



USER MANUAL

Fresh Empanelment of Digital Printers Panel in CBC (Printed Publicity Wing)

IMPORTANT INSTRUCTIONS:

- All the mandatory fields marked with an asterisk (*) have to be filled.
- If by chance a connection is lost or the user refreshes the page, then before the final submission data didn't save in the database.
- All details will be filled with caution.
- All the documents should be uploaded in "pdf" format.
- The Digital Printers after submitting the ONLINE FORM should take a PRINT OUT of the FORM and submit the same after duly signing and stamping it with the Company seal along with the Turnover certificate duly verified by CA with seal and number in original, hardcopy of all the other ENCLOSURES and, printed samples along with application & processing fees of Rs.2000/- with covering letter should be submitted within 10 days of last date of online submission to the facilitation cell in CBC, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi 110003.
- All ENCLOSURES/ATTACHMENTS as mentioned in the ONLINE FORM must be submitted in the hardcopy submission; else the Application shall be considered incomplete.
- Digital Printers may clearly flag the ENCLOSURES/ATTACHMENTS in the hardcopy Submission and they may also provide a checklist with the page number at which a particular ENCLOSURE/ATTACHMENT is placed.

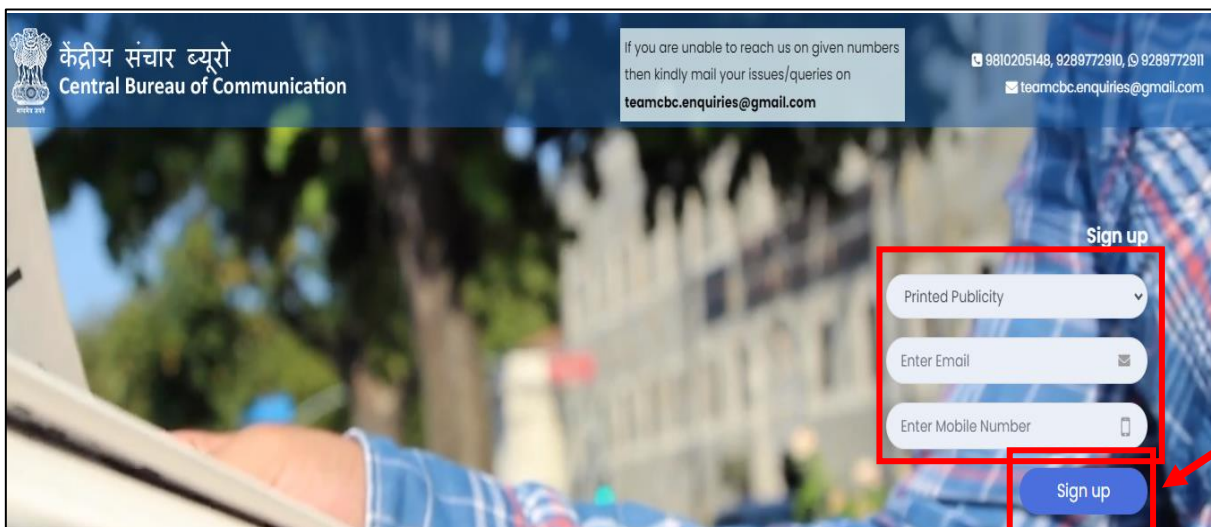
LOGIN FOR DIGITAL PRINTERS

1. Click on “Fresh Empanelment Registration”.



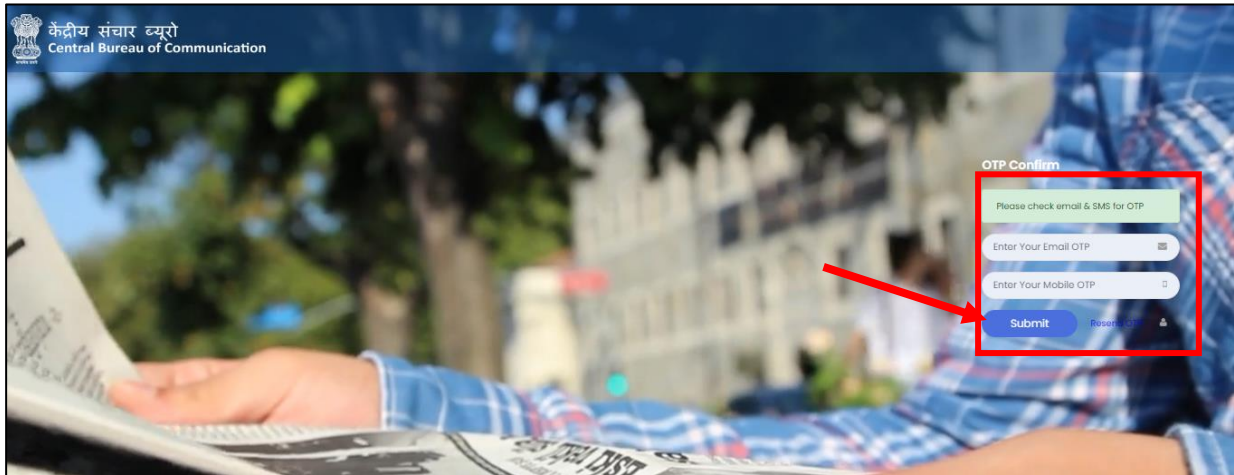
2. Enter all required details

- Select the “**Print Publicity**” option in the “**Select Vendor/Partner Category**”.
- Enter “**Email**” and “**Mobile No**”.
- Click on “**Sign Up**” button.



3. You will receive **OTPs** on your email as well as on your mobile number.

- Enter both received **OTPs**.
- Click on the **“Submit”** button.
- **Set your password**
(The best practice is to use a combination of numeric, special characters, uppercase and lowercase alphabets)



#NOTE: Once you have completed the registration, you will be notified via email and a 6-digit User Id which a combination of Alphanumeric will be sent to you.

4. Enter **“User ID” (6-Digit Alphanumeric)** and **“Password”**, then click on **“Login”** button.



5. Read all the instructions carefully.
Tick the box and Click on the **“Agree & Submit”** Button.

Instruction for Fresh Empanelment of Digital Printers Panel in CBC (Printed Publicity Wing)

Central Bureau of Communication (erstwhile DAVP), Ministry of Information and Broadcasting wishes to empanel reputed Digital Printers for a period of three years who are located in Delhi/NCR and are registered under the Factories Act for printing of Publicity materials like multi colour posters, folders, booklets, calendars etc. Interested printers having suitable machinery/equipment and infrastructure with experience of producing quality jobs