

**Brand and PR Department
Bharat Petroleum Corporation Limited,
Bharat Bhavan,
4 & 6 Currimbhoy Road, Ballard Estate,
Mumbai – 400001**



**Expression of Interest (EOI)
For
Empanelment of Advertising Agencies**

**EOI Ref: BNPR.10.AdvertisingAgency
Date: 21.03.2018**

Due Date: 05.04.2018 at 15.00 Hours IST

Expression of Interest (EOI) Empanelment of Advertising Agencies

Bharat Petroleum Corporation Limited is a Fortune 500 Oil & Gas Maharatna PSU engaged in Exploration, Refining & Marketing of Petroleum Products.

1. Bharat Petroleum Corporation Ltd. wishes to empanel advertising agencies of repute for handling its media buying, commercial advertising, statutory branding / non-branding communication jobs, events & exhibitions, other branding jobs and PR.
2. For details of EOI and supporting documents, please log on to <https://www.bharatpetroleum.in/tenders/tenders.aspx> under category Brand. Agencies need to download the EOI documents from the website link mentioned above. Any corrigendum on this notification will be published only on this website.
3. The EOI document is also inclusive of the following annexures and forms:
 - a. Scope of Work (**Annexure I**)
 - b. Process of Empanelment which includes Fulfilment of Eligibility Criteria (EC), Quantitative assessment on basis of documents submitted by Agencies, and Qualitative Assessment (**Annexure II**)
 - c. Details of Advertising Agencies and declaration form (**Annexure III**)
 - d. Format A, Format B, Format C-1, Format C-2, Format C-3, Format C-4 and Format D
4. **Period of empanelment:** The advertising agencies shall be empanelled for two years with provision for extension by one more year subject to satisfactory performance.
5. BPCL reserves the right to seek any additional information / documentary proof and do scrutiny if need be in connection with empanelment of agencies.
6. Authorised signatory of agencies shall have name, sign, and stamp on all the EOI documents including all Annexures and Forms. Forms shall be duly filled. The authorised signatory shall be:
 - i. Proprietor in case of proprietary concern.
 - ii. Authorised partner in case of partnership firm.
 - iii. Director, in case of a limited Company, duly authorized by its board of directors to sign.

If for any reason, the proprietor or the authorised partner or director as the case may be, are unable to sign the document, the said document should be signed by the constituted attorney having full authority to sign the EOI documents and a original copy of such authority letter as also the power of attorney (duly signed in the presence of a Notary public) should be submitted along with EOI.

7. BPCL reserves the right to change the number of agencies to be empanelled.

8. BPCL's decision on any matter regarding short-listing of advertising agencies shall be final and any applicant shall not enter into any correspondence with BPCL unless asked for.
9. The agencies working on accounts of competitors will be allowed to participate in the process of empanelment provided they agree to position a dedicated team on BPCL account.
10. Consortium bids are not allowed.

11. Disqualifications

Bharat Petroleum Corp Ltd at its sole discretion and at any time during the evaluation of proposal disqualifies any respondent, if the respondent has:

- i. Bids submitted after the due date and time as mentioned below, or not in the prescribed format is liable to be rejected. BPCL does not take any responsibility for any delay in submission of bids. No claims on this account shall be entertained.
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility criteria.
- iii. If BPCL is unable to evaluate any offer for want of information, such offer will not be considered.
- iv. Failed to provide clarifications related thereto, when sought for.
- v. Submitted more than one proposal
- vi. Declared ineligible by the Government of India/ PSU for corrupt and fraudulent practices or blacklisted/Holiday listed in any PSU / Government of India.

12. Important Notes:

- i. All documents should be submitted in a sealed envelope with all pages properly numbered, duly signed, named & stamped and an index clearly indicating the documents submitted in support of each item of Eligibility Criteria and Stage 2 of Evaluation Methodology i.e. Quantitative assessment on basis of documents submitted by Agencies.
- ii. All documents, (except work orders and completion certificates, GST Registration / Certificates., and Latest Income Tax registration / Certificate, memorandum & articles of association, company registration certificate, Pan Card , MSME registration, Audited Balance Sheet & Profit and Loss Account, INS accreditation certificate) including the various Annexures and Formats (A, B ,C-1, C-2, C-3, C-4), etc. are to be submitted only in original and BPCL reserves the right to reject the EOI without seeking clarifications or additional documentation in case photocopies are submitted in place of original documents.

