



## **USER MANUAL**

### **OUTDOOR FRESH EMPANELMENT**

#### **IMPORTANT INSTRUCTIONS:**

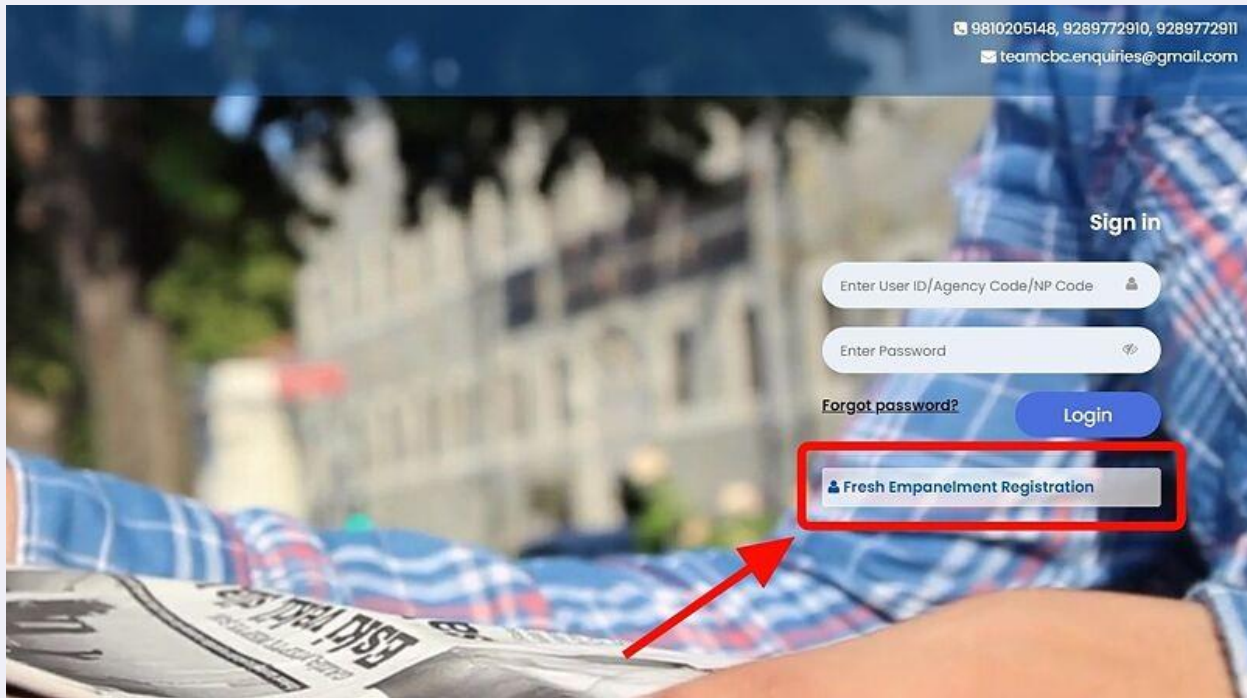
- All the mandatory fields marked with \* have to filled.
- Do not use any special character while filing the form.
- All the documents should be uploaded in "PDF" format except Photo and Signature of the vendor. Photo and signature have to be in jpeg format. (All documents should be less than 2MB each)
- All details should be filled carefully. After submitting the form you cannot change any information.
- Online processing fee of Rs 1,000/- (one thousand) as processing fee (non-refundable) through Bhartkosh. No other payment mode will be accepted.
- Mobile App is needed to upload location images.

#### **List of Required Documents: -**

- Upload Document of Legal Status of Company
- GST Registration Certificate
- Pan Card
- Cancelled Cheque
- Notarized Copy of Agreement
- Latest License Fees Paid
- Certified Media List
- Affidavit of Oath
- Justification of Rate Offered to CBC
- Vendor picture
- Scanned signature of vendor
- Affidavit of Oath (Sample is provided in the form)

1

Click on "Fresh Empanelment Registration"



