

**REQUEST FOR EMPANELMENT (RFE) OF AGENCIES
FOR THE PRODUCTION OF SHORT AUDIO & VIDEO FILMS/ JINGLES**

**Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture and Farmers Welfare
Directorate of Extension
Krishi Vistar Sadan, Pusa
New Delhi-110012**

CONTENTS

S. No.	Title	Page No.
1.	Notice for Inviting e-Tender	03-04
2.	General	05
3.	Eligibility Criteria & General Instructions	06-08
4.	Evaluation and Empanelment Procedure	08-09
5.	Allocation of Work	09-10
6.	General Terms and Conditions of Agreement	10-12
8.	Annexure I	13
9.	Annexure II	14

sd/-

(Dr. Sudhir Kumar)
(Joint Director-Mass Media)
Phone: 011-23070123

NOTICE FOR INVITING e-TENDER

File No. 1(2)/2018-MM/Extn.
DIRECTORATE OF EXTENSION
DEPARTMENT OF AGRICULTURE AND FARMER'S WELFARE
MASS MEDIA UNIT
KRISHI VISTAR SADAN, PUSA
NEW DELHI-110012

Employer	Directorate of Extension, Mass Media Unit Room No 101, Krishi Vistar Sadan, Pusa, New Delhi-110012
Application forms available at the Website	http://agricoop.nic.in www.krishivistar.gov.in www.eprocure.gov.in
Date and Time of e-publishing	06.09.2023
Application submission start date and time	08.09.2023
Pre-bid Meeting	13.09.2023
Application submission last date and time	21.09.2023 (02.00 PM)
Date and time for opening of bid	21.09.2023 (04.00 PM)
Place of opening of e-tender	Room No. 345, Krishi Bhawan New Delhi-110001, Telephone No. 011- 23070123
Date of presentation (tentatively)	26th or 27th September 2023

Note: In case of any holiday falling on any of the above dates, the next subsequent working day will be the effective date for submission of particulars.

**F. NO. 1(2)/2018-MM/Extn
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture & Farmers Welfare
Directorate of Extension
Mass Media Unit**

Subject: e-Tender for Empanelment of Audio-Video Production Agencies for production of short audio & video films/ jingles of up to 2 minutes' duration - reg.

The Directorate of Extension (DOE), Department of Agriculture & Farmers Welfare (DA&FW) invites applications through the e-procurement portal (www.eprocure.gov.in) from the agencies currently empaneled with Central Bureau of Communication (CBC) in the category of social and public welfare sector in the prescribed proforma (**Annexure-I**) for empanelment of agencies w.r.t. production of short audio & video films/ jingles on programs and activities of various ongoing flagship schemes of the Department of Agriculture & Farmers Welfare (DA&FW).

The selected agencies/ Bidder(s) will be required to render their services for 02 years which will be extendable for the next one year with the approval of competent authority in the Department subject to the performance of the agency(s).

The agencies fulfilling the terms and conditions may upload their Technical Proposal online through the e-procurement portal (www.eprocure.gov.in) by **24.08.2023** (4.00 PM). The interested agencies are required to have a digital signature Certificate for submission of the application through the e-procurement portal. The guidelines/ Terms of Reference, Application Proforma and other details in this regard may be seen at the CPP portal (www.eprocure.gov.in) as well as on Department websites at www.agricoop.nic.in & www.krishivistar.gov.in.

sd/-

**(Dr. Sudhir Kumar)
(Joint Director-Mass Media)
Phone: 011-23070123**

F. NO. 1(2)/2018-MM/Extn
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture & Farmers Welfare
Directorate of Extension
Mass Media Unit
Krishi Vistar Sadan,
Pusa, New Delhi-110012

1. Who Can Apply: Agencies who are currently empaneled with CBC in the category of social and public welfare sector having full-fledged office equipped with in-house production facilities in Delhi/NCR and fulfilling all eligibilities and capabilities to produce good quality audio-video production will be eligible to apply for empanelment in the prescribed proforma along with all requisite documents/enclosures.