- iii. In Formats C-1, C-2, C-3, C-4, details of all assignments submitted have to be entered in a tabular form and signed by the Authorised Signatory of Bidder.
- iv. This has to be further certified from the Statutory Auditor and has to be submitted along with documents pertaining to each individual assignment submitted (work order, completion certificate, proof of assignment). Unless Formats C-1, C-2, C-3, C-4 is submitted for each individual assignment, BPCL reserves the right to reject the EOI summarily without seeking clarifications or additional documentation.
- v. If any of the documents to be submitted in support of each of the items in Eligibility Criteria is not provided or is submitted in a format different from what has been sought, BPCL reserves the right to reject the EOI without seeking clarifications or additional documentation.
- vi. All agencies which are recommended for empanelment will be required to sign a standard agreement for non-disclosure and confidentiality with BPCL.
- vii. All further communications will be sent only to the email and/or address mentioned in the Annexure III (Details of the Agencies) and bidders should ensure correctness of data provided in the same.
- viii. All mails are to be acknowledged by revert mail.

13. Pre-bid meeting for the tender will be held on 28.03.2018 commencing at 11.00 Hrs. IST at the following address

General Manager (Brand & PR)
Brand and PR Department,
Bharat Petroleum Corporation Limited,
3rd Floor, Bharat Bhavan – I , 4 & 6 Currimbhoy Road,
Ballard Estate, Mumbai – 400001

14. **Submission of Expression of Interest:** Interested agencies shall have name, sign, and stamp on all the EOI documents including all Annexures and Formats, duly fill the forms and enclose all the relevant supporting documents, and are requested to submit their EXPRESSION OF INTEREST in writing along with all the above documents in sealed envelopes to be dropped in the tender box kept at the following address on or before the due date i.e. 05.04.2018, 15.00 Hrs. IST.

The envelopes should be superscribed “EOI – Empanelment of Advertising Agencies”

General Manager (Brand & PR)
Brand and PR Department,
Bharat Petroleum Corporation Limited,
3rd Floor, Bharat Bhavan – I , 4 & 6 Currimbhoy Road,
Ballard Estate, Mumbai – 400001

For clarifications, if any, please feel free to contact the undersigned (Phone: 022-22713343) or Dr. Pravin Kuhikar (Phone: 22713332) on any working day between 10:00 am to 4:00 pm.

Thanking you,

Yours faithfully,
For **Bharat Petroleum Corporation Ltd.**,

Anil Ahluwalia,
General Manager, Brand & PR

Annexure I

Broad Scope of Work

The empanelled advertising agencies shall be working on various communication assignments. The brief Scope of Work giving an indicative list of assignments is as follows:

- Media Campaigns: Financial ads, AGM Speech Advertisement, Recruitment Advertisements, Corporate Advertisements, Product Advertisements, Internet Advertisements, Radio & TV Commercials, Outdoor advertisements, Hoardings and others.
- Publication of Notices Inviting Tender (NITs)
- Institutional campaigns, including Event Management and advertisements
- All designing and creative jobs
- Routine Printing Jobs such as Banner, backdrop, Standee, Brochure, Leaflets, Handouts, Flyers, Pamphlets, House Journals etc.
- Specialised jobs like Outdoor branding, Printing of Coffee Table Books, Printing jobs with customized effects like Snowing, Spot UV, Raised UV etc
- Printing of Diary, Calendar, Notepad, Annual Report, Sustainability Report, and other corporate reports pertaining to different departments etc
- Short Films, Audio Visuals and Multi Media presentations etc
- Exhibition Management - Both India and abroad
- Event Management
- Industrial Photography/videography
- Corporate Gifts/Mementos/Giveaways
- Public Relations activities and organising media gathering/Press Conference. Providing strategic PR support to top management etc
- Support during Crisis Management
- Social Media/Digital Media management etc
- Such jobs for Ministry for Petroleum & Natural Gas and other organizations with which the company may be associated within the ambit of the broad scope of work above.