**2** Select the “Outdoor Media” option in the “Select Vendor/Partner Category”.

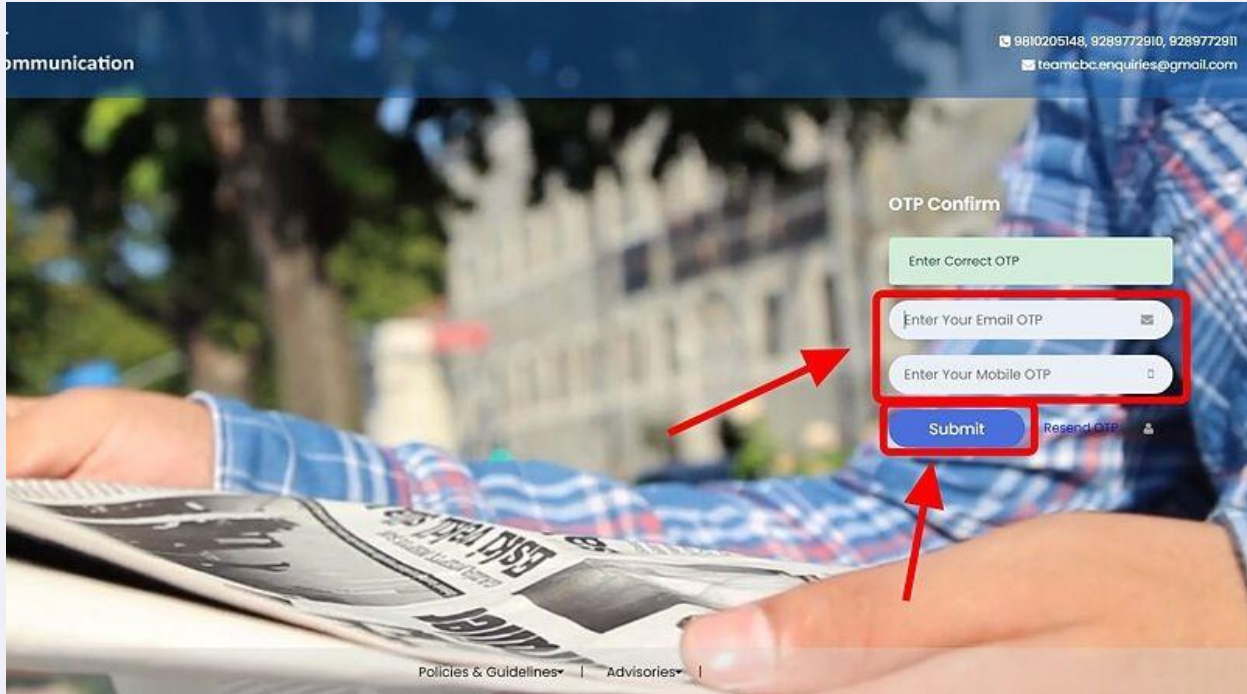


**3** Enter all required details  
a) Select the “Outdoor” option in the “Select Wing Type”.  
b) Enter “Email” and “Mobile No”.  
c) Click on “Sign Up” button.



4

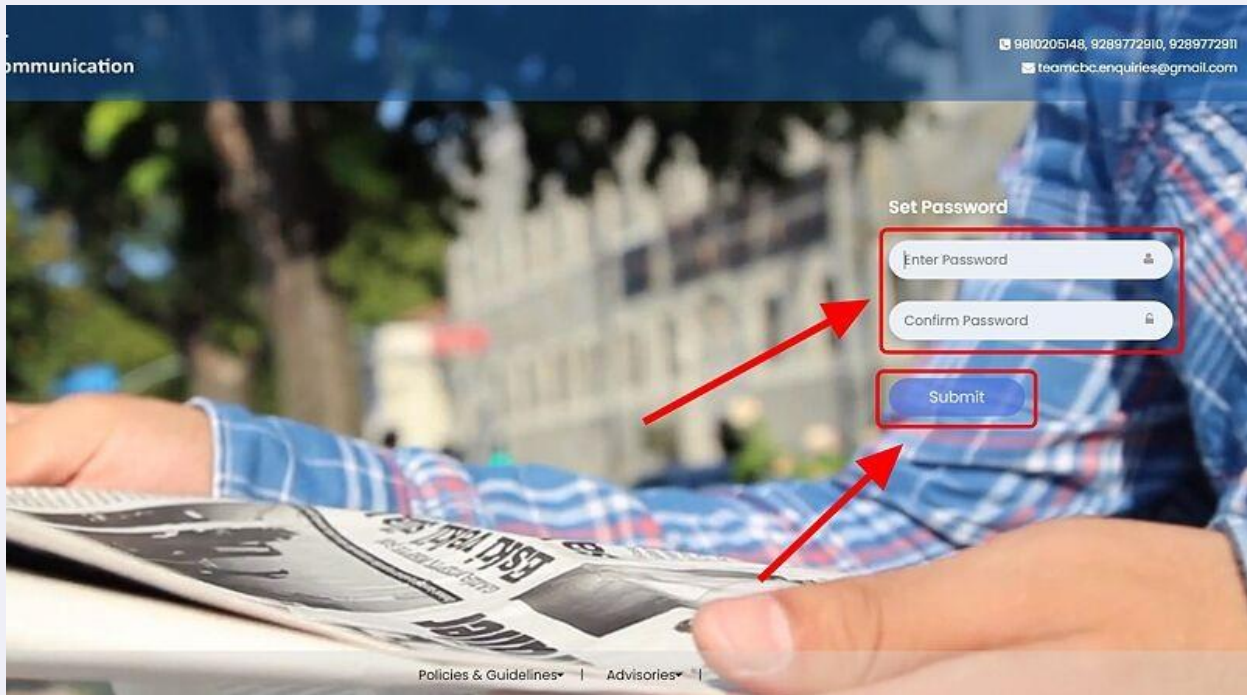
You will receive OTP on your email as well as on your mobile number.  
Enter both received OTP.  
Click on "Submit" button.



