

**AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT
DEVELOPMENT AUTHORITY (APEDA)
(Ministry of Commerce and Industry, Government of India)
New Delhi – 110016**

APEDA invites offers from service providers and procurement of goods for undertaking various activities for a period of 2 years from 1.4.2011 to 31.3.2013

For details, please visit our website www.apeda.gov.in under the announcement section.

APPLICATION FORM FOR EMPANELMENT OF AGENCY FOR VARIOUS SERVICES

S.NO.	Organization Profile	Details of Organization
1.	Name of Organization	
2.	Correspondence address	
3.	Contact Person	
4.	Contract Details Telephone No, Fax No. Mobile phone No. Email	
5.	Details of work / services being offered	
6.	Experience (No. of Years)	
7.	Permanent Account No. of Organization (PAN)	
8.	Tan identification Number (TIN)	
9.	Services Tax number/ VAT No.	
10.	Annual turn over for the last three years	
11.	No. of Employees	
12.	List of Clients	
13.	Other relevant details	
14.	List of Enclosures	

I/we hereby certify that the information given above is true and nothing has been corrected therein. It is further certified that neither the organization nor any of the officials of the organization have resorted to unethical practices and no investigation/ enquiry proceedings have ever been initiated by the Govt. investigation agencies/ vigilance agencies/ courts.

Date: _____

Signature

Name

Designation _____

**TERMS AND CONDITIONS FOR EMPANELMENT OF AGENCIES FOR
VARIOUS SERVICES AND PROCUREMENT OF GOODS COMMENONLY
REQUIRED IN OFFICE**

- 1) The company should provide copies of their registration, Permanent Account No. (PAN), Tan identification Number (TIN) Service Tax no. and VAT no. etc. wherever applicable.
- 2) The work/services should be of high quality and only the branded materials will be used. In case the work is not up to the standard, penalty as considered appropriate, will be imposed.
- 3) The agencies should enclose copies of clearances from various Govt. Departments like fire control etc. wherever applicable.
- 4) The empanelment will be valid for a period of two years. However, APEDA reserves the right to annul the empanelment at any time without assigning any reason or call for a fresh empanelment.
- 5) APEDA reserves its right not to accept offers from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by the Government Investigating Agencies/ Vigilance Cell/courts.
- 6) The proposals will be addressed to the General Manager, P&A Division and to be dropped in the box at third floor within 21 days of the release of advertisement.
- 7) Assessment of the proposals will be done by a Committee constituted for the purpose. The committee will evaluate proposals of eligible agencies based on profile track record and other related issues and may call for additional information, if required. Agencies having in-house expertise/facilities will be given preference.
- 8) Performance of the agency will be reviewed periodically and those agencies whose performance is not up the mark and those agencies who are not regular in participation in the APEDA's tender process may be taken off from the empanelled list.

APEDA reserves the right to cancel partially/ entire process of empanelment without any notice at any point of time.

List of Agencies

1. **Packaging of Exhibits**
2. **Architectural Services**
3. **Transport Service for Local Distribution**
4. **Pest Control Services**
5. **Translation Services (including typing) English to Hindi and vice versa**
6. **Translation Services (including typing) Foreign language**
7. **Placement Services (Security and Administrative Staff)**
8. **Mobile Phone connection provider services**
9. **Courier Services (domestic / international)**
10. **Dry cleaning / washing of furniture items including chairs, sofas, and carpets**
11. **Fire Protection Services (fire extinguishers and fire alarm and detection systems)**
12. **Staff Canteen Services especially serving of tea / coffee**
13. **Catering services (official functions, meetings and seminars)**
14. **Supply of mineral water**
15. **Photocopying machines new as well as AMC**
16. **Fax Machines new as well as AMC**
17. **Electrical panels new & AMC**
18. **Diesel generator sets new and AMC**
19. **EPABX Communication system new / AMC**
20. **Electrical voltage transformer new / AMC**
21. **Attendance recording machine AMC / new**
22. **Online UPS new / AMC**
23. **Professional Photographers**
24. **Corporate Gifts**