



हाइड्रोकार्बन महानिदेशालय

पेट्रोलियम और प्राकृतिक गैस मंत्रालय
भारत सरकार

DIRECTORATE GENERAL OF HYDROCARBONS

Ministry of Petroleum & Natural Gas
Government of India

DGH/CTO/Printing/Empanelment/2026

Date: 06 / 05 / 2026

Subject: Empanelment of Agencies for Routine Printing and Allied Jobs for a Period of Two Years at DGH against Tender No. DG-2026/CTO/ENQ-02

1. In pursuance of the Tender No. **DG-2026/CTO/ENQ-02** floated by the Directorate General of Hydrocarbons (DGH) for Empanelment of Agencies for Routine Printing and Allied Jobs for a period of two (02) years, and upon evaluation of the Technical and Financial Bids by the duly constituted Tender Evaluation Committee, the Competent Authority is pleased to approve the empanelment of the following agencies for carrying out routine printing and allied jobs at DGH, in accordance with the terms and conditions of the tender document:

Sl. No.	Name of the Agency	Contact Details
1.	Adsyndicate Services Pvt. Ltd.	Contact Person – Narender Shekhawat Mobile No. - 9015944169 Email- adsyndicatecp@gmail.com
2.	TCP Advertising Pvt. Ltd.	Contact Person – Ms. Swetnisha Mobile No. - 7992310547 Email- Shwetnisha"<Shwetnisha@tcpindia.net
3.	Expression 360 Services India Ltd.	Contact Person – Mr. Nikhil Chaubey Mobile No. - 9013361557 Email- nekhil@expression360.in
4.	Crayons Advertising Ltd.	Contact Person – Mr. Sankar Das Mobile No. - 9999322305 Email-tender@crayonad.com/ sankar.das@thecrayonsnetwork.com

2. Period of Empanelment

The empanelment shall be valid for a period of two (02) years from the effective date of issuance of this Officer Order, unless extended or terminated earlier as per the provisions of the tender.

3. Scope of Empanelment

The empanelled agencies shall be eligible to undertake routine printing and allied jobs at DGH on a need-based basis. The scope of work covered under this empanelment is briefly outlined in **Annexure-I** attached hereto. Empanelment shall not be construed as a guarantee of any minimum volume or value of work.



We Care

OIDB BHAWAN, TOWER-A, PLOT NO. 2, SECTOR-73, NOIDA - 201 301

दूरभाष/Phone : +91-120-2472000 फ़ैक्स/Fax : +91-120-2472049

4. Allocation of Work

On each occasion, DGH shall issue detailed job requirements with applicable terms and conditions to the empanelled agencies. The work/order shall be awarded on the basis of sealed offers received from the empanelled agencies, adopting Lowest Rate (L-1) or the Quality- and Cost-Based Selection (QCBS) method, as deemed appropriate by DGH depending upon the nature, complexity, and criticality of the job.

5. New Empanelment

The empanelment process shall remain open during the validity period of two (02) years for inclusion of new eligible vendors. The interested vendors may submit their offers at DGH in physical form. Offers shall be evaluated as per prescribed criteria provided at **Annexure –II** and, upon approval by the Competent Authority. Once approved, agencies shall be empanelled and become eligible for job allocation. Empanelment of newly added agencies shall be valid for the balance period of the ongoing empanelment cycle.

6. Compliance

The empanelled agencies shall strictly adhere to:

- All terms and conditions of Tender No. DG-2026/CTO/ENQ-02 and subsequent amendment issued.
- Instructions issued by DGH from time to time
- Applicable statutory requirements

Non-compliance may lead to suspension or removal from the empanelled list.

Kindly acknowledge the receipt.


06.05.2026
(Ratan Kumar Dhasmana)
Chief Technical Officer

Annexure-I

SCOPE OF WORK

1.0 Objective

The objective of this empanelment is to engage professionally competent, experienced, and multi-disciplinary Advertising & Communication Agencies to provide end-to-end communication, creative, media, and production services to Directorate General of Hydrocarbons (DGH) on an "as and when required" basis during the period of empanelment.

