

CAPACITY BUILDING COMMISSION OF INDIA
Jawahar Vyapar Bhavan ,Janpath, New Delhi-110001

No. 17-11/2021-CBC

Dated: 17th March , 2022

INVITATION of EXPRESSION OF INTEREST (EOI) for EMPANELMENT of MULTI-MEDIA CREATIVE AGENCIES

Capacity Building Commission of India invites EXPRESSION OF INTEREST (EOI) from reputed multi-media Creative Agencies, which are already empanelled with Bureau of Communication (erstwhile DAVP), for design and production of creative content and materials. The empanelment will be done in different categories as per the eligibility criteria mentioned below:

CATEGORY—MULTI-MEDIA CREATIVE AGENCY

- (i) As per empanelled list of BOC (erst while DAVP) Multi media Agenices
2. Agencies should apply proforma given at Annexure A and B in two separate envelopes marked A and B.
3. Agencies to develop and submit Concept as described in **Annexure C** and submit the along with envelope B.
4. Sealed EOI must be submitted in person or by post to Director, Capacity Building Commission by 05:00 pm on **28th March 2022**.
5. Failing to submit the EOI in the prescribed format would result in disqualification of the Agency/firm and no further request would be entertained.
6. Agencies meeting the criteria will be called for technical presentation and only those firms whose submissions are passed by the committee will be empanelled.
7. The empanelment would be valid for a period of 1 year. If BOC revises the empanelment list and empanelled firm loses its registration in BOC , the firm will automatically get delisted from empanelled list of CBC.
8. The Commission would review the empanelment periodically. It shall also seek fresh applications from those agencies that are not already empanelled.
9. At the end of the 1 year empanelment, the empanelled agencies shall again apply afresh
10. CBC will issue tenders/ advertisements as per its requirements of creative content and materials from time to time. Desirous empanelled agencies may apply at the time advertisements/ tender document is floated on the website. CBC will not pay any advance for any job. Payment will be made only after satisfactory completion of job and submission of bill.
11. Empanelment does not guarantee that the work will be provided to the agency necessarily.

12. CBC reserves the right to cancel/ refuse the empanelment of any creative agency/ firm at any time on grounds of unsatisfactory services and conduct without assigning any reason.
13. All work would be allocated as per BOC(erstwhile DAVP) Terms and Conditions and as per BOC(erstwhile DAVP) guidelines as applicable from time to time.

Anurag Kumar
(Under Secretary)
Phone:-01123701130
Email: cbc-dopt@gov.in

I. AGENCY INFORMATION

1. Name

A. of the proposer:.....

B. of the Company:.....

1. Contact Information

2.1 Address:.....

.....

.....Pin.....

2.2 Telephone:

Office 1:.....

Office 2:.....

Fax:.....

Email:.....

Other Offices:

Office:.....

Mobile:.....

Home:.....

Fax:.....

Email:.....

2. Details of in-house/studio/printing facilities and office infrastructure (attach documentary proof):

3. Professional experience of the firm (also attach documents for proof of experience in social sector communications):.....

4. Sector wise specialization (with proof of work completed): -

Democracy/Governance:

Health Sector:

Education:

Infrastructure:

Banking and Finance:

Arts and Culture:

Any other, specify:

5. Details of team members (with CVs of all):.....

.....

.....

6. Details of empanelment status with DAVP (with documentary proof)

7. Legal status of Organization:

(a) Is it a registered firm/company? : Yes/No

(Photocopies of the certificate of registration should be attached)

(b) Is your organization a proprietorship : Yes/No

Firm, partnership firm or company? (Attach Document)

(If a partnership firm, state the name/s and address/es of your partners. If company, state the name and Address of Directors)

(c) State whether the proprietor/any of the Partners/Directors is/are retired Government officials. (If yes, the date of his/her/their retirement and the Department from which retired) :

Yes/No

8. Has the Agency/its sister concern/any director even been blacklisted/defaulted by any organization? : Yes/No (If yes, give details)

SIGNATURE
(of authorized signatory)
Full Name and designation

II. 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 the Capacity Building Commission of India to inspect my facilities and other records to ascertain the above facts.

(iii) I permit CBC to cross check the above facts from any other source.

(iv) I or my authorized representative, if required by CBC would make presentation before selection committee at my own cost.

(v) I will abide by the decision of CBC regarding allocation of works.

(vi) Hereby, I declare that I shall adhere to the terms and conditions of CBC.

Signature.....

Full Name.....

Date.....

(Seal of organization)

ANNEXURE B
FINANCIAL INFORMATION

1. Audited income Tax Returns and balance sheets of the agency/firm for the last three financial years.

2. Copies of PAN number and GST number

Capacity Building Commission (CBC) Requirements

Summary: To get an understanding of the conception of Capacity Building Commission by the media firms

Theme: to utilize colors of the CBC Logo (files attached in annexure)

CBC's Mandate:

- Facilitate preparation of Annual Capacity Building Plans of departments, ministries, and agencies
- Prepare and present Annual State of Civil Service Report to the Prime Minister's HR Council
- Analyse learning/ competency related data from iGOT- Karmayogi, online training platform
- Approve Knowledge Partners and Content Validation mechanism for training of civil servants
- Functional supervision over all training Institutions involved in capacity building of civil servants
- Make Policy recommendations to DoPT on personnel/ HR and Capacity Building
- Evolve a harmonious de-siloed approach to improve civil service capacity
- Drive standardization, harmonization and shared understanding of Capacity Building
- Audit of Human Resources in Government and outcomes of the Capacity Building efforts
- Create shared learning resources, including internal and external faculty and resource centres

Detailed document attached in annexure.

Firms to submit:

1-2 graphics for social media

10-20 second promo video (animated/non-animated) of CBC(optional)

Annexure:

- 1) Logo: https://drive.google.com/drive/folders/10Fdecm-hvncIUgc9AAAj_Lr1PsC7_-ID?usp=sharing
- 2) Commission Brief: <https://drive.google.com/file/d/1Dkz3TtRZboipwW6N382144bH3rJUxXCs/view?usp=sharing>
- 3) Website: cbc.gov.in