The above is an indicative and not an exhaustive list of communication activities that may be undertaken by company in future. However, the activities would be undertaken in line with the company's business and communication strategy and it may be possible that company may not undertake some of the activities mentioned above during the period of empanelment.

Annexure II

Process of Empanelment: Empanelment of agencies will be a three stage process:

- A. **Stage 1:** Fulfilment of Eligibility Criteria
- B. **Stage 2:** Quantitative assessment on basis of documents submitted by agencies
- C. **Stage 3:** Qualitative Assessment

A. Stage 1: Fulfilment of Eligibility Criteria (EC)

Agencies have to qualify the following Eligibility Criteria (EC) to be eligible for Stage 2 of the empanelment process:

- i. **Turnover:** Annual Turnover should be minimum INR 15 Crore for each of preceding two financial years. i.e. FY 2015-16 and 2016-17

Documents required from agencies:

- a. Copy of duly audited Financial Statement (including Balance sheet and Profit & Loss Account) for each of preceding two financial years. i.e. FY 2015-16 and 2016-17 (English language only)
- b. Certificate from their Statutory Auditor as per proforma provided at Format A and B.

- ii. **Net Worth:** The agencies should have a positive net worth in each of the preceding two financial years. i.e. FY 2015-16 and 2016-17

Documents required from agencies:

- a. Copy of duly audited Financial Statement (including Balance sheet and Profit & Loss Account for each of preceding two financial years. i.e. FY 2015-16 and 2016-17 (English language only)
- b. Certificate from their Statutory Auditor as per proforma provided at Format A and B.

- iii. **INS Accreditation:** Mandatory and should be valid at the time of empanelment

Documents required from agencies:

- a. Copy of INS Accreditation certificate to be submitted

BPCL also reserves the right to ascertain the details directly from INS.

- iv. **Clientele:** At least 5 listed companies as clients in the preceding two years to be reckoned from due date of bid submission.

Note: A listed Company is defined as a company whose equity shares are listed on NSE/BSE as on due date of submission of response to the EOI and also during the period when the job was being executed.

Documents required from agencies:

- a. Copies of empanelment letter / work order as clients in the preceding two years to be reckoned from due date of bid submission
- v. **Print Jobs:** Should have designed at least 1 Annual Report and one more print job of Annual Report or Brochure or House Journals in its entirety for Listed companies and/or Ministry/ Departments of Government of India (directly or through any PSU) in the preceding two years to be reckoned from due date of bid submission

Documents required from agencies:

- a. One copy of the Annual Report and one more Annual Report or Brochure or House Journal along for Listed companies and/or Ministry/ Departments of Government of India (directly or through any PSU) in the preceding two years to be reckoned from due date of bid submission.
 - b. Copies of the work orders, completion certificates as per Format D from the clients and Format C-1 from Statutory Auditor
- vi. **Media Campaign:** Should have worked on at least two media campaigns of value above Rs 25 lakh in each case for Listed companies and/or Ministry/ Departments of Government of India (directly or through any PSU) in the preceding two years to be reckoned from due date of bid submission.

A media campaign is defined as one or more print advertisements /TVC designed/developed and published/released in media at a pre-determined frequency on the basis of a specific brief. Tender/Notice/EOI advertisements will not be considered as a campaign.

Documents required from agencies:

- a. Tear sheet of the print publication for the print media assignment and/ or CD of TV commercial in each case for Listed companies and/or Ministry/ Departments of Government of India (directly or through any PSU) in the preceding two years to be reckoned from due date of bid submission.
 - b. Copies of the work order, completion certificate as per Format D (which mentions the job value) from the clients and Format C -2 from Statutory Auditor
- vii. **Exhibition:** Should have designed, fabricated and installed atleast two pavilions at national/international exhibitions for Listed companies and/or Ministry/ Departments of Government of India (directly or through any PSU) in the preceding two years to be reckoned from due date of bid submission.

Documents required from agencies:

- a. Photographs of the Pavilions / Stalls put up for Listed companies and/or Ministry/ Departments of Government of India (directly or through any PSU) in the preceding two years to be reckoned from due date of bid submission.

- b. Copies of the work orders, completion certificates as per Format D from the clients and Format C-3 from Statutory Auditor.
- viii. **AV/Films:** Should have completed at least one audio visual/multimedia production work/ film for Listed companies and/or Ministry/ Departments of Government of India (directly or through any PSU) in the preceding two years to be reckoned from due date of bid submission.

