

## APPLICATION FORM FOR EMPANELMENT OF CARGO AGENCY

Sl. No.	Organization Profile	Details of Organization
1.	Name of organization	
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 (No. of years)	
7.	Permanent Account No. of Organization (PAN)	
8.	Tan identification Number (TAN)	
9.	Service Tax Number (VAT)	
10.	Annual turnover for the last three years	
11.	Number 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 Government investigation agencies/ Vigilance agencies/courts.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

## **TERMS AND CONDITIONS FOR EMPANELMENT OF CARGO AGENCY**

- 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 upto 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 one year. 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 to 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.