2. GENERAL ASPECTS OF EMPANELMENT

The Directorate of Extension, Department of Agriculture & Farmers Welfare intends to empanel the production agencies for the production of short audio & video films/jingles of up to 2 minutes' duration on programs and activities of various ongoing flagship schemes of the DA&FW.

2.1 Scope of Work

The selected Bidder(s)/agency(s) shall be required to produce short audio & video films/ jingles during the contract period under the DA&FW schemes/ mission/ sub-mission/ programmes/ events for the Department keeping in view the following aspects:

- Production of A&V in HD format
- Shooting at various location across the country where schemes are being implemented
- Photographs/testimonials of actual beneficiaries of schemes
- Inclusion of still photograph in Videos
- Utilization of Voice Over Artists
- Voice over shall be in English, Hindi and regional languages.
- Clubbing the raw still pictures and videos for making Audio-Visuals
- Editing in script/video as per requirement
- Language Translation in regional languages as required
- Subtitles, Graphics, Music, to be used as required
- Testimonials from actual beneficiaries/farmers to be utilized
- Maintaining & submission of raw records of all activities to DA&FW
- Other T&C of CBC applicable on the similar job work for A&V production.

2.2 Background

The Department of Agriculture & Farmers Welfare (DA&FW) plays a pivotal role in the overall development of agriculture in the country. The Directorate of Extension (DoE) working under DA&FW, Ministry of Agriculture & Farmers Welfare is a nodal agency for the formulation of Agricultural Extensions Policies, Programmes & Schemes for its implementation in all States/ UTs across the country. The various flagship schemes of DA&FW are under implementation for farmers welfare include Sub-Mission of Agriculture Extension (SMAE), PM-Kisan Samman Nidhi, PM- Fasal Bima Yojana, Soil Health Card, Paramparagat Krishi Vikas Yojana, Agriculture Infrastructure Fund, Kisan Credit Card, Farmers Producer Organization, Sub Mission on Agriculture Mechanization, Mission for Integrated Development of Horticulture, e-National Agriculture Market, Natural Farming, PM- Kisan Mandhan Yojana, Digital Agriculture, etc. The details of these schemes may be accessed at Department's website www.agricoop.nic.in.

3. ELIGIBILITY CRITERIA

3.1 Eligibility

- a) This invitation for bids is open to all quality AV producers that are currently empanelled with CBC in the category of social and public welfare sector for A&V productions.
- b) The agency(s) should be Delhi NCR based having own studio with all modern equipment's & infrastructure facilities. Fully operational Head Office/ Branch Office in Delhi/NCR with documentary proof (02 proof of office address)
- c) The producer/ firm should possess and furnish proof of certificate of registration and also provide the copy of PAN & GST registration.
- d) Affidavit- Self Declaration that the agency has never blacklisted/debarred/ suspended / banned by any Ministry / Department of State or Central Government/PSU duly signed by authorized signatory of the agency with seal.

3.2 General Instructions

- a) A Bidder must submit only one proposal. If a Bidder submits or participates in more than one proposal, such proposals shall be disqualified.
- b) Applicants eligible as per qualifying conditions will be short-listed based on the information provided by them. The short-listed agencies will be invited to make a presentation before the Evaluation Committee. The notice for short listing of agencies for technical presentation will be intimated individually on their email and also uploaded on the Department website www.eprocure.gov.in/ www.agricoop.nic.in/ www.krishivistar.gov.in/.
- c) The agencies fulfilling the terms & conditions may upload their Proposal online through e-procurement portal (www.eprocure.gov.in/) by 4.00 pm on 24.08.2023.
- d) The agency will be selected as per the evaluation mechanism of this RFE.
- e) The Department reserves the right to reject any or all of the responses to this RFE without assigning any reason and takes no responsibility for delay, loss or non-receipt of response to RFE.
- f) The RFE can be responded to only by registered business entities with at least three years in business and have their registered/Head office/branch office in Delhi/NCR. No consortia/joint ventures/sub-letting/partnership shall be allowed to apply for empanelment.