Documents required from agencies:

- a. Copy of the Film in CD for Listed companies and/or Ministry/ Departments of Government of India (directly or through any PSU) in the preceding two years to be reckoned from due date of bid submission.
- b. Copies of the work order, completion certificate as per Format D from the clients, and Format C -4 from Statutory Auditor

The agencies meeting all the above criteria will be considered for further evaluation for empanelment and shall be evaluated on the criteria mentioned at Stage 2 below.

B. Stage 2: Quantitative assessment on basis of documents submitted by agencies

The agencies who meet the Eligibility Criteria (EC) shall be evaluated on the basis of an identified set of parameters based on the documents submitted. Scoring on the basis of the documents submitted will be 40 marks. Quantitative assessment criteria based on the documents submitted is as under:

Sr. No	Parameters	Maximum Marks
i	<p>Number of Oil and Gas Clients* and/or Maharatna/Navratna PSU companies in the preceding two years to be reckoned from due date of bid submission against Notice for Inviting EOI:</p> <p>1 Mark each Oil and Gas Clients * (<i>Other than Maharatna/Navratna PSU</i>)</p> <p>1 Mark each Maharatna/Navratna Clients (<i>Other than Oil and Gas</i>)</p> <p>2 Marks each Maharatna/Navratna PSU Clients if in Oil and Gas Sector</p>	12
ii	<p>Areas of Diversified services in the preceding two years to be reckoned from due date of bid submission against Notice for Inviting EOI:</p> <p>3 Marks each for (i) Audio- Visual Development/Film/Multimedia, (ii) Exhibitions, (iii) Event Management, (iv) Advertising, (v) Website/Internet communications / Social Media Management, (vi) Public Relations</p> <p>And</p> <p>2 marks for Offset and digital film production</p>	20

iii	Presence in the Locations of Selected BPCL's Office 2 Marks each for Delhi, Mumbai, Chennai, Kolkata. Agencies shall be required to give complete details of their own offices in these locations including address, Telephone number, Fax number, E-mail address, Contact person with designation. The Agencies shall have its own set-up at above places and in no case include the offices of any of their franchisees in the list.	8
Total		40

Note:

1. The agencies shall be required to submit copies of Empanelment Letters / Work Orders from their clients in support.
2. Copies of work orders (1 in each category of service) and completion certificate from client as per Format D during the last two years from due date of submission of response against Notice for Inviting EOI.
3. Agencies shall also require to submit a certificate from their Statutory Auditor as per Format-C1, Format-C2, Format-C3, and Format-C4.

Agencies need to score minimum 50% marks i.e. 20 marks or more (out of 40 marks) will be considered for further evaluation at Stage-3

C. Stage 3: Qualitative Assessment

The shortlisted agencies after stage 2 shall be invited to make a presentation on common brief which will be evaluated against the following parameters. Scoring on the basis of qualitative assessment will be 60 marks.

Sr. No.	Criteria	Maximum Marks
1	Understanding of BPCL Business Communication needs (for this purpose a brief will be shared with qualifying agencies based on which BPCL Business Communication needs will have to be developed)	10
2	Creative concepts and approach (for this purpose a brief will be shared with qualifying agencies based on which Creative Concepts and approach will have to be developed)	10
3	Offering Branding solutions both in conventional and digital/social media (for this purpose a brief will be shared with qualifying agencies based on which branding solutions will have to be offered)	15
4	Strength of client servicing and creative teams	5

5	Understanding of BPCL and its policies	10
6	Understanding of Industry, Government and Policies	10
	Total	60

The final ranking of the agencies shall be prepared on the basis of **cumulative marks** scored against criteria at **Stage 2** and **Stage 3** and the top 6 to 8 agencies will **be recommended for empanelment**, in the order of their rankings, subject to there being sufficient bidders qualifying stage 2.

Qualified agencies for the stage 3 will have to submit the commercial bid and also accept all the terms and conditions of BPCL including Integrity Pact for empanelment. Commercial bid format, all the terms and conditions of empanelment and Integrity Pact will be provided to qualified agencies for the stage 3.

Commercial bids of the 6-8 empanelled agencies will only be opened.