may apply for Empanelment in the **prescribed online Proforma only**. Online Proforma should be submitted within ten (10) days from the date of publishing of advertisement. The applicant has to deposit a Demand Draft/Pay Order of Rs. 2000/- (Non-refundable) for Digital Printer drawn in favour of PAO, CBC, New Delhi alongwith application as processing fee. The existing empanelled Digital Printers will also have to apply a fresh.

Prescribed proforma to be filled online alongwith details of the category wise minimum requirements for machinery and equipments etc. are available on our website (www.cbciindia.gov.in) under the head **“Partner Area”** and can be downloaded. The physical printout/hardcopy of application alongwith Processing fee/Enclosures/Attachments/Printed Samples are to be submitted within 10 days after the application is accepted online at the following address:

Facilitation Cell
Central Bureau of Communication
Room No. 078, Ground Floor Soochna Bhawan
CGO Complex Lodhi Road
New Delhi - 110003

1. All the fields marked with (*) are mandatory.

2. Do not use any special character while filling the form.

3. The online form is to be filled giving full details as required and submit the same.

4. Digital Printers after submitting the ONLINE FORM should take a PRINT OUT of the FORM and submit the same after duly signing and stamping it with Company seal alongwith Turnover certificate duly verified by CA with seal and license number in original, hardcopy of all the other ENCLOSURES, printed samples alongwith application & processing fees of Rs. 2000/- (non-refundable) with covering letter should be submitted **within 10 days of last date of online submission** to the facilitation cell ni CBC, Soochna Bhawan, CGO complex, Lodhi Road, New Delhi 110003.

5. All ENCLOSURES/ATTACHMENTS as mentioned in the ONLINE FORM must be submitted in the form of hardcopy also, otherwise the Application shall be considered incomplete.

6. Digital Printers may clearly flag the ENCLOSURES/ATTACHMENTS in the hardcopy submission and they must also provide a check list with the page number at which a particular ENCLOSURE/ATTACHMENT is placed.

I have read all the instruction / मैंने सभी निर्देश पढ़ लिए हैं।

Activate Windows
Go to Settings to activate Windows.

6. Here you will see your Dashboard. Click on **“Fresh Empanelment”**

केन्द्रीय संचार ब्यूरो
Central Bureau of Communication

Home

Dashboard

Last Login: 04-Sep-2023 : 10:56 AM

FRESH EMPANELMENT

Main Navigation Menu

- Dashboard
- Printed Publicity
- Policies & Guidelines

7. Fill all required **“Company Details** and click on **“Next Button”**.

Application Form for Fresh Empanelment of Digital Printers Panel in CBC (Printed Publicity Wing)

Company Details

Name of the Firm/Vendor / फर्म/विक्रेता का नाम * Name of the Contact Person / संपर्क व्यक्ति का नाम * Mobile No. / मोबाइल नंबर *