5

### 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.

6 Enter "User ID"( 6- Digit ID) and "Password", then click on "Login" button.



7 Read all the instruction carefully and click on "Close" button.

Empanelment Form Instruction

Home

Close

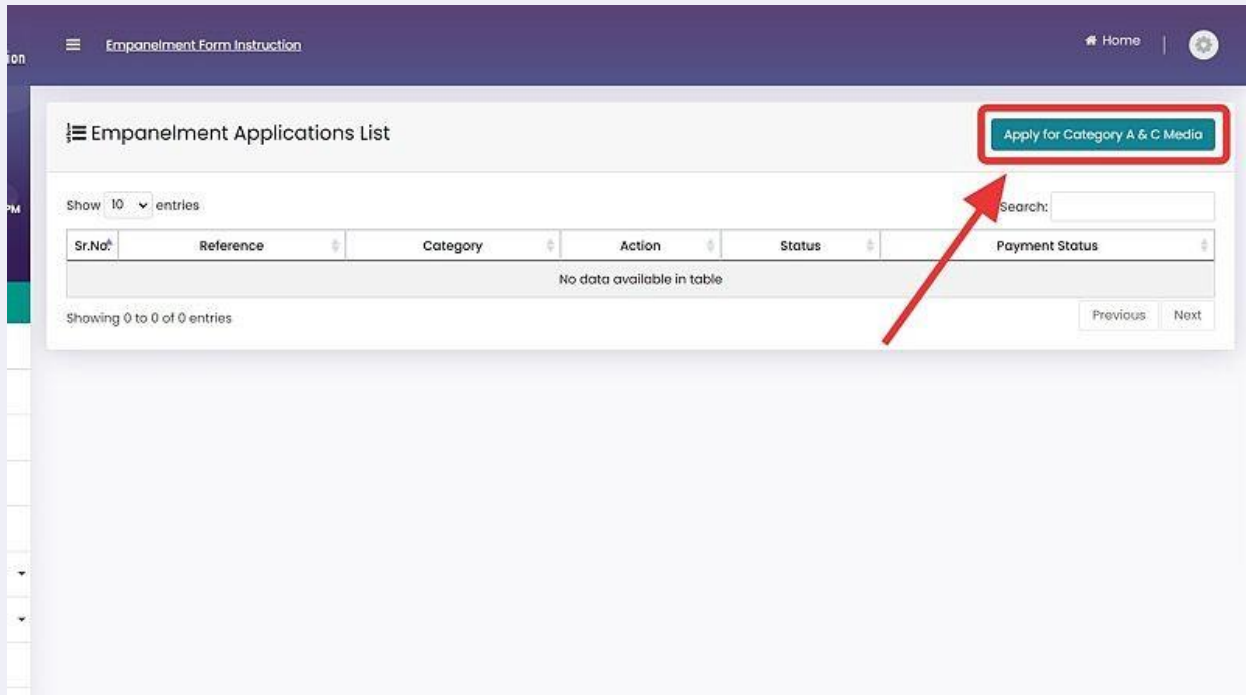
1. Kindly fill the Company and Account details in the next tab. This is a one-time process and fresh application can be submitted after that.
2. All the fields marked with (\*) are mandatory.
3. If connection is interrupted/lost or the user refreshes the page, then before the final submission data will not be saved and user has to submit again.
4. The size of the documents uploaded should not be more than 2MB.
5. All the documents should be uploaded in PDF format.

**Documents to be uploaded with applications under Category A & Category C media for Outdoor Media rate applications**

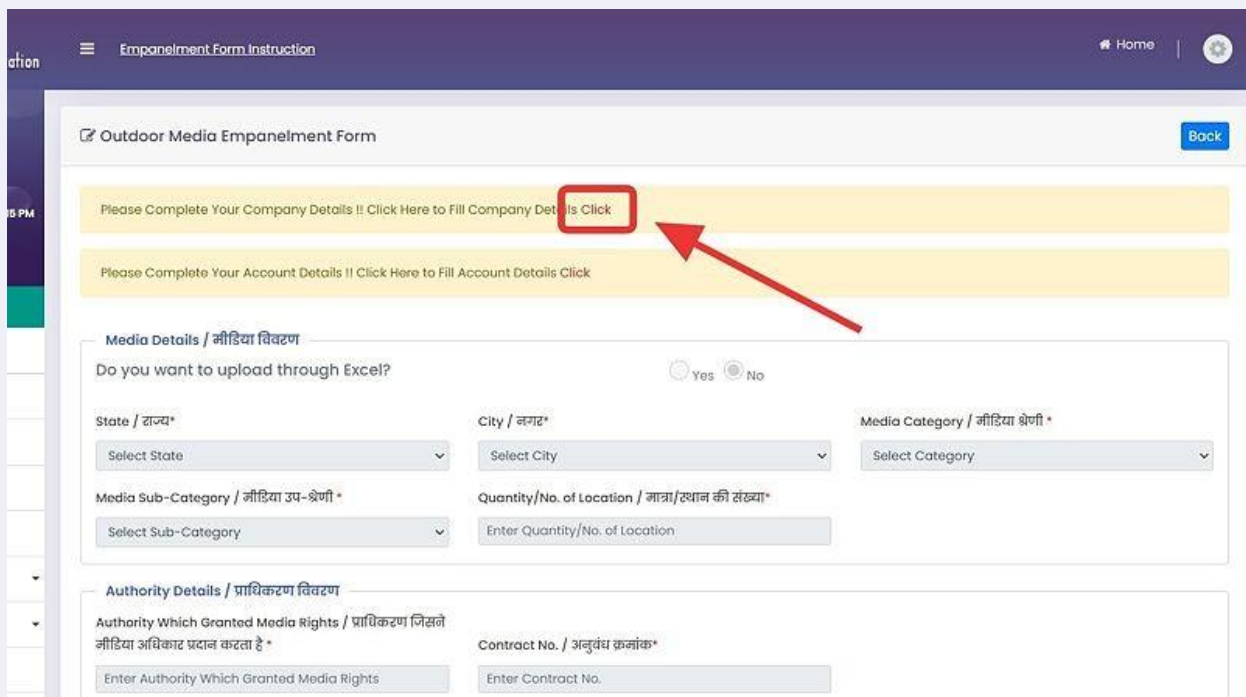
S.No.	Details/ Information Required	Supporting Documents to be uploaded
1	Company Document List	i) Legal Status of Company (Memorandum of Association/Partnership Deed/ Certificate of In corporation) ii) PAN Card iii) GST Registration Certificate
2	Account Document List	i) Cancelled Cheque
3	Empanelment Document List	i) Notarized Copy of Agreement ii) Certified Media List iii) Affidavit of Oath iv) Justification of Rate Offered to CBC. v) Latest License Fees Paid

6. Application can be filled online till 15.04.2023

8 Click on "Apply for Category A & C Media"



9 Fill required "Company Details" by clicking on "Click" button.



## 10 Fill all the required fields.

Company Details

**Owner Detail / मालिक का विवरण**

Owner/Managing Partner Name / मालिक/प्रबंध भागीदार का नाम \*

Enter Owner name

E-mail ID / ई-मेल आईडी\*

Enter E-mail ID

Mobile No. / मोबाइल नंबर\*

Enter Mobile No.

Address / पता\*

Enter Address

State / राज्य\*

Select State

District / जिला\*

Select District

City / नगर\*

Select City

Landline Number / लैंडलाइन नंबर

Enter Phone No.