Annexure III

I. Details of Advertising Agencies for the Process of Empanelment

1	Name of the Agency, Registered Office Address, Tel No & Fax No, Website, Contact Persons Name, Email ID, Designation & Cell No.							
2	Constitution of the Firm :Sole Proprietor / Partnership – Registered before Registrar of Firms / Partnership – Unregistered / Pvt Ltd Co / Public Ltd Co / PSU / Govt.							
3	Year of Establishment or Incorporation/ Registration & Date, Registration No, Registration under which Act (also attach copy of Incorporation/ Registration)							
4	PAN Card No. (also attach copy)							
5	GST Registration No (also attach copy)							
6	MSME (Micro and Small) Registration No. if applicable. (also attach copy)							
7	Latest Income Tax registration / Certificate No. (also attach copy)							
8	INS Accreditation No (also attach copy)							
9	Bank Account Details, IFSC Code (Also attach copy of cancelled cheque)							
10	No. of Branch Offices:							
10 a)	Detailed Addresses of the branch offices:							
11	Name & contact details of key persons who will handle BPCL Account							
	Place	Contact Person	Client Servicing	Media Planning and Media Buying	Creative	AV /Films Production	Exhibitions & Event Management	Print Jobs
12	Whether agencies have a branch in following cities (Yes/No)							
	Mumbai							
	Delhi							
	Kolkata							
	Chennai							

13	Turnover (in Rs.Crore)	2015-16	2016-17
	Please attach certified copies of audited Profit & Loss Statement		
14	Accounts of the Agency	2015-16	2016-17
	No. of Oil And Gas clients (<i>other than Maharatna/Navratna</i>) (attach list)		
	No. of Maharatna/Navratna clients (<i>other than Oil & Gas</i>) (Attach list)		
	No. of Maharatna/Navratna clients in Oil and Gas sector (attach list)		
15	Areas of diversified services		
	(Please tick relevant box)		
15 a	Public Relations		
15 b	Media buying		
15 c	Audio-Visual Development		
15 d	Website/Internet Communications		
15 e	Offset and digital print production		
15 f	Exhibitions and Fabrication		
15 g	Event Management		
	A. We hereby confirm that the information given by us is true to the best of our knowledge and have no objections if the same is verified by BPCL		
	B. It is clearly understood that BPCL reserves the right to decide whether or not to consider the agency for potential business association		
	Date:	Signature of the authorised signatory:	
	Place:	Name	

II. Declaration Form: DETAILS OF RELATIONSHIP WITH BPC DIRECTORS

PART- A (Applicable where Manufacturer is Sole Proprietor)	
1.Name of Tenderer	
2.a.Office Address	
2.b.Residence Address	
3.Telephone	
4. State whether manufacturer is related to any of the director(s) of BPC	
5.If `Yes' to 4, state the name of the Director and manufacturer's relationship with him/her.	
Put 'NA' whichever is not applicable	
PART- B (Applicable where the manufacturer is a partnership firm)	
1. Name of the Partnership firm	
2.Address :	
3.Name of Partners	
4.State whether any of the partner is a Director to BPC	
5. If `Yes' to 4 ,state the names(s) of Directors.	
6.State whether any of the partner is related to any of the Director(s)of BPC	
7. If `Yes' to 6 state the name(s) of Director(s) and the concerned Partner's relationship with him/her.	
Put 'NA' whichever is not applicable	
PART - C (Applicable where the Manufacturer is a Public or Private Ltd. Co.)	
1. Name of the Company	
2.a.Address of Regd. Office	
2.b.Address of Principal Office	
3.State whether the company is a Pvt. Ltd. Co. or Public Ltd Co.	
4. Names of Directors of the Company	
5. State whether any of the Director of your Company is a Director of BPC .	
6.If `Yes' to (5) state the name(s) name(s) of the Director	
7. State whether any of the Director of your Company is related to any of the Director's of BPC.	
8. If `Yes' to (7) state the name(s) of Director and the concerned Director's (of the Vendor) relationship with him/her.	
Put 'NA' whichever is not applicable	

Format -A

**COVERING LETTER ON LETTER HEAD OF STATUTORY
AUDITOR/CHARTERED ACCOUNTANT***

To,

Date:

Sub: Certificate regarding

Dear Sir,

We (Name of Statutory Auditor/Chartered Accountant) are the Statutory Auditor/Chartered Accountant of M/s (Name of bidder).