Name of Proprietor/partners/Directors / मालिक/साझेदार/निदेशक का नाम

Type / प्रकार *	Name / नाम *	
Partners	Raj	Add
Partners	Kaushik	X

Address: Office / पता: कार्यालय

Address / पता * State / राज्य * District / जिला * City / नगर *

Address: factory / पता: फ़ैक्टरी

Address / पता * State / राज्य * District / जिला * City / नगर *

Delhi Delhi Central Delhi DELHI

Delhi2 Delhi North East Delhi DELHI

Add

E-mail Address of Firm / फर्म का ईमेल पता * Telephone No. of Firm / फर्म का टेलीफोन नं * Year of establishment / स्थापना वर्ष *

Nature of Incorporation / निगमन की प्रकृति * Nature of Incorporation File / निगमन फाइल की प्रकृति *

Private Limited Choose File No file chosen

Next

8. Fill all required **“Accounts Details** and click on **“Next” Button**.

Account Details

PAN Card No./ पैन कार्ड नंबर * PAN Card / पैन कार्ड * GST No./ जीएसटी नंबर *

Choose File No file chosen Enter GST Number of Firm

GST / जीएसटी *

Choose File No file chosen

Bank Details / बैंक विवरण

Account Holder's Name / खाता धारक का नाम * Bank Account Number / बैंक खाता संख्या * Account Type / खाते का प्रकार *

Enter Account Holder's Name Enter Bank Account Number Saving

IFSC Code / आईएफएससी कोड * Bank Name / बैंक का नाम * Branch / शाखा *

Enter IFSC Code Enter Bank Name Enter Branch

Branch Address / शाखा पता *

Enter Branch Address

Previous **Next**

9. Fill all required **“Press Details** and click on **“Next” Button**.

Press Details

DTP facilities No. of Terminals / डीटीपी सुविधाएं टर्मिनलों की संख्या *

Make / निर्माता *	Size/RAM Capacity/आकार/रैम क्षमता *	Model / मॉडल *
<input type="text" value="Enter Make"/>	<input type="text" value="Enter Size/RAM Capacity"/>	<input type="text" value="Enter Model"/>

Add more

Flat bed Scanner having two or more stations / फ्लैट बेड स्कैनर जिधमें दो या दो से अधिक स्टेशन हों *

Make / निर्माता *	Size/Resolution (DPI)/आकार/रिज़ॉल्यूशन (DPI) *	Model / मॉडल *
<input type="text" value="Enter Make"/>	<input type="text" value="Enter Size/Resolution (DPI)"/>	<input type="text" value="Enter Model"/>

Add more

Activate Windows

Go to Settings to activate Windows

Digital Printing machines / डिजिटल प्रिंटिंग मशीनें *

Make / निर्माता *	Size/आकार *	Model / मॉडल *
<input type="text" value="Enter Make"/>	<input type="text" value="Enter Size"/>	<input type="text" value="Enter Model"/>

Add more

Programmatic cutting Machine / प्रोग्रामेटिक कटिंग मशीन *

Make / निर्माता *	Size/आकार *	Model / मॉडल *
<input type="text" value="Enter Make"/>	<input type="text" value="Enter Size"/>	<input type="text" value="Enter Model"/>

Add more

Saddle stitch Machine / सैडल स्टिच मशीन *

1

Make / निर्माता *	Size/आकार *	Model / मॉडल *
<input type="text" value="Enter Make"/>	<input type="text" value="Enter Size"/>	<input type="text" value="Enter Model"/>

[Add more](#)

Section sewing Machine / सेक्शन सेविंग मशीन *

1

Make / निर्माता *	Size/आकार *	Model / मॉडल *	Inhouse/Dedicated Arrangement / इनहॉउस/डिडिकेटेड अरेंजमेंट *
<input type="text" value="Enter Make"/>	<input type="text" value="Enter Size"/>	<input type="text" value="Enter Model"/>	<input type="checkbox"/> Inhouse <input type="checkbox"/> Dedicated Arrangement

[Add more](#)

Activate Windows
Go to Settings to activate Windows.

Perfect Binding Machine / परफेक्ट बाइंडिंग मशीन *

1

Make / निर्माता *	Size/आकार *	Model / मॉडल *
<input type="text" value="Enter Make"/>	<input type="text" value="Enter Size"/>	<input type="text" value="Enter Model"/>

[Add more](#)

U.V, Aqueous facilities / यू.वी, एक्वस फेसिलिटीज *

1

Make / निर्माता *	Size/आकार *	Model / मॉडल *	Inhouse/Dedicated Arrangement / इनहॉउस/डिडिकेटेड अरेंजमेंट *
<input type="text" value="Enter Make"/>	<input type="text" value="Enter Size"/>	<input type="text" value="Enter Model"/>	<input type="checkbox"/> Inhouse <input type="checkbox"/> Dedicated Arrangement

[Add more](#)

Activate Windows
Go to Settings to activate Windows.

Case making Machine (in house/dedicated arrangement) / केस बनाने की मशीन (घर में/समर्पित व्यवस्था) *

1

Make / निर्माता *	Size/आकार *	Model / मॉडल *	Inhouse/Dedicated Arrangement / इनहॉउस/डिडिकेटेड अरेंजमेंट *
<input type="text" value="Enter Make"/>	<input type="text" value="Enter Size"/>	<input type="text" value="Enter Model"/>	<input type="checkbox"/> Inhouse <input type="checkbox"/> Dedicated Arrangement

[Add more](#)

Leaf, Embossing, Die cutting / पत्ती, एम्बॉसिंग, ड्राई कटिंग *

1

Make / निर्माता *	Size/आकार *	Model / मॉडल *	Inhouse/Dedicated Arrangement / इनहॉउस/डिडिकेटेड अरेंजमेंट *
<input type="text" value="Enter Make"/>	<input type="text" value="Enter Size"/>	<input type="text" value="Enter Model"/>	<input type="checkbox"/> Inhouse <input type="checkbox"/> Dedicated Arrangement

Activate Windows
Go to Settings to activate Windows.

Thermal Lamination machine / थर्मल लेमिनेशन मशीन *

1

Make / निर्माता *	Size/आकार *	Model / मॉडल *
<input type="text" value="Enter Make"/>	<input type="text" value="Enter Size"/>	<input type="text" value="Enter Model"/>

[Add more](#)

Spiral/Wiro bound / स्पाइरल/विरो बाउंड *

1

Make / निर्माता *	Size/आकार *	Model / मॉडल *
<input type="text" value="Enter Make"/>	<input type="text" value="Enter Size"/>	<input type="text" value="Enter Model"/>

[Add more](#)

Power Back-up / पावर बैकअप *

1

Make / निर्माता *	Backup Capacity / बैकअप क्षमता *
<input type="text" value="Enter Make"/>	<input type="text" value="Enter Backup Capacity"/>

[Add more](#)

OTHER MECHANICAL EQUIPMENTS POSSESSED BY THE PRESS/ प्रेस के पास मौजूद अन्य यांत्रिक उपकरण (Max 200 Words) *

[◀ Previous](#) [Next ▶](#)

10. Select **“YES/NO”** in the **“Document Details”** and click on the **“Submit”** Button.

Note: If Selected **“YES”** fill in the required details.

Document Details

Names of important clients/Agencies for which you have done digital printing jobs during last three years. / उन महत्वपूर्ण ग्राहकों/एजेंसियों के नाम जिनके लिए आपने पिछले तीन वर्षों के दौरान डिजिटल प्रिंटिंग का काम किया है* Yes/हाँ No / नहीं

Besides these following are also required:/इनके अलावा निम्नलिखित भी आवश्यक हैं:

1.) Licenses to run the factory issued by Competent authority/सक्षम प्राधिकारी द्वारा जारी किए गए कारखाने को चलाने के लिए लाइसेंस* Yes/हाँ No / नहीं

2.) Pollution under Control certificate(Copy of the certificates must accompany with application.)/प्रदूषण नियंत्रण प्रमाणपत्र (प्रमाणपत्र की प्रति आवेदन के साथ संलग्न होनी चाहिए।)* Yes/हाँ No / नहीं

Please enclose specimens duly stamped & signed with date (Preferably multi colour posters, folders, booklets, brochures etc.with your imprint line) of print jobs executed by you during the last one year. / कृपया पिछले एक वर्ष के दौरान आपके द्वारा किए गए प्रिंट कार्यों के विधिवत मुहर लगे और तादीख सहित हस्ताक्षरित नमूने (अधिमानत: बहुरंगी पोस्टर, फ़ोल्डर, पुस्तिकाएं, ब्रोशर आदि आपकी छाप लाइन के साथ) संलग्न करें।* Yes/हाँ No / नहीं

Note: If Yes then Printed Samples will be attached with physical application to be Submitted with FC Cell).

Activate Windows
Go to Settings to activate Windows.

Annual Turnover for last 2 years / पिछले 2 वर्षों का वार्षिक कारोबार * Yes/हाँ No / नहीं

Whether the firm is blacklisted or suspended by any government Organization in last 3 years?/ क्या फर्म को पिछले 3 वर्षों में किसी सरकारी संगठन द्वारा ब्लैकलिस्टेड और सस्पेंडेड सूची में डाला गया है? * Yes/हाँ No / नहीं

Details of DD/ Pay order of Rs. 2000/- (Non refundable) as application processing fee/ रुपये के डीडी/भुगतान आदेश का विवरण। आवेदन प्रसंस्करण शुल्क के रूप में 2000/- (नॉन रिफंडेबल)।* Yes/हाँ No / नहीं

[← Previous](#) [Submit](#)

IMPORTANT NOTE: After submission, you can download the receipt for future reference.