Request for empanelment – Graphic Designers (Print and Digital)/ Creative Agency

The Cell for IPR Promotion and Management (CIPAM) under the aegis of the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, is empaneling Graphic Designers/ Creative Agency for the work mentioned under ‘Deliverables’ below.

Interested Individuals/ Companies/ Freelancers interested may submit their complete profile, qualifications, professional experience, sample of work(s) and sample of work(s) undertaken by them with government department/organisation (if any) by 31st May, 2019 to cipam-dipp@gov.in.

Deliverables:

The deliverables inter alia include content writing, cover design, designing of brochures, documents, booklets, pamphlets, presentation templates, comics, advertisements, animations, graphics/art work for social media, typesetting, video shooting, whiteboard videos, audio recordings, translations, voice overs and printing etc.

Terms and Conditions:

1. Payment shall be made only after successful completion of the work as per CIPAM’s satisfaction. Empanelment per se does not make the empaneled agency eligible for any payments.
2. Payment for the assignments/projects shall not exceed assigned DAVP rates. Payment for certain projects maybe done on actual basis after submission of bills, if approved.
3. CIPAM reserves the right to verify the quality of work submitted.
4. In case the work is found to be of inferior quality consistently, the empanelment may be rescinded, besides deduction in payments.
5. Open files and soft copies in all relevant formats and sizes of each work assignment shall be submitted to CIPAM.
6. CIPAM/ DPIIT shall have the exclusive right to de-panel the individuals/companies before the expiry of the term.
7. Empanelment per se does not imply that the empaneled agency/individual will be allotted work. The agency empaneled would not sublet the work to any other agency.