We hereby confirm that we have issued following certificates:

- 1.
- 2.
- 3.

Thanking You,

Place

Date

(Signature)

Name of Authorised

Signatory

Designation

Membership no.:

Name of C A Firm:

Seal:

Encl.: As above

Note:

* Agency whose accounts are not audited by auditors as per Law/ jurisdiction, certification from a Chartered Accountant to be submitted.

Format -B

**FORMAT FOR STATUTORY AUDITOR'S/ CHARTERED ACCOUNTANT*
CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER**

We have verified the Annual Accounts and other relevant records of M/s..... (Name of the bidder) and certify the following

A. ANNUAL TURNOVER OF LAST 2 YEARS:

Year	Amount (Rs.)
Year 1: 2015-16	
Year 2: 2016-17	

B. NET WORTH (PAID UP SHARE CAPITAL AND FREE RESERVES & SURPLUS) LAST 2 YEARS:

Description	Amount (Rs.)
Year 1: 2015-16	
Year 2: 2016-17	

Name of Audit Firm/
Chartered Accountant
Date:

[Signature of Authorized Signatory]
Name:
Designation:
Seal:
Membership no.

Instructions:

1. The financial year would be the same as one normally followed by the Agency for its Annual Report.
2. The bidder shall provide the audited annual financial statements as required. Failure to do so would result in the Response against EOI being considered as non-responsive.
3. For the purpose of this EOI, (i) Annual Turnover shall be "Sale value/ Operating Income" and (ii) Net Worth shall be "Paid up share capital and Free Reserves & Surplus"

* Agency whose accounts are not audited by auditors as per law/jurisdiction, certification from a Chartered Accountant to be submitted.

Format C -1

(Page 1 of 2)

FORMAT FOR CERTIFICATE FROM STATUTORY AUDITOR FOR DETAILS OF PRINT JOBS DONE BY AGENCY DURING PAST TWO YEARS (AS SPECIFIED IN EC)

S No.	Description of Assignment	LOA/WO No. and date	Full Name, Postal Address & phone nos. of Client. <i>Name, designation of Engineer/ Officer-in-Charge</i>	Value of Contract/ Order (Specify Amount)	Value of Work Executed	Date of Commencement	Scheduled Completion Date	Actual Completion Date	Reasons for delay in execution, if any
	(1)	(2)	(3)	(5)	(6)	(7)	(8)	(9)	(10)
	PI refer instruction								
1									
2									
3									

Place:
Date:

[Signature of Authorized Signatory of Bidder]
Name:
Designation:
Seal:

Based on the Books of accounts of M/s _____ and other published information authenticated by it, this is to certify that the above information is correct.

Name of Audit Firm:
Chartered Accountant:
Date:

[Signature of Authorized Signatory]
Name:
Designation:
Seal:
Membership no.

Format C -1

(Page 2 of 2)

Instructions:

1. Copies of Letter of awards Work Orders and Completion Certificate from client to be enclosed.
2. The Assignment completed earlier than two years need not be indicated here.
3. Certificate from the Bidder's statutory auditors must be furnished in the format below for LOA/Work Order mentioned above (separately for each orders).
4. It may be noted that in the absence above certificates, the details would be considered inadequate and could lead to the bid being considered ineligible for further evaluation.

Format C -2

(Page 1 of 2)

FORMAT FOR CERTIFICATE FROM STATUTORY AUDITOR FOR DETAILS OF MEDIA CAMPAIGNS DONE BY AGENCY DURING PAST TWO YEARS (AS SPECIFIED IN EC)

S No.	Description of Assignment	LOA/WO No. and date	Full Name, Postal Address & phone nos. of Client. <i>Name, designation of Engineer/ Officer-in-Charge</i>	Value of Contract/ Order (Specify Amount)	Value of Work Executed	Date of Commencement	Scheduled Completion Date	Actual Completion Date	Reasons for delay in execution, if any
	(1)	(2)	(3)	(5)	(6)	(7)	(8)	(9)	(10)
PI refer instruction									
1									
2									
3									

Place:
Date:

[Signature of Authorized Signatory of Bidder]
Name:
Designation:
Seal:

Based on the Books of accounts of M/s _____ and other published information authenticated by it, this is to certify that the above information is correct.

