



- 1) The Company should provide copies of their registration, PAN, Service Tax no. and VAT no. etc. as applicable.
- 2) The empanelment will be valid for a period of two years. However, APEDA reserves the right to cancel the empanelment at any time without assigning any reason or call for a fresh empanelment.
- 3) It will be the responsibility of the company to provide neat and clean vehicles which are not more than three years old.
- 4) The proposals will be addressed to the General Manager, P&A Division and to be dropped in the box at third floor of APEDA New Delhi Office within 21 days of the release of advertisement.
- 5) 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.
- 6) 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.
- 7) APEDA reserves the right to cancel partially/ entire process of empanelment without any notice at any point of time.