**Details of GST / जीएसटी का विवरण**

GST No. / जीएसटी संख्या \*

Enter GST No.

Agency Name / एजेंसी का नाम\*

Please Wait

TIN/TAN / टिन/टैन

Enter TIN/TAN (if Applicable)

Any Other Relevant Information / कोई अन्य प्रासंगिक जानकारी

Enter Any Other Relevant Information

**Head Office / प्रधान कार्यालय**

(Email/Mobile No.) Same as Owner / (ईमेल/मोबाइल नंबर) मालिक के समान :

Yes  No

E-mail ID / ई-मेल आईडी\*      Mobile No. / मोबाइल नंबर\*      Landline No. / लैंडलाइन नंबर

## 11 Fill all the required fields, upload the required documents and click on " Submit" button.

**Branch Office / शाखा कार्यालय**

Provide details of all branch offices.

Branch Office (if any) / शाखा कार्यालय (यदि कोई हो) :  Yes  No

**Authorized Representative / अधिकृत प्रतिनिधि**

E-mail ID / ई-मेल आईडी \*

taniyabhandariiboc@gmail.com

Mobile No. / मोबाइल नंबर \*

9289772911

Name / नाम \*

Taniya Bhandari

Address / पता \*

Soaching Bhawan

Landline No. / लैंडलाइन नंबर

Enter Landline No.

Alternate Mobile No. / वैकल्पिक मोबाइल नंबर

Enter Alternate Mobile No.

**Upload Document / दस्तावेज़ अपलोड करें**

All documents should be in PDF format and should not exceed with 2MB size.

Document of Legal Status of Company / कंपनी की कानूनी स्थिति का दस्तावेज़ अपलोड करें \*

Pan Card / पैन कार्ड \*

Choose file      Browse      Upload

1 Sem RE.pdf      Browse      ✓

GST Registration Certificate / जीएसटी पंजीकरण प्रमाणपत्र \*

1 Sem.pdf      Browse      ✓

**Submit**



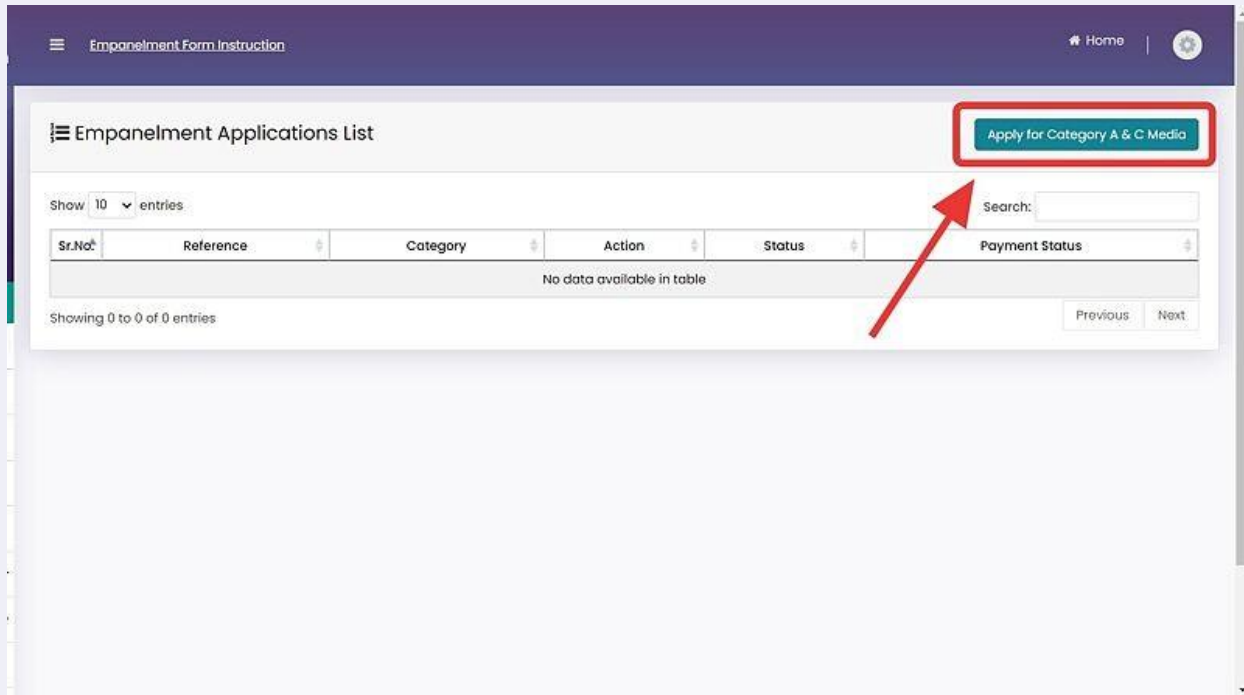
**12** Fill required "Account Details" by clicking on "Click" button.

The screenshot shows a web application interface for 'Empowerment Form Instruction'. The main content area is titled 'Company Details'. A yellow banner at the top contains the text 'Please Complete Your Account Details !! Click Here for Account Details Click', with the words 'Click Here for Account Details' enclosed in a red box and a red arrow pointing to it. Below this banner is a green message box that says 'Data Save Successfully'. The form is divided into two sections: 'Owner Detail / मालिक का विवरण' and 'Details of GST / जीएसटी का विवरण'. The 'Owner Detail' section includes fields for 'Owner/Managing Partner Name / मालिक/प्रबंध भागीदार का नाम \*' (containing 'ABC'), 'E-mail ID / ई-मेल आईडी\*' (containing 'abc@gmail.com'), 'Mobile No. / मोबाइल नंबर\*' (containing '9876543210'), 'Address / पता\*' (containing 'ABC'), 'State / राज्य\*' (a dropdown menu with 'Delhi' selected), 'District / जिला\*' (a dropdown menu with 'Central Delhi' selected), 'City / नगर\*' (a dropdown menu with 'Delhi' selected), and 'Landline Number / लैंडलाइन नंबर' (containing 'Enter Phone No.'). The 'Details of GST' section includes fields for 'GST No. / जीएसटी संख्या \*' (containing '18AABCU9603R1ZM'), 'Agency Name / एजेंसी का नाम\*' (containing 'Taniya'), and 'TIN/TAN / टिन/टैन' (containing 'Enter TIN/TAN (if Applicable)').