Name of Audit Firm:
Chartered Accountant:
Date:

[Signature of Authorized Signatory]
Name:
Designation:
Seal:
Membership no.

Format C -2

(Page 2 of 2)

Instructions:

1. Copies of Letter of awards Work Orders and Completion Certificate from client to be enclosed.
2. The Assignment completed earlier than two years need not be indicated here.
3. Certificate from the Bidder's statutory auditors must be furnished in the format below for LOA/Work Order mentioned above (separately for each orders).
4. It may be noted that in the absence above certificates, the details would be considered inadequate and could lead to the bid being considered ineligible for further evaluation.

FORMAT FOR CERTIFICATE FROM STATUTORY AUDITOR FOR DETAILS OF EXHIBITIONS DONE BY AGENCY DURING PAST TWO YEARS (AS SPECIFIED IN EC)

S No.	Description of Assignment	LOA/WO No. and date	Full Name, Postal Address & phone nos. of Client. <i>Name, designation of Engineer/ Officer-in-Charge</i>	Value of Contract/ Order (Specify Amount)	Value of Work Executed	Date of Commencement	Scheduled Completion Date	Actual Completion Date	Reasons for delay in execution, if any
	(1)	(2)	(3)	(5)	(6)	(7)	(8)	(9)	(10)
PI refer instruction									
1									
2									
3									

Place:
Date:

[Signature of Authorized Signatory of Bidder]
Name:
Designation:
Seal:

Based on the Books of accounts of M/s _____ and other published information authenticated by it, this is to certify that the above information is correct.

Name of Audit Firm:
Chartered Accountant:
Date:

[Signature of Authorized Signatory]
Name:
Designation:
Seal:
Membership no.

Format C -3

(Page 2 of 2)

Instructions:

1. Copies of Letter of awards Work Orders and Completion Certificate from client to be enclosed.
2. The Assignment completed earlier than two years need not be indicated here.
3. Certificate from the Bidder's statutory auditors must be furnished in the format below for LOA/Work Order mentioned above (separately for each orders).
4. It may be noted that in the absence above certificates, the details would be considered inadequate and could lead to the bid being considered ineligible for further evaluation.

FORMAT FOR CERTIFICATE FROM STATUTORY AUDITOR FOR DETAILS OF AV/FILMS/ OTHER ASSIGNMENTS DONE BY AGENCY DURING PAST TWO YEARS (AS SPECIFIED IN EC)

S No.	Description of Assignment	LOA/WO No. and date	Full Name, Postal Address & phone nos. of Client. <i>Name, designation of Engineer/ Officer-in-Charge</i>	Value of Contract/ Order (Specify Amount)	Value of Work Executed	Date of Commencement	Scheduled Completion Date	Actual Completion Date	Reasons for delay in execution, if any
	(1)	(2)	(3)	(5)	(6)	(7)	(8)	(9)	(10)
PI refer instruction									
1									
2									
3									

Place:
Date:

[Signature of Authorized Signatory of Bidder]
Name:
Designation:
Seal:

Based on the Books of accounts of M/s _____ and other published information authenticated by it, this is to certify that the above information is correct.

Name of Audit Firm:
Chartered Accountant:
Date:

[Signature of Authorized Signatory]
Name:
Designation:
Seal:
Membership no.

Format C -4

(Page 2 of 2)

Instructions:

1. Copies of Letter of awards Work Orders and Completion Certificate from client to be enclosed.
2. The Assignment completed earlier than two years need not be indicated here.
3. Certificate from the Bidder's statutory auditors must be furnished in the format below for LOA/Work Order mentioned above (separately for each orders).
4. It may be noted that in the absence above certificates, the details would be considered inadequate and could lead to the bid being considered ineligible for further evaluation.

Format D

FORMAT FOR COMPLETION CERTIFICATE

To whomsoever it may concern

This is to certify that _____ (name of agency) has been awarded the job of _____ vide Work Order No. _____ dated _____ of Rs. _____.

The agency executed the job to our entire satisfaction.

For _____ (client company)

Name:

Designation:

Date:

Company Seal: