



मुख्य निर्वाचन अधिकारी - दिल्ली कार्यालय  
OFFICE OF THE CHIEF ELECTORAL OFFICER-DELHI

पुराना सेंट स्टीफन कॉलेज भवन  
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Dated: 31/08/2023

FN.13/CEO/SVEEP/Selection of Agency/2022/ 884

**NOTICE INVITING APPLICATIONS FROM BOC/DAVP EMPANELLED AGENCIES BASED IN DELHI NCR FOR EMPANELMENT IN THE OFFICE OF CHIEF ELECTORAL OFFICER (CEO) -DELHI FOR PRINT & OUTDOOR MEDIA CAMPAIGNS.**

The office of the Chief Electoral Officer, Delhi intends to empanel agency(ies) for the office of the Chief Electoral Officer (CEO), Delhi out of the agencies empanelled with Bureau of Outreach Communications /BOC (erstwhile DAVP/ Directorate of Audio Visual Publicity), GOI for carrying out Print & Outdoor Media campaigns of this office at DAVP rates. The empanelment will be for advertisement through Print & Outdoor Media campaigns **for which estimated cost of the work may be Rs. 03 Crores. However, actual work shall be varied as per requirement of this office as well as instructions from Election Commission of India.** This notice is also available on the website of CEO-Delhi i.e. [www.ceodelhi.gov.in](http://www.ceodelhi.gov.in) and the website of the Government of NCT of Delhi i.e. [www.delhi.gov.in](http://www.delhi.gov.in) for information to all.

**Background:-** Office of the Chief Electoral Officer, Delhi working under the control of the Election Commission of India, undertakes various campaigns, events etc. relating to Voters' Education/ Awareness. Wide publicity of these campaigns/events through various types of media at DAVP rates is undertaken by this office out of which Print & Outdoor Media is also observed to be an effective medium.

**Procedure for empanelment:-**

- All Interested Bureau of Outreach Communications/BOC (erstwhile DAVP/ Directorate of Audio Visual Publicity), GOI empanelled agencies specialized in the above said category/medium of advertisement are requested to attend briefing session organized by SVEEP branch, O/o CEO, Delhi on 6.9.2023 at 3.30 pm in conference hall of O/o CEO-Delhi.
- Thereafter present/submit soft copies (in PDF) of 05 different creatives each based on the theme 'Women Participation, Urban/Youth Apathy' for perusal of members of Selection Committee latest by 25.9.2023 by email at [ceodelhisveep@gmail.com](mailto:ceodelhisveep@gmail.com).
- Thereafter, based on the creatives submitted, shortlisted agencies will be invited for Power Point Presentation for final selection before the State Level Selection Committee for empanelment with office of Chief Electoral Officer, Delhi as per time/schedule to be intimated later.

**Terms & Conditions:-**

1. The firm/agency/company must have valid PAN No. under IT Act, & valid GST No. under Goods & Services Tax Act. The firm/agency/company should have GST Registration in Delhi. In case of non GST Registration in Delhi, The firm/agency/company must have to submit an undertaking to the effect that the firm/agency/company shall obtain GST Registration certificate of Delhi within one month from the date of receipt of empanelment letter/agreement or before release of any payment by O/o Chief Electoral Officer-Delhi whichever is earlier, failing which agency shall be responsible for any delay in payment which will be due towards to agency on account of the work executed and / or any action taken by O/o Chief Electoral Officer- Delhi or GST Department in this regard.