2.0 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, Recruitment Advertisements, Corporate Advertisements, , Internet Advertisements, Radio & TV Commercials, Outdoor advertisements, Statutory Advertisements, Hoardings and others.
- All designing and creative jobs
- Routine Printing Jobs such as Banner, backdrop, Standee, Brochure, Leaflets, Handouts, Flyers, Pamphlets, booklets, Acts, House Journals etc., if and when required.
- Specialized jobs like Outdoor branding, Printing of Coffee Table Books, Printing jobs with customized effects.
- Printing of Diary, Calendar, Notepad, Annual Report, Sustainability Report, and other corporate reports pertaining to different departments, etc., if and when required.
- Corporate Films, Audio Visuals and Multi-Media presentations, etc.
- Industrial Photography/videography
- Customised Gifts/Mementos/Giveaways
- Social Media/Digital Media management, etc.

Note:

- i. The above is an indicative and not an exhaustive list of activities that may be undertaken by DGH 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. Further, the empanelment doesn't guarantee any fixed quantum of work assignments for agencies during tenure of their empanelment.
- ii. DGH reserves the right not to undertake some or all of the activities listed during the empanelment period.
- iii. All assignments shall be executed strictly as per approved scope, timelines, technical specifications, and rates.
- iv. The agency shall ensure compliance with all applicable Government rules, guidelines, branding policies, and statutory requirements.

Annexure II

EMPANELMENT ASSESSMENT CRITERIA

The vendor to meet the below mentioned criteria for the qualification:

Sl. No.	Eligibility Criteria	Documents Required
1	1. Turnover: Annual Turnover should be minimum 2.5 crore for each of the preceding three financial years.	<i>To this effect, the agency shall submit a CA verified statement (CA certificate should mention UDIN) along with Self Attested copies of turnover statement for the three preceding financial years)</i>
	2. Positive Net-worth for the last Audited Balance Sheet	
2	Clientele: At least 3 clients from the consideration set* in the preceding three years to be reckoned from originally scheduled due date of bid submission.	Documentary Evidence of Empanelment/association letter from each of the client from the consideration set*. *Consideration set is defined as: Ministries/Departments of the Central Government of India; CPSE companies ; Listed Indian companies in 'Nifty 50'/'Sensex' indices; important global institutions such as UN bodies/Embassies
3	Design/Creative Jobs: Should have designed at least two jobs such as Annual Report, Sustainability Report, Brochure, Coffee Table Book or House Journals in its entirety with a job order value above ₹ 2 lakh each for clients from the consideration set* (see bottom of table for definition of consideration set) in the preceding three years to be reckoned from originally scheduled due date of bid submission.	Creative design of final cover/soft copy/ link of the creative job along with copies of the work orders and completion certificates from each of the client from the consideration set*. *Consideration set is defined as: Ministries/Departments of the Central Government of India; CPSE companies ; Listed Indian companies in 'Nifty 50' indices; important global institutions such as UN bodies/Embassies
4	AV/Films: Should have completed at least two audio visual/multimedia production work/ film for clients from the consideration set* with a job order value above ₹ 5 lakh in the preceding three years to be reckoned from originally scheduled due date of bid submission.	Copies of the work orders and completion certificates from each of the client from the consideration set*. *Consideration set is defined as: Ministries/Departments of the Central Government of India; CPSE companies ; Listed Indian companies in 'Nifty 50' indices; important global institutions such as UN bodies/Embassies
5	Bidder must not be blacklisted/ debarred by any Statutory, Regulatory or Government Authorities or Public Sector Undertakings (PSUs / PSBs) as on the original Bid Closing Date.	Bidder to submit undertaking on the company letter head.

Please refer tender document no. DG 2026/CTO/ENQ 02 available on DGH website for detailed terms and conditions applicable.