**13** Fill all the required fields, upload the required document and click on " Submit" button.

The screenshot shows the 'Account Details' section of the web application. The 'Account Details' tab is highlighted with a red box and a red arrow. The form contains several input fields: 'PAN No. / पैन नंबर\*' (containing 'Enter PAN No.'), 'IFSC Code / आई एक एस सी कोड\*' (containing 'Enter IFSC Code'), 'Bank Name / बैंक का नाम \*' (containing 'Enter Bank Name'), 'Branch / शाखा\*' (containing 'Enter branch'), 'Account No. / खाता नंबर\*' (containing 'Enter Account No.'), and 'Cancelled Cheque (Only PDF-2MB)/ रद्द चेक \*' (containing 'Choose file', 'Browse', and 'Upload' buttons). A red box highlights the 'Submit' button at the bottom right of the form, with a red arrow pointing to it.

**14** Click on "Apply for Category A & C Media"



**15** Fill in all the mandatory Media related information.  
(Note: Here you can provide the information through an excel file or can add the information manually)

A) If you want to provide information through Excel. Select "YES" and fill the required details and then click on "Add Quantity"

Outdoor Media Empanelment Form

Code : OPB4B4  
03-Apr-2023 : 04:15 PM

Media Details / मीडिया विवरण

Do you want to upload through Excel?  Yes  No

State / राज्य\*  
Delhi

City / नगर\*  
Delhi

Media Category / मीडिया श्रेणी\*  
Billboards

Media Sub-Category / मीडिया उप-श्रेणी\*  
Unipoles

Choose file No file chosen

Add Quantity

Authority Details / प्राधिकरण विवरण

Authority Which Granted Media Rights / प्राधिकरण जिसने मीडिया अधिकार प्रदान करता है \*

Contract No. / अनुबंध क्रमांक\*

Enter Authority Which Granted Media Rights

Enter Contract No.

Details of Work in Last Six Months, for the Applied Media Only, if any (As Per Format Given Below)  
केवल आवेदन मीडिया के लिए पिछले छह महीनों में कार्य का विवरण, यदि कोई हो (नीचे दिए गए प्रारूप के अनुसार)

Have you done any work in last 6 months?  Yes  No

I hereby certify that the agency M/s Taniya has NOT received any work from any source pertaining to the media applied for, over the last six months from the date of submission of online application no. under Category A or C media. I further understand that in such a case, CBC may fix the rate on the basis of lowest rate available in the vicinity or refuse to fix any rate for the media/locations if, in the opinion of CBC, media/locations are not commercially viable.

Reasons of non-receipt of any work over the last six months

- 16 Enter total quantity of the Sub-category and click on "Save" button.

The screenshot shows a modal window titled "Add Quantity" with a close button (X). The main content area displays "Quantity added Successfully!". Below this, there is a label "Sub Category / उप श्रेणी" with a dropdown menu showing "Unipoles". To the right, there is a label "Quantity / मात्रा" with a text input field containing the number "2". A red box highlights this input field. Below the input field, there is a red "Close" button and a green "Save" button. A red arrow points to the "Save" button. The background shows the "Outdoor Media Empanelment Form" with various fields like "Media Details", "Authority Details", and "Details of Work in Last Six Months".

- 17 Click on "Click Here to Download Media Details" and Excel file will be downloaded. Enter all the required details on the excel file and upload the file.

The screenshot shows the "Outdoor Media Empanelment Form" with a "Back" button in the top right corner. The form is divided into several sections: "Media Details / मीडिया विवरण", "Authority Details / प्राधिकरण विवरण", and "Details of Work in Last Six Months, for the Applied Media Only, if any (As Per Format Given Below)". In the "Media Details" section, there are fields for "State / राज्य\*" (Delhi), "City / नगर\*" (Delhi), "Media Category / मीडिया श्रेणी\*" (Billboards), and "Media Sub-Category / मीडिया उप-श्रेणी\*" (Unipoles). There is a "Choose file" button and a "No file chosen" message. A red box highlights the "Click Here to Download Media Details" button, which is pointed to by a red arrow. The "Authority Details" section has fields for "Authority Which Granted Media Rights / प्राधिकरण जिसने मीडिया अधिकार प्रदान करता है\*" and "Contract No. / अनुबंध क्रमांक\*", both with "Enter" buttons. The "Details of Work" section has a "Have you done any work in last 6 months?" question with "Yes" and "No" radio buttons, and a certification statement.