2. The firm/agency/company must be incorporated or registered in India under the relevant laws.
3. The firm/agency/company must have valid empanelment with BOC/DAVP.
4. The firm/agency/company should have sufficient infrastructure to execute the work.
5. The firm/agency/company blacklisted by any of the Govt. Department/Organizations is not eligible to participate. The applicant will submit an Undertaking to the effect that the firm/agency/company has not been blacklisted by any of the Department/Organization of the Govt. of India/State Govt. /Government of NCT of Delhi/PSUs and no criminal case is pending against the said firm/agency/company.
6. The applicant firm/agency/company should have their office/workstation/ creative studio in Delhi NCR.
7. All BOC/DAVP empanelled agencies' in the appropriate category and fulfilling the terms and conditions given in this notice will be eligible to apply for selection/empanelment by CEO-Delhi.
8. The firm/agency/company must have to submit duly filled Performa enclosed (Annexure-I) along with:-
  - i) Self-attested copy of Valid PAN Card of. the firm/agency/company
  - ii) Self-attested copy of Valid GST Number of the firm/agency/company
  - iii) Self-attested copy of Valid Registration certificate of firm/agency/company
  - iv) Self-attested copy of valid empanelment with BOC/DAVP.
  - v) Letter of Authorized Signatory (Other than the proprietor, if he/she apply himself/herself)
  - vi) An Undertaking to the effect that the firm/agency/company has sufficient infrastructure to execute the work.
  - vii) An Undertaking to the effect that the firm/agency/company has not been blacklisted by any of the government/ departments/organizations and no criminal case is pending against the said firm/agency/company.
  - viii) Five different creative's (colored) each on the theme '**Women Participation, Urban/ Youth Apathy**'
9. Each and every document up-loaded along with the application should be signed by the Authorized signatory of the firm/agency/company and the same should be submitted along with the application (Annexure-I) on the given email ID. The subject of the email to be mentioned clearly as "Application for Empanelment in Print & Outdoor Media".
10. Above-mentioned all documents must be submitted along with application at given email ID before the last date of submission of application i.e.25.9.2023.
11. All documents/annexure submitted should be clearly legible. Incomplete or illegible applications will be rejected at the very first stage and their creatives, if submitted, will not be placed before the committee.
12. The application, along with enclosures (documents, creative's etc.) must be submitted through the given e-mail ID. However, the applicants may additionally submit the hardcopy of creative's to SVEEP Branch, Room No.36, office of CEO-Delhi, Old St. Stephen's College Building, Kashmere Gate, Delhi latest by 5.00 pm on 25.9.2023.
13. The interested firm/agency/company may visit the websites of CEO-Delhi i.e. [www.ceodelhi.gov.in](http://www.ceodelhi.gov.in) and Election Commission of India (ECI) i.e. [www.eci.gov.in](http://www.eci.gov.in) and social media accounts of CEO-Delhi on Face book, Instagram, Twitter and You tube @ceodelhioffice for getting idea required of this office analyzing themes for preparation of creative's etc.





14. Interested BOC/DAVP empanelled agencies specialized in the Print & Outdoor media are requested to present/submit soft copies (in PDF) of their creative's based on the theme '**Women Participation, Urban/ Youth Apathy**' for the perusal of members of Selection Committee, constituted for this purpose, latest by 25.9.2023 at email ID: [ceodelhisveep@gmail.com](mailto:ceodelhisveep@gmail.com).
15. Thereafter, based on the creative's submitted, shortlisted agencies will be invited for Power Point Presentation for final selection before the State Level Selection Committee for empanelment with the office of Chief Electoral Officer, Delhi as per time/schedule to be intimated later.
16. The intimation to shortlisted firms/agencies/companies for giving Power Point Presentation will be given on the e-mail ID provided by them in the Performa (Annexure-I) for applicants particular.
17. The Chief Electoral Officer, Delhi reserves the right to accept or reject one or all the applications or accept any application in part, without assigning any reason thereof.
18. The Chief Electoral Officer, Delhi also reserves the right to make a panel of agencies at the BOC/DAVP rate. The Chief Electoral Officer, Delhi also reserves the right to award work to more than one agency at the BOC/DAVP rate.
19. The successful firm/agency/company shall depute at least one liaison officer/manager to deal & coordinate with the Officers of CEO-Delhi.
20. The empanelment will be for a period of one year. The contract/empanelment may be extended for a period of up to two more years with mutual consent, on the same terms and conditions and satisfactory performance of work.
21. The creative's selected/approved by the office of CEO-Delhi will be exclusive proprietary of CEO-Delhi/ECI. The selected firm/agency/company will never use/share these creative's with another person /authority /firm /agency /company etc. without permission of O/o CEO-Delhi.
22. The publicity/advertisement will be carried out at BOC/DAVP Rate.
23. No advance payment will be made in any circumstances.
24. No Separate/additional production charge/cost will be given for the preparation of creative's in the case where publicity is also being done through the empanelled agency.
25. The successful firm/agency/company will have to sign an agreement with the CEO-Delhi or with any other officer authorized by him/her before the execution of the work and within seven working days of the offer for the award of work/empanelment.
26. Any person who is in Government service or an employee of the Department should not be made a partner to the contract, by the Contractor directly or indirectly in any manner whatsoever.
27. The firm/agency/company who is allotted the work shall have to deposit a Performance Security Deposit equivalent to 5% of the estimated value of work (Rs. 03 Crore approx.) in the form of a Bank Guarantee/Demand Draft/Fixed Deposit in a Bank in the name of the DDO, CEO, Delhi and should remain valid for a period of sixty days (60) beyond the date of completion of all contractual obligations of the contract. In case of failure on the part of the contractor to execute the work as per terms & conditions and to the full satisfaction of the CEO-Delhi, the Performance Security Deposit furnished by him shall be forfeited. Besides it, the firm/agency/company may also be blacklisted.