3.3 Other Information

The agencies may be required to interact with other line Ministries /Departments of Central/State Government as and when required. The agencies need to ensure the availability of client servicing team in the Department, as per requirement.

3.4 Earnest Money Deposit/Performance Security

The Bidder has to deposit an Earnest money of **Rs. 25,000/-** (Rupees Twenty five thousand only) in the form of Demand Draft with 03 months validity from the date of submission of bid, issued from any nationalized/ scheduled bank in favor of "Drawing & Disbursing Officer", Directorate of Extension, Pusa, New Delhi-110012. No interest will be paid on the same for the period of retention of Demand Draft. The original EMD should be submitted in the office of Joint Director (Mass Media), Room No. 101, Krishi Vistar Sadan, Pusa, New Delhi before the last date and time for submission of application in the separate envelop. The details of D.D./Bank Guarantee physically sent should tally with the details available in the scanned copy and the data entered during the time of online bid submission, otherwise, the uploaded bid will be out rightly rejected. The EMD of the unsuccessful applicants would be returned after completion of empanelment process. For successful bidders, EMD in form of Bank Guarantee shall be retained as "Performance Security" of the work. In case, bidder submits EMD in form of Demand Draft and gets selected for empanelment; Performance Security of **Rs. 25,000/-**, in the form of Bank Guarantee shall be submitted within 15 days of the empanelment. The performance security (unconditional and irrevocable) shall be valid till period of 60 days beyond the empanelment period and

no interest will be paid on the same for the period of retention. The Department may ask the agency to extend the validity depending on the period of such project/assignment. The MSME registered agencies are exempted for depositing EMD and copy of MSME registration to be submitted by the agency. The EMD/Performance Security would be forfeited in the following conditions;

- a) If the proposal is withdrawn during the validity period or any extension agreed by the consultant thereof, if the proposal is varied or modified in a manner not acceptable to the Employer after opening of proposal during the validity period or any extension thereof and if the agency tries to influence the evaluation process.
- b) The Performance Security would be returned only after successful completion of tasks assigned to them and only after adjusting/ recovering under the contract.
- c) If performance of the agency is not satisfactory in term of any of the deliverables or the measurable output is less than envisaged as per Scope of Work, then full value of Performance Security may be deducted by the Department.

3.5 Instructions to Applicants

Applications shall be submitted only through online e-tendering procurement portal at www.eprocure.gov.in. **The bid document containing all requisite documents duly signed & stamped on every page, with proper indexing, paging, all readable papers, no duplicate repetitive copies of work orders and as a token of acceptance of Terms & Conditions may upload on the portal. Non-readable papers and papers without date/reference of issuing authority etc in the bid will be out rightly rejected. A hard copy of original online uploaded/submitted tender/RFE should also be submitted physically in the office of Joint Director (Mass Media), Room No. 439-H, Krishi Bhawan, New Delhi before the last date and time for submission of application in the sealed envelope containing tender document and sealed envelope of EMD too.** In case of any discrepancy, the online version will only be considered as final and no offline application, in any case, will be accepted.

- i. Requirements and procedure for online application submission is outlined in detail in 'Instructions for online application submission' on the said website. Applicants are advised to go through the details thoroughly before submission of application, as neither this Department nor NIC will be responsible for rejection of applications due to incorrect/faulty online application submission.
- ii. The Department will not make any advance payment for execution of any job/work. The payment would be made subject to the approval of competent authority in the Department after satisfactory completion of work.
- iii. Scanned copies of supporting documents to be furnished with application on line through CCP Portal only.
- iv. The Department before the expiry of the term can cancel the empanelment of agencies at any time without assigning any reasons.
- v. Any agency(s) that may not meet any one of the above mentioned criteria or not submit the required valid and authenticated documents or applications received without requisite documentary proof would be rejected without any intimation.
- vi. During evaluation of the bids, the Department may at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing.
- vii. No agency will be eligible to have empanelment in more than one name or subsidiary firm/sister company or other. The evaluation committee may suspend producers from the panel on the basis of reasons to be recorded in writing.
- viii. Any concealment of a material fact or a misrepresentation shall lead to disqualification of the Bidder.
- ix. Canvassing in any form shall render the bids liable to be rejected.
- x. Notwithstanding anything contained in the Bid Document, the Department reserves the right to accept or reject any application and to cancel or withdraw at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.
- xi. The Agency will have to make its own arrangements for the execution of the assigned jobs/works. The agency will collect the material/content from the Department and deliver the final deliverables as per Work Order issued for the respective production.

- xii. The work order will contain all details and requirement of the respective production work/task/ as per Department needs.
- xiii. No excuse will be entertained for non-completion of the job/work in the stipulated time frame. If at any stage it is found that the work done by the agency in any area is substandard or not up to the mark, no payment would be made to the agency and Department will have full right to get the job completed from any other agency and may even consider blacklisting the Agency.
- xiv. Failure to meet the time schedule and quality may result in imposition of penalty as deemed suitable by executing authority.
- xv. The Department will reserve the right to de-empanel the agency(s) if it will not perform the work as per the quality standards and timeline to undertake the assigned work.
- xvi. The empanelment of agencies will be interpreted under Indian Laws and all disputes emanating from it shall be settled under the jurisdiction of Delhi High Court.
- xvii. The Department reserves the right to physically check the premises of the empanelled agency any time during the period of empanelment. If found unsatisfactory, the empanelment/agreement may be cancelled.
- xviii. After completion of the shooting the producer shall at his/her own cost arrange the preview of the film at rough-cut stage on the scheduled date and time.
- xix. The producer shall submit the entire deliverables of AV production in Master or other requisite format i.e. Hard-disk/Pen-drive or other format currently in use by electronic media.
- xx. Wherever the film is produced under these provisions all copyrights of the film including broadcasting/telecasting rights and new media rights, if any, will rest with the Department.
- xxi. The allocation of work will be based on Lowest bid (L1) for each AV production/scope of work.
- xxii. The rate for production will not be exceeded beyond CBC approved rates for A&V and adhering to L-1 basis of DA&FW empanelment.
- xxiii. The producer or his/her representative may be required to make a presentation before the committee at his/her own cost.
- xxiv. The empanelment will not be liable to pay any fee or monthly consultancy charges or any other form of remuneration to the empanelled agencies.
- xxv. Empanelment of agency(s) does not guarantee to award any work during the empanelment period.
- xxvi. The background material/content shall be provided by the concerned Division of DA&FW.
- xxvii. After obtaining approval on the rough cuts, the agency will submit the final version within time provided for final preview & approval.
- xxviii. The agency will execute the work with requisite degree of expertise & professional proficiency in a stipulated time-frame.
- xxix. The Department may withdraw/cancel/terminate the empanelment at any time during the empanelment period.

4. EMPANELMENT PROCEDURE

In order to empanel agencies, the Department will constitute a committee to examine/scrutiny of the documents submitted by the agency as per tender details. During scrutiny of proposals, the committee, may, at its discretion, ask the bidders for clarification on their applications submitted online. Scrutiny of eligibility criteria for responsiveness to the RFE will be done by the committee to determine whether the documents have been properly signed, qualification criteria fulfilled and all relevant papers submitted and whether the response to RFE is generally in order and others conditions. The committee can seek additional information from the applicants, if needed. The response to the RFE not conforming to T&C will be outrightly rejected.

4.2 Technical Presentation/evaluation: The technical presentation will be made by the eligible agency before the Technical Evaluation. A detailed walkthrough Presentation to be submitted to the Department after receiving the invitation for the presentation. The Department will empanel top 10 scored/ranked agencies for 02 years initially, which may be extended for another one year based on their performance. The parameters for technical evaluation & scoring are given below:

S. No.	Parameters	Marks
I.	Scratch of quality Video spot (upto 03 minutes) on one of the flagship schemes of DA&FW (Conceptualization, content/script, overall treatment)	10
II.	Scratch of good quality audio spot/jingle (upto 01 minute) (Conceptualization, content/script, overall treatment)	05
III.	Proof of already produced video spots in agriculture sector for Central/State Government only during last 03 years i.e. 2020-21 2021-22 and 2022-23. (1 mark for each production and maximum 10 marks for 10 productions)	10
IV.	Certificate duly signed, verified & stamped by Chartered Accountant with membership no. w.r.t cumulative turnover from the audio & video production during last three financial years i.e. 2020-21, 2021-22 and 2022-23. (Rs.1.5 Crore-03 Crore- 05 marks, 03-05 Crore-07 marks more than 05 crore-10 marks)	10
V.	Any awards by Govt. Organization/Department/Ministry or International Organization (International-05 marks, National-04 marks and State-03 marks)	05
VI.	Creative ideas on AV production in agriculture sector	05
VII.	Nos. of creative team members/Team strength (Weightage would be given based on the professionals deployed)	05
	Total	50

4.3 Empanelment

- a) Agencies shortlisted for empanelment will be required to submit an affidavit as an acceptance of the terms and conditions laid down by the Department in the tender. The empanelment of the agencies with the Department does not guarantee for awarding work related to A&V production.
- b) No AV agency/producer will be eligible to have empanelment in more than one name (either in his/her own name or in the name of his/her close relative (spouse, dependent children/parents/brothers/sisters and other dependents).
- c) The empanelment is purely A&V production and not for multimedia works.

4.4 Allocation of Work

- a) The Department will invite the bids from the empaneled agencies in favor of the specific scope of work / assignments containing title, shooting location and other details. Thereafter L-1 agency(ies) will be called for the script/ concepts related with the assignment. **If** the L-1 score is equal in case of more than one agency, the Department reserves the right to award the work based on the merit of their credentials (Ideas, Creatives, execution plan etc). Further in case of L-1 agency has not submitted the appropriate/ satisfactorily concept / script, the Department reserves its right to get it done from the next agency as per their rate quoted and follow on.
- b) The selected agency shall not assign the project to any other agency to perform its obligation under the agreement.
- c) The Department may at its own discretion allocate work to more than one agency at a time depending on the quantum, nature and priority of work, if other agency ready to accept/work on the L1 rate explored.
- d) All AV materials shall be delivered as a HD mixed Master (Digital file format) HD unmix Master Clean non texted versions of the film including Supers or Names and Designations, Graphics,

Maps, Titles (including opening title sequence) should be placed after the end of the program. One copy of the master with all versions, footage to be delivered on a HDD through hard disc, USB 2.0/Fire Wire Port/ Hard drive properly labeled for easy understanding.

- e) All aspects of the production i.e., Camera, Sound, Light, Grip Equipment Transportation & Logistics, Creative and Technical personnel, Director; Post- Production-Editing, Music, Voice Over, Graphics, Translation, Dubbing and Mastering or any other arrangements to be made in order to deliver a final film as per the prescribed. All footage captured will belong to the Department. In the event of any stock footage or music, agency must use lawful licensed stock and the license must be provided to the Department by the agency.
- f) In case, the Department does not find the creative of the agency up to its satisfaction, the Department may ask the agency to make changes (including shoot) till the final approval of the competent authority. Even after providing reasonable opportunity, if agency fails to perform, then the Department reserves its right to get it done from next agency as per their rate quoted or any other agency/agencies for which the agency will have no obligation and not raise any bills, dispute in this context, at any point of time.
- g) The Department will not be liable to make any payment or amount on account of conceptualization/designing/artwork etc. for the concepts/designs prepared by the agency but not selected. The agency should not have any objections to the said procedure and shall not dispute/claim any amount at any time in future.
- h) Payment shall be released only after satisfactory completion of the job in all respects through e-payment. No advance payment will be paid to the agency. In case of failure to fulfill the terms and conditions of the job agreement/tender, the DA&FW can reduce the payment amount based on the actual conditions.
- i) In case, when the time period is too short or any other exigencies, the job may be entrusted to any of the empanelled agencies or any other agency which DoE deems fit to meet the deadline.

5. GENERAL CONDITIONS

5.1 Penalties

- a) In case of delay in execution of the assigned work by the agency, the Department may impose a penalty, as per specified norms in GFR. If the delay is beyond stipulated time, then the Department may annul the project and shall be free to get it done from other agencies at the risk and costs of the appointed agencies. DoE may debar and blacklist the Agencies for applying in its future empanelment also".
- b) If any of the services performed by the Agencies fail to conform to the specifications of the assigned project or in the event of failure of the project due to indifferent (such as inadequate interactions with the Department), negligent (such as quality of deliverables not up to the mark), non supportive attitude (such as non- engagement of adequate resources in the prescribed time frame) of the Agencies and the Department decides to abort the contract because of such failure, then a sum up to 50% of the value of the contract shall be recovered from the Agencies. This shall be without prejudice to other remedies available under law and this agreement with the Department.

6. GENERAL TERMS AND CONDITIONS OF AGREEMENT

The following terms and conditions are of a general nature, and are given here only for the information of the applicant.

6.1 Nativity

The organization must be incorporated in India.

6.2 Relationship

- a) Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent as between the "Department" and the "Applicant". No partnership shall be constituted between DoE and the applicant by virtue of this empanelment nor shall either party have powers to make, vary or release agreement obligations on behalf of the other party. The applicants shall be fully responsible for the services performed by them or on their behalf.
- b) Neither party shall use the other parties' name or any service or proprietary name, mark or logo of the other party for advertising or promotional purpose without first having obtained the other party's prior written approval.

6.3 Right to rejection and Right to annulment

The Department reserves the right to reject any request for empanelment and to annul the empanelment process and reject all such requests at any time prior to empanelment, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.

6.4 No obligation

Empanelment with the Department does not guarantee that any or all applicants shall be awarded any project / assignment as a result of this empanelment.

6.5 Confidentiality

Information relating to evaluation of application and recommendations concerning awards shall not be disclosed to the applicants who submitted the applications or to other persons not officially concerned with the process. The undue use by any applicant of confidential information related to the empanelment process may result in the rejection of their application.

6.6 Governing Language

All documents relating to agreement shall be written in English/Hindi Language.

6.7 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

6.8 Jurisdiction of Courts

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in New Delhi only.

6.9 Amendment

At any time prior to deadline for submission of applications, the Department may for any reason, modify this document. The amendment document shall be notified through website and such amendments shall be binding on all applicants.

6.10 Agency's Obligations

- a) The Agency is obliged to work closely with the Department's staff, act within its own authority and abide by directives issued by the Department.
- b) The Agency will abide by the job safety measures prevalent in India and will free the Department from all demands or responsibilities arising from accidents or loss of life caused by Agency's negligence. The Agency will pay all indemnities arising from such incidents and will not hold the Department responsible or obligated.

- c) The Agency is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanor.
- d) The Agency will maintain confidentiality of all data and information about the Department, obtained in the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Department.

