

**DELHI JAL BOARD
PUBLIC RELATIONS OFFICE
ROOM NO. 306, VARUNALYA PH-II
KAROL BAGH, NEW DELHI -110005
prodjb114@gmail.com**

APPLICATION FORM

Sl. No.	Particulars	
01.	Name of the Agency/Firm	
02.	Office Address	
03.	Contact Number/Landline Number	
04.	PAN Card Number	
05.	GST Number	
06.	Authentic Documents of all the pointers under Technical Portfolio to be attached with Form.	

UNDERTAKING

"I, _____, _____, am authorized to give
(Name) (Designation)

this undertaking on behalf of M/S _____, hereby declare that the details given in the application are true and correct to the best of my knowledge and belief.

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Inviting Expression of Interest

Applications are invited from renowned and professional Website Handling Agencies to assist DJB in Compilation, Creation and Dissemination of information and creation of informative content for DJB Authentic Website is required in managing and improving the perception of the Organization by publicizing its activities, policies and programs to the public at large. The broad spectrum of activities will include:

- Makeover of the DJB website
- Monthly maintenance of the Website by uploading videos, content, pictures etc
- Uploading the circulars, notifications, orders and other important documents as and when required
- Thematic change of Masthead depending upon events etc.

There will be three stages required for an agency to qualify and come on the panel of Delhi Jal Board:-

1. Technical Portfolio
2. Creative Portfolio
3. Financial Bids

Technical Portfolio:-

1. Pan Card Number
2. GST Number
3. Copy of the last assessment order
4. Copy of Balance sheet and Profit and Loss account of last two years
5. Authentic Address Proof (either the Head Quarter or the Agency itself should be stationed in Delhi)
6. Documentary proof of works undertaken for various clients
(preferably Govt. Sector/ Undertakings/ Defence/ Autonomous Bodies/ PSUs/ Navratnas) in last TWO years.

Creative Portfolio:

After being short listed on technical grounds, the agency will present creative plan within stipulated time period in the form of a presentation in front of the approved committee.

Financial Bids:

- Cost for makeover of website
- Cost for monthly maintenance
- Cost for Thematic change of Mast head depending upon events etc.

Terms & Conditions:-

1. The selection committee reserves the right to verify the particulars furnished by the agencies independently.
2. The department also reserves the right to reject any application without assigning any reason thereof in the interests of work.

The application form duly filled alongwith documents required under Technical Portfolio (Hard Copy compulsory) must reach in PR Office: Delhi Jal Board, Room No. 306 Varunalaya Phase II, Karol Bagh, New Delhi latest by 18:00 hrs on 28.06.2019 positively.


Dy. Director(PR)