**18** Read all the instructions carefully regarding how to fill excel file.

**Important Instruction for Excel Upload/ एक्सेल अपलोड के लिए महत्वपूर्ण निर्देश**

- **Area Unit: (Sqcm/Sqft/Sqinch)** Kindly use only one unit, except one kindly removes all units.  
For Example: If you are using 'Sqft' then you have to remove 'Sqcm/Sqinch'. Now your value will be **Area Unit: Sqft**
- **Categorization: (A/C)** Kindly use only one categorization, except one kindly removes all categorizations.  
For Example: If you are using 'A' then you must remove '/C'. Now your value will be **Categorization: A**
- **Validity Date:** Kindly use the below format to enter a date. **Format: (DD.MM.YYY) Example: 03.04.2023**
- **Fees Unit: (sqft/sqcm/sqinch/per unit)** Kindly use only one unit, except one kindly removes all units.  
For Example: If you are using 'Sqft' then you must remove 'Sqcm/Sqinch'. Now your value will be **Fees Unit: Sqft**
- **License Duration: (Monthly/Quarterly/Half Yearly/Yearly)** Kindly use only one Duration, except one kindly removes all Durations.  
For Example: If you are using 'Monthly' then you must remove '/Quarterly/Half Yearly/Yearly'. Now your value will be **License Duration: Monthly**

**19** Fill all details in Excel file according.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
State	City	Category	Sub Category	Location	Area Unit	Length	Width	Categorization	Rate Offered to CBC	License Fees	Validity Date	Fees Unit	License Duration	Illumination	Lit Type
N	PORT BLAIR	Audio Announcement	Others-Audio Advt. at Bus Stand		Sqcm/Sqft /Sqinch			A/C				sqft/sqcm	Monthly/Q	Lit	Front Lit
N	PORT BLAIR	Audio Announcement	Others-Audio Advt. at Bus Stand		Sqcm/Sqft /Sqinch			A/C				sqft/sqcm	Monthly/Q	Lit	Front Lit

**20** Upload the Excel file by clicking on "Choose File".

**Outdoor Media Empanelment Form** Back

---

**Media Details / मीडिया विवरण**

Do you want to upload through Excel?  Yes  No

State / राज्य\* City / नगर\* Media Category / मीडिया श्रेणी \*

Andaman and Ni. Port blair Audio Announcement

Media Sub-Category / मीडिया उप-श्रेणी \*

Others-Audio Ad **Choose File** No file chosen [Click Here to Download Media Details](#)

21

B) There is also an option to provide information without using Excel. Click the "NO" button and fill the required details.

The screenshot shows the 'Outdoor Media Empanelment Form' interface. At the top, it says 'Outdoor Media Empanelment Form'. Below this, there is a question: 'Do you want to upload through Excel?'. There are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and highlighted with a red box. A red arrow points to this box. Below the question, there are several input fields: 'State / राज्य\*', 'City / शहर\*', 'Media Category / मीडिया श्रेणी\*', 'Media Sub-Category / मीडिया उप-श्रेणी\*', and 'Quantity/No. of Location / मात्रा/स्थान की संख्या\*'. There are also fields for 'Authority Details / प्राधिकरण विवरण', including 'Authority Which Granted Media Rights / प्राधिकरण जिसने मीडिया अधिकार प्रदान करता है\*' and 'Contract No. / अनुबंध क्रमांक\*'. At the bottom, there is a section for 'Details of Work in Last Six Months, for the Applied Media Only, if any (As Per Format Given Below)'. It includes a question: 'Have you done any work in last 6 months?' with 'Yes' and 'No' radio buttons. The 'No' radio button is selected. Below this, there is a certification statement: 'I hereby certify that the agency M/s Taniya has NOT received any work from any source pertaining to the media applied for, over the last six months from'.

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Fill the locations and technical information's of the media and click on " Save" button.

The screenshot shows the 'Add Location' form. At the top, it says 'Add Location' and 'Sub Category: Outside-Airport(Hoarding/Unipole)'. Below this, there is a table with the following columns: 'Sr.No.', 'Location\*', 'Area Unit\*', 'Length\*', 'Width\*', 'Total Area (sq. ft)\*', 'Size Type\*', and 'License Fee\*'. There are two rows in the table, each with input fields for the respective columns. Below the table, there is a 'Close' button and a 'Save' button. A red arrow points to the 'Save' button. The background shows the same form as in the previous screenshot, but it is dimmed.

## 23 Fill Authority Details.

Authority Details / प्राधिकरण विवरण

Authority Which Granted Media Rights / प्राधिकरण जिसने मीडिया अधिकार प्रदान करता है \*

Contract No. / अनुबंध क्रमांक\*

Enter Authority Which Granted Media Rights

Enter Contract No.

## 24 Fill in the "Work details" for the work done in Last Six Months, for the Applied Media Only. (Note: if you don't have the related information, please provide reasons of non-receipt of any work over the last six months)

Authority Which Granted Media Rights / प्राधिकरण जिसने मीडिया अधिकार प्रदान करता है \*

Contract No. / अनुबंध क्रमांक\*

Details of Work in Last Six Months, for the Applied Media Only, if any (As Per Format Given Below)  
केवल आवेदन मीडिया के लिए पिछले छह महीनों में कार्य का विवरण, यदि कोई हो (जीचे दिए गए प्रारूप के अनुसार)

Have you done any work in last 6 months?  Yes  No

I hereby certify that the agency M/s \_\_\_\_\_ has NOT received any work from any source pertaining to the media applied for, over the last six months from the date of submission of online application no. under Category A or C media. I further understand that in \_\_\_\_\_ case, CBC may fix the rate on the basis of lowest rate available in the vicinity or refuse to fix any rate for the media/locations if, in the opinion of CBC, media/locations are not commercially viable.

Reasons of non-receipt of any work over the last six months (Only PDF-2MB) \*

Choose file No file chosen

Upload Document / दस्तावेज़ अपलोड करें

All documents should be in PDF format and should not exceed with 2MB size.

Notarized Copy of Agreement / समझौते की नोटरीकृत प्रति \*

Choose file Browse Upload

Affidavit of Oath / शपथ का शपथ पत्र (& Sample Certificate) \*

Choose file Browse Uj

Latest License Fees Paid / सर्वानुमत लाइसेंस शुल्क का भुगतान \*

Choose file Browse Upload

Justification of Rate Offered to CBC / सीबीसी को दी जाने वाली दर \*

Choose file Browse Uj

Certified Media List / प्रमाणित मीडिया सूची \*

Choose file Browse Upload

Vendor picture / विक्रेता फोटो \*

Choose file Browse Uj

25

If you have the information with you, you can click on “YES” button and provide information through Excel. You also have to provide Annexure D, GST Receipts and PO/Commercial Work Invoices along with it.

