

दिल्ली विकास प्राधिकरण DELHI DEVELOPMENT AUTHORITY

संचार विभाग Communications Department

बी-ब्लॉक, भू-तल, विकास सदन, नई दिल्ली-११००२३

B-Block, Ground Floor, Vikas Sadan, I.N.A., New Delhi-110023

No. F1(22)2026/Communications/203
(Computer No. 11747)

Date: 31/07/2026

Name of work: RFP for Empanelment of Advertising Agencies with DDA
Tender Ref. No.: PR/F1/0008/2021/ADMN/Misc-AD (PUBLIC RELATIONS)
Tender ID : 2026_DDA_918536_1 (CPP Portal)

Subject: Clarifications on the pre-bid meeting held on 28.07.2026

Clarifications on queries of bidders regarding RFP for 'Empanelment of Advertising Agencies with DDA' for which the **Pre-bid query meeting** was held on **28.07.2026** at 11:00 AM in the Auditorium (formerly 'Auction Hall'), DDA, Vikas Sadan, INA, New Delhi, are as under:

S. No.	Reference (Clause and Page No.)	Queries	Modifications/Amendments/Clarifications
1.	Page 6 All the agencies should submit 3 sets of hard copies, which should be certified by the agency's Chartered Accountant, with proper seal and date.	Can agency provide 1 (one) CA certified copy and rest two photocopies?	Yes. One set of documents (photocopy of the original) should be certified by the CA and the other two sets can be its photocopy.
2.	Page 2: 1. MANDATORY CRITERIA a. Average annual turnover of the agency should be at least (i.e. minimum) Rs. 15 Crores for the last three financial years i.e., 2023-24, 2024-25 and 2025-26 from advertising/publicity business duly supported by Auditor's Report and CA certificate.	Difficult to provide 2025-26 Auditor's Report as it is still not available. Can that be omitted from the submission? Also, can only Turnover Certificates be submitted for the FYs 2023-24 & 2024-25 as well without the Auditor's reports since it is a bulky	Only the Turnover certificate for the 3 Financial years (2023-24, 2024-25 & 2025-26) certified by the CA with valid UDIN to be submitted without Auditor's report for any of the financial year. And, as mentioned in the RFP, provision Turnover Certificate can be submitted for FY 2025-26, certified by the CA with valid UDIN, however, at the time of empanelment, the agency HAS TO SUBMIT final Turnover certificate.

		document for which hardcopy would also need to be submitted?	
3.	Page 5 & 6: 2. WEIGHTED CRITERIA 8. Experience of designing and publishing Booklet/ Leaflets/Brochures/Souvenirs/Annual Calendars/Coffee Table Book 10. Experience of designing and publishing Annual Report	Can only designing work be counted?	No. Work has to include both designing and publishing/printing.
4.	Page 3 & 4: 2. WEIGHTED CRITERIA 3. Empanelment document duly signed and stamped by client should be submitted.	Can the document be provided without Stamp, many government clients do not provide stamp on its empanelment letter and it is difficult to get it stamped later on?	The document should be on the letter head of the organization, self-attested by the agency.
5.	Page 3: 2. WEIGHTED CRITERIA 2. Experience of successfully executing work-order (media campaign/ advertisement), of minimum value Rs. 1 Crore (excluding GST) excluding on-ground event management and related activities	Can the media campaign WO include video production/social media campaign etc. in this?	Yes, as per RFP, any format of campaign print/radio/social-media/video etc. apart from event can be used.

6.	Page 2-6: 2. WEIGHTED CRITERIA	If the agency can provide Completion/ Satisfactory certificate, can the payment receipt confirmation on Chartered Accountant letter head with CA UDIN no. for the payment received against the work be avoided?	Yes, either Completion/Satisfactory certificate or the payment receipt confirmation on Chartered Accountant letter head with CA UDIN <u>must</u> be submitted along with the Work Order.
7.	Page 7: 3. REQUIRED DOCUMENTS	List of documents	The following may be added to the list: xiv. Supporting documents as mentioned in S. No. 4 of weighted criteria. xv. Other Documents: to include the Annexures as per RFP


 31.7.26
 Commissioner (Communications)