

**Dated : 8<sup>th</sup> June, 2019**

**TORs for submission of Expression of Interest for Empanelment of Agencies for construction & designing of APEDA pavilions during international and national events**

**1. Introduction**

Agricultural and Processed Food Products Export Development Authority (APEDA), under Ministry of Commerce & Industry, Govt. of India is mandated with the responsibility of export promotion and development of food products from the country.

To achieve its objectives, APEDA undertakes various export promotion activities which includes participation in various international and National Exhibitions by setting up of APEDA - India pavilion (theme pavilion as well as stands for exporters) to display and to facilitate development and promotion of Agricultural and Processed Food Products of various exporters.

**2. Activities**

During the year 2019-20, APEDA will be participating in the various International and National Exhibitions. However services of event management companies shall be required for construction, furnishing and related activities for the few selected international and domestic exhibitions.

**3. Scope of Work**

APEDA intends to empanel reputed agencies for undertaking the following activities and accordingly invites applications in the prescribed format (Annexure 1) from the eligible agencies:

- 3.1 Conceptualization of overall theme for Exhibition & Theme Pavilion.
- 3.2 Designing and Creativeness of APEDA – India Pavilion including built up stands of the exporters/participants of international quality standards.
- 3.3 Creating a suitable Indian brand for the focus products (Indian organic produce, fresh fruits and vegetables, processed food etc.) for the events proposed above.
- 3.4 Preparation of floor plan with optimum utilization of space allotted for each fair.

**4. Eligibility Criteria**

Agencies having following minimum qualifications are hereby invited to apply :

- 4.1 The Agency should be able to provide a creative team for undertaking the project for APEDA and should demonstrate experience in handling large scale projects at international level of comparable stature. Agencies need to have a strong design and aesthetic sense with comprehensive ability to conceive and execute design ideas.

- 4.2 Must be a registered business entity/service provider in existence for minimum 5 years. Registration no. of TAN/Direct tax/Income tax/Trade Tax/VAT/GST, etc. as applicable may be quoted in the technical bids format and copy of the certificate/proof must be attached. These documents should be in the name of applicant organization only and not that of group/sister organizations. In other words, name of applicant organization should be same in all the documents submitted.
- 4.3 A minimum of 5 years experience in conceptualizing, designing of pavilions in International events (not less than 200 sqm.) during 2018-19. (Supporting documents to be attached).
- 4.4 Average turnover of Rs. 3 crores from event management activity in last 3 years, i.e., 2015-16 onwards. CA Certificate to this effect should be attached.
- 4.5 Submission of EMD in the form of DD favouring APEDA payable at New Delhi for the amount of Rs. 2.00 lakhs (Rupees Two Lakhs only) is essential for the bid without which the bid offer will be rejected. EMD shall be retained by APEDA which will be returned after the end of financial without any interest etc. However if the agency fails to execute the work assigned satisfactorily, the same shall be forfeited.
- 4.6 A self certified undertaking to be submitted mentioning that the agency has not been black listed by any government organization and it so, the same is not applicable as on date.
- 4.7 Application Proforma for submission of Bid Document is at Annexure – 1.

## **5. Terms & Conditions**

- 5.1 The applicants are advised in their own interest to ensure that all the points brought out in the checklist are complied with in their application, failing which the offer is liable to be rejected. Incomplete applications will be summarily rejected.
- 5.2 The applicant shall be deemed to have accepted all the terms and conditions as laid down in the bidding document.
- 5.3 Any interlineations, erasures or overwriting shall be deemed to have accepted be valid only if they are initiated/signed by the person or persons signing the application.
- 5.4 Existing Rules of GFR will be applicable.
- 5.5 Duration of empanelment of agencies will be for one year unless withdrawn earlier.

**6. APEDA reserves the right to:**

- 6.1 Extend the deadline for the submission of applications at its discretion.
- 6.2 Accept or reject any proposal at any time prior to selection, award of contract/order, without assigning any reasons and without any liability on APEDA.
- 6.3 Modify terms and conditions of the selection procedure.
- 6.4 To ask any relevant information/ documents from the applicants for deciding empanelment.
- 6.5 The decision of the APEDA shall be final and binding in this regard.
- 6.6 For interpretation of any clause of this document, the decision of Chairman APEDA would be final and binding on both the parties i.e., bidder and APEDA.
- 6.7 There will be no cost of rejection/non-selection to APEDA.

