTEREST (EOI) from the creative agencies for empanelment with HR & CE Department for publishing Coffee Table books of famous heritage temples in Tamil Nadu. Here publishing means all works (including printing with required specifications mentioned in terms and conditions) to bring out coffee table books which includes Content Development, Copy Writing, Typing, Editing, Designing, Proof Reading, Photo Editing, Publishing E-book Version and Translation from English to Tamil and vice versa inclusive of any Indian language requested by the temple. The content should be developed using experts in the field with the approval of temple administration. Agencies/Professionals who fulfil all the eligibility criteria as given below may apply:-

- i. The Agency/Professionals must have minimum of 5 years professional experience of creation (content development, copy writing, designing & editing) of Coffee Table Books or any other heritage/tourism/similar publication.
 - ii. The Agency/Professionals must have published similar type of work or related publication in the last 5 years.
2. Application proforma and other related details can be obtained from the office of the Commissioner, HR & CE Department, No.119, Uthamar Gandhi Salai, Nungambakkam, Chennai – 600 034 or Application proforma can be downloaded from <https://hrce.tn.gov.in> from 08.06.2026 to 22.06.2026.

Time- office hours 10.00 AM to 5.45 PM.

1. Sealed EOI must be submitted in person or **by post to the under signed**
by 5.00 pm on 22.06.2026

COMMISSIONER
HR & CE DEPARTMENT

SHORT LISTING OF AGENCY/PROFESSIONALS

Agencies fulfilling the above conditions shall be shortlisted and called for presentation before the Committee constituted for the purpose, at HR & CE Department, Nungambakkam High Road, Chennai - 600 034. The presentation may include agencies' profiles, major projects completed by them along with documentary evidence.

Terms and Conditions:

1. The above mentioned eligibility criteria may be changed or altered in order to suit the requirements of the HR & CE Department from time to time
2. The Agencies/Professionals shall make a presentation before the Committee at HR & CE Department, with reference to their profiles and major project covered by them, showcasing their suitability for the purpose.
3. Agencies/Professionals should apply in proforma given at **Annexure 'A'** along with all supporting documents.
4. Failing to submit the EOI in the prescribed format would result in disqualification of the Agency and no further request would be entertained.
5. The empanelment would normally be valid for a period of 1 year
6. The empanelled agency/Professionals must have to deposit Performance Security Deposit of **Rs.1,000/- (Rupees One thousand only)** in the form of Demand draft or Fixed Deposit receipt (FDR) made in the name of the Commissioner, HR & CE Department, Chennai - 600 034 for the whole period of empanelment.
7. HR & CE Department will call for quotes from among empanelled professionals again for taking up works as per its requirements from time to time. HR & CE Department will not pay any advance for any job. Payment will be made only after satisfactory completion of job.
8. **Empanelment does not guarantee that the work will be provided.**
9. Every temple shall retain absolute copyright and all such related rights
10. Specifications for the publication of coffee table book needed for each temple

1. Minimum 80 to Maximum 120
Pages (may change according to the needs of the

temple)

2. 130 GSM Art Multicolor Paper matt
3. Multicolor Photo printing along with text
4. Hard case and Cover 130 GSM Art Multicolor with Matt/Glossy Lamination
5. Wrapper 130 GSM Art Multicolour with Single side Matt/Glossy Lamination Inner
6. Binding Finishing Size A4 (Landscape)

APPLICATION PROFORMA

(1) Name of the Firm:.....

(1.1) Contact Person:.....

(2) Contact Information

(2.1) Address:.....

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.....Pin.....

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(2.2) Telephones:

Office:.....

Mobile:.....

E-Mail:.....

(3) Professional experience of the Agency:

Give details of work experience/major similar jobs handled by the Agency during the **last three years in the following format:**

S.No	Publication of Coffee table books/ Similar Nature of work done	Work Type	Value of Work (Rs. In Lakhs)

*if the space provided is insufficient, a separate sheet may be attached (Also attach documentary proof of work with the specialists worked for the project)

(4) Legal status of Agency:

DECLARATION

- (i) I
..... (Authorized signatory) for solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and/or debarred from empanelment.
- (ii) I permit HR & CE Department, Chennai – 600 034 to inspect my facilities and other records to ascertain the above facts.
- (iii) I permit HR & CE Department, Chennai – 600 034 to cross check the above facts from any other source.
- (iv) I will abide by the decision of HR & CE Department, Chennai – 600 034 regarding allocation of works.
- (v) Hereby, I declare that I shall adhere to the terms and conditions of HR & CE Department, Chennai – 600 034.

Signature.....
Full name.....
Date.....

(Seal of Agency)