26

Please refer to the following file format of annexure D for Excel. You can also download it by clicking “Sample File”. Enter all the required details and upload the file.

A	B	C	D	E
client_name	invoice_number	gst_no_party_1	gst_no_party_2	proof_gst_submitted

27

Upload all the required documents. Tick the check box and click on " Submit" button.

Upload Document / दस्तावेज़ अपलोड करें

All documents should be in PDF format and should not exceed with 2MB size.

Notarized Copy of Agreement / समझौते की नोटरीकृत प्रति \*

Choose file Browse Upload

Latest License Fees Paid / नवीनतम लाइसेंस शुल्क का भुगतान \*

Choose file Browse Upload

Justification of Rate Offered to CBC / सीबीसी को दी जाने वाली दर \*

Choose file Browse Upload

Certified Media List / प्रमाणित मीडिया सूची \*

Choose file Browse Upload

Vendor picture / विक्रेता फोटो \*

Choose file Browse Upload

Scanned signature of vendor / विक्रेता के स्कैन किए गए हस्ताक्षर \*

Choose file Browse Upload

Submit Location Data

Please submit location data through App

GET IT ON Google Play Download on the App Store

I confirm that all the information given by me is true and nothing has been concealed / मैं पुष्टि करता हूँ कि मेरे द्वारा दी गई सभी जानकारी सत्य है और कुछ भी छपाया नहीं गया है। \*

Submit

!

Once the form submitted, using your mobile device submit location data via APP.

28

Upload Affidavit of Oath.  
(Click on the dashboard on slide bar and then click on Affidavit of Oath)

Empanelment Applications List

Download Reports Apply for Category A & C Me

Show 10 entries Search:

Sr.No:	Reference	Category	Status	Payment Status	Action
1	2304-OP1162	Airport	Open	Pending for payment	View <a href="#">Affidavit of Oath</a>
2	2304-OP1133	Airport	Open	Pending for payment	View <a href="#">Affidavit of Oath</a>
3	2304-OP1126	Billboards	Open	Pending for payment	View <a href="#">Affidavit of Oath</a>

Showing 1 to 3 of 3 entries

Previous 1 N



29

Download the "Sample Certificate" and upload the file.  
Click on the "Submit" button

Upload Affidavit of Oath

Your Application No: 2304-OP1162

Affidavit of Oath / शपथ का शपथ पत्र [Sample Certificate](#)

Choose file Browse Upload

**Submit**

## MOBILE APPLICATION

30

For submitting location data, you have to use the link to download "CBCIndia App". Click on the "Mobile App link" button.  
( You can download the App from Google Playstore by searching "CBCIndia"

OP Taniya  
Agency Code : OP8484  
Last Login: 06-Apr-2023 : 11:47 AM

Main Navigation Menu

- Dashboard
- Company Details
- Account Details
- Fresh Empanelment
- Approved Application List
- 1 Policies & Guidelines
- 1 Empaneled Vendors
- 1 Mobile App Link**
- 1 User Manual

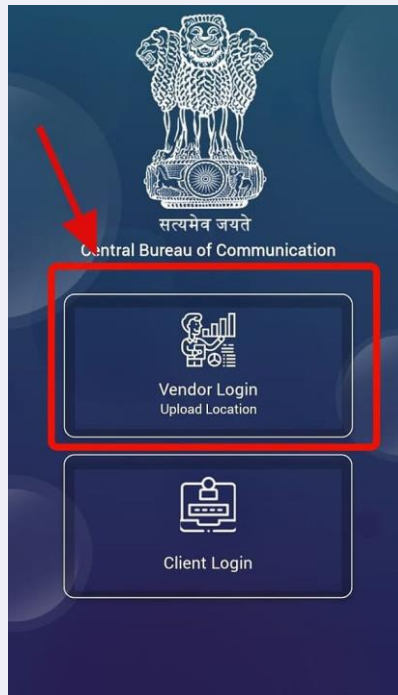
Download the latest version of the App by clicking below.

Note: If already installed, kindly remove the previous App and download the latest version.

[GET IT ON Google Play](#) [Download on the App Store](#)

31

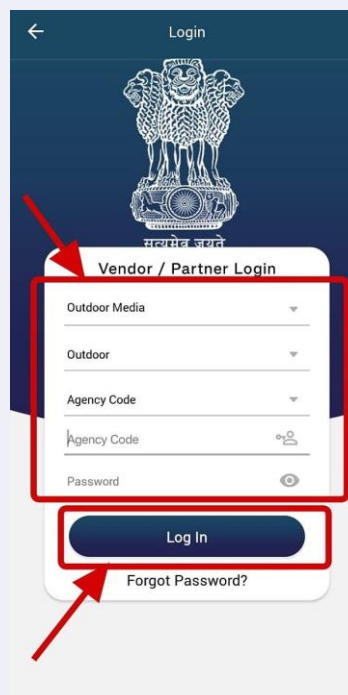
Once you download the Application and Open the App and click on “Vendor Login”.



32

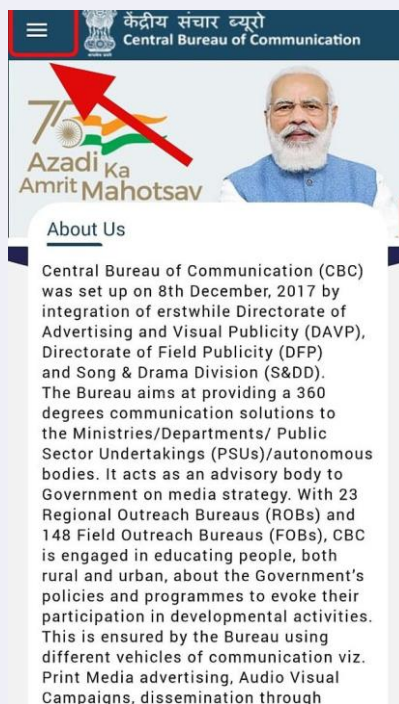
Fill all required details to log in.