**7. Selection Procedure**

- 7.1 A Committee in APEDA will carry out a preliminary screening of the applications received and will shortlist the agencies fulfilling the prescribed requirements. The Shortlisted agencies will be required to make presentation before the Selection Committee. The score and weightage criteria is at Annexure – 2.
- 7.2 The marking will be done for all the presentations by the Selection Committee as per the criteria at Annexure – 2. The agency that scores minimum 70% marks (35 out of 50 marks) in the presentation will be shortlisted for empanelment, which is valid upto 31<sup>st</sup> March, 2020 (unless withdrawn earlier or extended for the next one year).
- 7.3 During the period of empanelment, the empanelled agencies will be invited to quote for various activities pertaining to international and domestic exhibitions at such notice as decided by APEDA from time to time.
- 7.4 The agencies quoting for a particular event shall be asked to make presentation and financial bids of those getting 70% marks in the presentation on the laid down criteria shall be opened. The contract shall be awarded to the agencies quoting lowest rates i.e. L-1.

**A pre-bid will be held on 14.6.2019 at 11 A.M. at APEDA Conference Hall on 3<sup>rd</sup> floor, NCUI building, 3 Siri Institutional Area, Opp. Asiad Village, August Kranti Marg, New Delhi – 110 016 to clarify the issues, if any.**

**The last date for submission of bid is 1<sup>st</sup> July, 2019 till 1500hrs. The complete applications should be addressed to:**

General Manager  
(Trade Fairs)  
A P E D A  
3<sup>rd</sup> Floor, NCUI Building, 3, Siri Institutional  
Area, Opp. Asiad Village, August Kranti  
Marg, New Delhi – 110 016  
Tel/Fax : 2651 4046  
E.mail : [ssnayyar@apeda.gov.in](mailto:ssnayyar@apeda.gov.in)

**ANNEXURE – 1**

**Application Proforma for submission of Expression of Interest for Empanelment of Agencies for construction & designing of APEDA pavilions during International and National events**

1	Name of the Organization	
2	Address	
3	Name and contact details of Chief Executive	
4	Contact Person	
5	Profile of the agency including the staff strength on payroll	Staff strength _____
6	Experience (No. of Years)	Number of Years _____
7	Track Record – previous experience of handling similar nature of work (Please mention here). The company must have 5 years work experience (list with copy of Work order attached)	
8	Average turnover of Rs. 3 crores from event management activity in the last 3 years, i.e., 2015-16 onwards. CA Certificate to this effect to be attached.	
10	Permanent Account No. PAN (Enclose self certified copy)	
11	Services Tax/VAT No./GST (enclose Self certified copy)	
12	List of Clients	
13	A self certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable as on date.	
14	DD favoring APEDA payable at New Delhi for Rs.2,00,000/- towards EMD	
15	Other relevant details, if any	
16	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/vigilance enquiry is pending by any agencies/courts.

\_\_\_\_\_  
Authorised Signatory

\_\_\_\_\_  
Name

Date --/--/---- Place

## Score/Weightage Criteria

S. No.	Areas	Score/Weightage						
1.	Understanding about the required activities to be carried out on regular basis by APEDA	25						
2	Turnover of the Company: Breakup of marks is given below (proof to be provided) :  <table border="1"> <tr> <td>Rs. 3 – 5 crore</td> <td>2 marks</td> </tr> <tr> <td>Above Rs.5 – 10 crore</td> <td>3 marks</td> </tr> <tr> <td>Above Rs. 10 crore</td> <td>5 marks</td> </tr> </table>	Rs. 3 – 5 crore	2 marks	Above Rs.5 – 10 crore	3 marks	Above Rs. 10 crore	5 marks	5
Rs. 3 – 5 crore	2 marks							
Above Rs.5 – 10 crore	3 marks							
Above Rs. 10 crore	5 marks							
3	Previous works of similar nature at international level of the Government or reputed Private bodies. Breakup of marks is given below (proof to be provided):  <table border="1"> <tr> <td>5 – 7 years</td> <td>2 marks</td> </tr> <tr> <td>Above 7 – 10 years</td> <td>3 marks</td> </tr> <tr> <td>Above 10 years</td> <td>5 marks</td> </tr> </table>	5 – 7 years	2 marks	Above 7 – 10 years	3 marks	Above 10 years	5 marks	5
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Above 7 – 10 years	3 marks							
Above 10 years	5 marks							
4	Strength/Expertise of the Organization	10						
5.	Construction and Designing of Pavilion during 2018-19  <table border="1"> <tr> <td>200 sqm</td> <td>2 marks</td> </tr> <tr> <td>Above 200 – 600 sqm</td> <td>3 marks</td> </tr> <tr> <td>Above 600 sqm</td> <td>5 marks</td> </tr> </table>	200 sqm	2 marks	Above 200 – 600 sqm	3 marks	Above 600 sqm	5 marks	5
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