7. SPECIFIC TERMS AND CONDITIONS

- 7.1** The Department will have the right to drop any agency without assigning any reason whatsoever. The Department also reserves the right to modify the terms and conditions for empanelment.
- 7.2** The agency is expected to maintain a high level of professional ethics and will not act in any manner, which is detrimental to the Department's interest. The agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication.
- 7.3** The agency (personnel) should be able to execute orders at short notice and even on holidays.
- 7.4** Agency should have resources with proficiency and related facilities in all Scheduled Indian Languages
- 7.5** Selection of work will be entirely at the Department's discretion and the details of the scope of work will be intimated for each production to the empanelled agencies for inviting concept and L1 rate quote.
- 7.6** The detailed T&C will be mentioned in the respective Work Order for A&V production.
- 7.7** Work/ Commercial once selected will be the property of the Department and it can be repeatedly used in different media like print, outdoor, electronic, etc without seeking permission from concerned agencies or paying any commission/fees/royalty. The agency has to provide an original soft copy of the open file to the Department. The agency cannot use the concept, or work for other clients once the Department selects it.
- 7.8** The Department reserves the right to make necessary modifications to the selected work, concept, etc.
- 7.9** The Department reserves the right to rejection of any/all applications without assigning any reason whatsoever. All decisions taken by the Department would be final and no further representation in this regard will be entertained.
- 7.10** The agency will be debarred from empanelment, if the work is found unsatisfactory and not meeting the timeliness as well as quality. The decision of the Department will be treated as final.
- 7.11** The prevailing Government instructions/guidelines/policy decision will be adhered to during the entire process of empanelment as well as award of contract.
- 7.12** The agency/bidder may submit all the documents after proper indexing /page numbering and clean copy of the documents.

Disclaimer- All information contained in this Request for Empanelment (RFE) provided/clarified is in good interest and faith. This is not an agreement and this is not an offer or invitation to enter into an agreement of any kind with any party. The DA&FW reserves the right to reject any or all of the applications submitted in response to this RFE document at any stage without assigning any reasons whatsoever.

ANNEXURE - I

Application Proforma for Empanelment of Agency

S.No.	Item	Attach Proof (Y/N)	Page No.
1.	Copy of agency's Registration Certificate		
2.	Copy of PAN & GST		
3.	Copy of proof w.r.t agency currently empanelled with CBC for similar jobs/work.		
4.	Proof of already produced video spot in agriculture sector for Central/State Government only during last 03 years i.e. 2020-21 2021-22 and 2022-23.		
5.	Certificate duly signed, verified & stamped by Chartered Accountant with membership no. w.r.t cumulative turnover from the audio & video production during last three financial years i.e. 2020-21, 2021-22 and 2022-23.		
6.	Any awards by Govt. Organization/Department/Ministry or International Organization (International-05 marks, National-04 marks and State-03 marks)		
7.	Copy of 02 address proof of the agency with Head Office at Delhi/NCR		
8.	Affidavit- Self Declaration that the agency has never blacklisted/debarred/ suspended / banned by any Ministry / Department of State or Central Government/PSU duly signed by authorized signatory of the agency with seal.		

Full Name and Designation.....
Address.....
Phone & Mobile No.....
e-mail id

Dated: Place.....

DECLARATION (ON THE RESPONDENT’S LETTER HEAD)

DECLARATION

- i. I, _____(Name & Designation) 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 debarred from empanelment.
- ii. I permit the Department to inspect my records to ascertain the above facts.
- iii. I permit the Department to cross check the above facts from any other source.
- iv. I or my authorized representative, if required by the Department, would make a presentation before the duly constituted Committee at my own cost.
- v. I will abide by the decision of the Department regarding empanelment.
- vi. I as an authorized representative of company, declare that presently our Company/ firm is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.
- vii. I have read & understood the RFE and agree to all the terms & conditions stated therein.
- viii. Agency was never blacklisted by any agency/Government Department.

Full Name and Designation.....
 Address.....
 Phone & Mobile No.....
 E-mail id

Dated: Place.....