- A) Select " Outdoor Media" in " Vendor/Partner Category"
- B) Select "Outdoor" in "Wing Type"
- C) Enter your Agency Code(6–digit) and password.
- D) Click on "login" button.



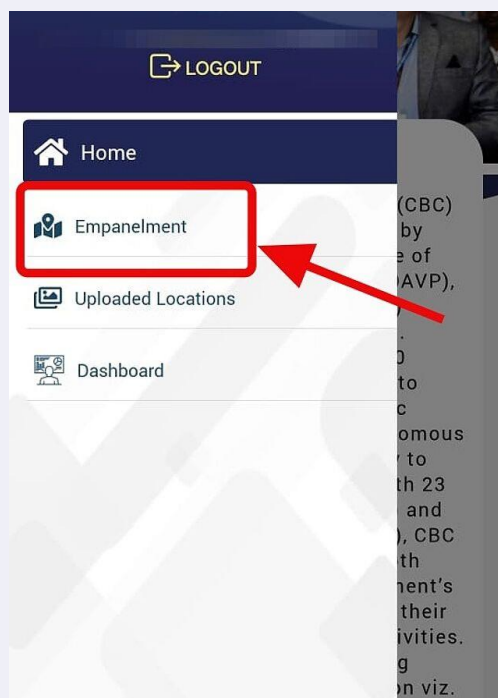
33

Once you Login, you can click on the menu button on the top corner of the left side.



34

Click on “Empanelment” button, from where you can submit the images for your locations.



**35**

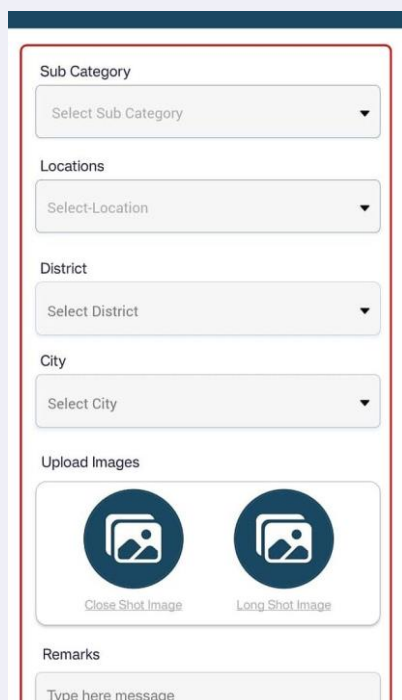
Select "Application Number" for which you have to upload locations and click on "Next" button.



The screenshot shows a mobile application interface for the 75th Azadi Ka Amrit Mahotsav. At the top, there is a banner with the Indian national flag and a portrait of Prime Minister Narendra Modi. Below the banner, the text "75 Azadi Ka Amrit Mahotsav" is displayed. The main form area is titled "Application Number" and contains a dropdown menu with a downward arrow. Below the dropdown menu is a dark blue button with the word "NEXT" in white capital letters. A red arrow points from the bottom towards the "NEXT" button.

**36**

Fill all the required details and Upload Images(Shot and Long Image) Click on "Next" button.



The screenshot shows a mobile application interface for the 75th Azadi Ka Amrit Mahotsav. The form is divided into several sections: "Sub Category" with a dropdown menu labeled "Select Sub Category"; "Locations" with a dropdown menu labeled "Select-Location"; "District" with a dropdown menu labeled "Select District"; "City" with a dropdown menu labeled "Select City"; "Upload Images" with two circular icons for "Close Shot Image" and "Long Shot Image"; and "Remarks" with a text input field labeled "Type here message". A red box highlights the "Sub Category", "Locations", "District", and "City" sections.



(Note: Lat-long details will be automatically captured from the images posted by you)

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Once all the location data is successfully updated, you can go to the dashboard and using the payment link you can pay the application fee for respective application.

Click on " Pending For Payment"

Empanelment Applications List

Download Reports Apply for Category A & C Media

Show 10 entries Search:

Sr.No#	Reference	Category	Status	Payment Status	Action
1		Airport	Open	Pending for payment	View    Affidavit of Oath
2		Airport	Open	Pending for payment	View    Affidavit of Oath
3		Billboards	Open	Pending for payment	View    Affidavit of Oath

Showing 1 to 3 of 3 entries Previous 1 Next

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Fill all the required details and proceed. Submit the application fees i.e. Rs 1000. You will get the payment receipt on successful payment, which you can download.

**If you are doing payment from Corporate Banking, Kindly wait for 7 days. Your payment status will be automatically updated after 7 days.**

Billing Address / बिलिंग पते का पता :-

Amount / राशि \* 1000

Email id / ईमेल आईडी \* abc@gmail.com

First Name / पहला नाम \* ABC

Last Name / अंतिम नाम \* ABC

Mobile No. / मोबाइल नंबर \* 9876543210

Address / पते का पता \* ABC

Pin Code / पिन कोड \* Enter Pincode

Country / देश \* INDIA

State / राज्य \* Delhi

City / शिटी \* DELHI

Shipping Address / शिपिंग पता :-

Same As Billing Address / बिलिंग पते के समान

First Name / पहला नाम \* Enter First Name

Last Name / अंतिम नाम \* Enter Last Name

Mobile No. / मोबाइल नंबर \* Enter Mobile

Address / पता \* Enter Address

Pin Code / पिन कोड \* Enter Pincode

Country / देश \* INDIA

State / राज्य \* Select State

City / शिटी \* Enter City

Proceed

ent/2304-QP1162#advisories\_empeneled