8. The applicant should be able to complete the work within the stipulated time as given by O/o CEO, Delhi. For any delay, the firm/agency/company shall be liable to pay a fine of ₹25,000/- (Rupees Twenty Five Thousand) per day or 25% of the work awarded subject to maximum of performance security. .
29. The department reserves the right to cancel the contract or to withhold payment in the event of non-commencement or unsatisfactory performance by the successful firm/agency/ company. The performance guarantee of the firm/agency/company shall also be forfeited. In such eventuality, the Department further reserves the right to get the work done from any other BOC/DAVP empanelled agency at the cost of contractor and the firm/agency/company may be blacklisted by the department for a period of three years to participate in any kind of work.
30. The department also reserves the right to cancel the contract, in case the empanelment of the agency is cancelled/terminated/suspended/ blacklisted etc. by BOC/DAVP or de-empanelment/expiry of validity by/with BOC/DAVP during the currency of contract.
31. In the event of any question, dispute or differences arising between the parties relating to interpretation and application of a provision of this agreement, such disputes or differences shall be resolved amicably with the mutual consultations through a Dispute Redressal Committee which will be constituted by CEO-Delhi and on failure to settle the dispute, the matter shall be referred for arbitration. The decision of the Arbitrator to the agreement in this regard shall be final and binding upon both the parties. The cost of arbitration will be borne by both parties on an equal basis.
32. The parties shall continue to perform their obligations under this agreement during arbitration proceedings. The location for arbitration will be within the NCT of Delhi. The arbitration procedure will be as per the Indian Arbitration and Conciliation Act, 1996. Further, the power to appoint Arbitrator vests with Hon'ble Lt. Governor of Delhi.
33. Any dispute shall be subject to the exclusive jurisdiction of Delhi Courts.



(Subodh Rawat)  
Assistant CEO (SVEEP)

To,

All BOC/DAVP Empanelled Agencies based in Delhi NCR



**PROFORMA FOR APPLICANT'S PARTICULARS**

1	Name of Work	Advertisement by Office of CEO-Delhi through Print & Outdoor Media on BOC/DAVP rate.
2	Name of the firm/agency/company	
3.	Registered Office Address of the firm/agency/company	
4.	PAN No.	
5.	GST No.	
6.	Name of Proprietor/Partners/all Directors etc.	
7.	Contact details of the firm/agency/company in Delhi NCR: a) Phone No. b) Mobile No. c) Email ID: d) Correspondence address:	
8.	Name & Designation of Authorized Signatory	
9.	Contact details of the Authorized Signatory: a) Phone No. b) Mobile No. c) Email ID: d) Correspondence address:	

All the terms and conditions mentioned in the notice for inviting application, for empanelment, are accepted and binding on me/us.

Enclosure:

- (i) Letter of Authorized Signatory (Other than the proprietor, if he/she apply himself/herself)
- (ii) Self-attested copy of Valid PAN Card of the firm/agency/company
- (iii) Self-attested copy of Valid Registration certificate of firm/agency/company
- (iv) Self-attested copy of Valid GST Number of the firm/agency/company
- (v) Self-attested copy of valid empanelment with BOC/DAVP.
- (vi) An Undertaking to the effect that the firm/agency/company has sufficient infrastructure to execute the work.
- (vii) An Undertaking to the effect that the firm/agency/company has not been blacklisted by any of the government departments/organizations and no criminal case is pending against the firm/agency/company.
- (viii) Five different creative's each on the theme 'Women Participation, Urban/ Youth Apathy "

(Signature of the Applicant)