



**Agricultural and Processed Food Products
Export Development Authority (APEDA)**
(Ministry of Commerce and Industry, Government of India)
Expression of Interest (EOI)

APEDA invites applications for empanelment of specialised agencies having presence in NCR for undertaking various activities. For further details, please visit our website www.apeda.gov.in under the announcement section.

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

- 1) The agencies should enclose self-attested copies of their Registration/Incorporation, Permanent Account No. (PAN), Taxpayer's 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 standards, 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) All material including designs/drawings/photographs/films etc. will become the property of APEDA. APEDA reserves the right to use them in the manner as considered appropriate.
- 5) The empanelment will be valid for a period of three years. However, APEDA reserves the right to annual the empanelment at any time without assigning any reason or call for a fresh empanelment.
- 6) APEDA reserves its right not to accept offers from agencies resorting to unethical practices or on whom investigation/inquiry proceedings have been initiated by the Government Investigating Agencies/Vigilance Cell/Courts etc.
- 7) The proposals will be addressed to the General Manager, P&A Division and to should reach APEDA, New Delhi within 21 days of release of advertisement. Separate applications along with enclosures should be submitted for more than one activity. The envelope should be clearly superscribed with the activity for which application for empanelment is being made.
- 8) 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.
- 9) Performance of the agency will be reviewed periodically and those agencies whose performance is not up the mark and those agencies that 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.

As mentioned above, the proposals along with self attested copies of prescribed documents should be addressed to the General Manager (P&A)

and should reach APEDA, New Delhi within 21 days of the release of this advertisement. Since the advertisement has appeared on 21st January 2013, last date for submission of the proposals is 11th February 2013 up to 5.00 pm at the following address:

General Manager (P&A)
Agricultural and Processed Food Products Export Development Authority
(APEDA)
(Ministry of Commerce & Industry, Govt. of India),
NCUI Building 3, Siri Institutional Area,
August Kranti Marg,
New Delhi - 110 016

A soft copy of the application in word file (not scanned and without enclosures) should also be sent at:

gmpna@apeda.gov.in

APPLICATION FORM FOR EMPANELMENT OF AGENCY FOR VARIOUS SERVICES **(ON AGENCIES' LETTER HEAD)**

S.NO.	ORGANIZATION PROFILE	DETAILS OF ORGANIZATION
1.	Name of agency	
2.	Correspondence address	
3.	Contact person	
4.	Contact details Telephone No. Fax No. Mobile No. Email	
5.	Details of work / services being offered	
6.	Experience (number of years)	
7.	Permanent Account Number (PAN) of organization (please attach self certified c	
8.	Tan Identification Number (TIN) of organization	
9.	Services Tax Number / VAT Number of organization	
10.	Annual turn over for the last three years	
11.	Number of employees	
12.	List of clients (please mention the govt./PSU clients separately)	
13.	Other details, if any	
14.	List of Enclosures	

I / we hereby certify that the information given above is true and nothing has been concealed 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 against the organisation.

Date:

Signature

Name

Designation

LIST OF ACTIVITIES

(A) Computer and Information (C&I)

1. Computer hardware/networking supplier and service provider
2. Computer software supplier and service provider
3. Customised application software developer and service provider
4. Customised multimedia application developer (movie, presentation etc.)
5. Audio visual systems (multimedia projector etc.) supplier and service provider
6. Offline / Online UPS supplier and service provider
7. System security/ Utility software / tools supplier and service provider

(B) Public Relation (PR)

1. INS accredited agencies for designing of advertisements, publicity material, brochures and releasing of advertisement in the newspapers etc.
2. Film production
3. Event management/ stand design and construction on turn key basis for exhibitions and seminars
4. Packaging of exhibits
5. Gift items/ souvenirs

(C) Personnel and Administration (P&A)

1. Cargo handling services including despatch/clearance of exhibits in India/overseas for the events in which APEDA is participating
2. IATA approved travelling agency (air ticketing and train ticketing – domestic and international)
3. Foreign exchange services
4. Printing of stationery (office stationery, books, reports etc.)
5. Transport services for local distribution of letters etc.
6. Pest control services
7. Translation services (agencies must specify in their proposal the foreign languages in which they have the expertise. They should also separately specify the facilities available for translation/typing from English to Hindi and vice-versa)
8. Placement services for office staff
9. Placement services for security staff

10. Courier services (domestic/ international)
11. House keeping services namely maintenance of building and fixtures including white washing, plumbing, electrical, carpentry and venetian blinds etc.
12. Daily cleaning of office premises
13. Dry cleaning/ washing of furniture items such as chairs, sofas, carpets etc.
14. Fire protection services (fire extinguishers and fire alarm and detection systems)
15. Staff canteen services for supply of good quality tea/coffee from APEDA's pantry
16. Catering services for official functions, meetings and seminars etc.
17. Supply of certified good quality drinking water
18. Photocopying machines new as well as AMC
19. Air conditioners new as well as AMC
20. Electrical panels new as well as AMC
21. Diesel generator sets new as well as AMC
22. EPABX communication system new as well as AMC
23. Electrical voltage transformer new as well as AMC
24. Attendance recording machine new as well as AMC
25. Audio visual systems new as well as AMC