



TERMS AND CONDITIONS FOR EMPANELMENT OF AGENCIES FOR VARIOUS SERVICES AND PROCUREMENT OF GOODS COMMENONLY REQUIRED IN APEDA 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.
- 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.

- 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. Corporate branding
- 5. Professional photographers
- 6. Packaging of exhibits
- 7. Cargo Handling Agency
- 8. Traveling Agency (air ticketing and train ticketing)
- 9. Gift items/ souvenirs
- 10. Architectural Services.
- 11. Computer and computer related Activities
 - a. Computer hardware and network equipments new
 - b. Computer hardware and network equipments AMC
 - c. Systems and Application Software supplier and maintenance service provides including e-mail system new as well as AMC
 - d. Application software development and integration service providers new as well as AMC
 - e. Networking new as well as AMC
 - f. UPS new
 - g. UPS AMC
 - h. Internet connectivity/service providers new.
 - i. Audio visual systems new
 - j. Audio visual systems AMC
 - k. Hardware and software security solution providers and maintenance service providers new and AMC
- 12. Printing of stationery (office stationery, books, reports etc.)
- 13. Transport services for local distribution of letters etc.
- 14. Pest control services
- 15. Translation services (including typing) English to Hindi and vice versa
- 16. Translation services (including typing) foreign languages
- 17. Foreign exchange services
- 18. Placement services
 - a. Security
 - b. Administrative staff
- 19. Mobile phone connection provider services
- 20. Courier services (domestic/international)
- 21. House Keeping services namely maintenance of building and fixtures including plumbing, electrical and carpentry and venetian blinds
- 22. Dry cleaning/ washing of furniture items including chairs, sofas and carpet.
- 23. Fire protection services (fire extinguishers and fire alarm and detection systems)
- 24. Staff Canteen Services especially serving of tea/coffee.
- 25. Catering Services (official functions, meetings and seminars)

- 26. Supply of mineral water
- 27. Photocopying machines new as well as AMC
- 28. Fax machines new as well as AMC
- 29. Air conditioners new
- 30. Air conditioners AMC
- 31. Electrical panels new
- 32. Electrical panels AMC
- 33. Diesel generator sets new
- 34. Diesel generator sets AMC
- 35. EPABX communication system new
- 36. EPABX communication system AMC
- 37. Electrical voltage transformer new
- 38. Electrical voltage transformer AMC
- 39. Attendance recording machine new
- 40. Attendance recording machine AMC
- 41. Audio visual systems new
- 42. Audio visual systems AMC
- 43. On line UPS new
- 44. On line UPS AMC

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