

ToR for Empanelment of Various Activities

APEDA is a statutory body under the Ministry of Commerce & Industries, Govt. of India is mandated for development for export of Agricultural and Processed Foods. It's Head Office at New Delhi and five regional offices in states.

Applications are invited from registered agencies/service providers for procurement of goods and services for empanelment for a period of three years for Delhi head office.

1) Scope of work

a) Computer related Services

S. No.	Activity
1	Systems security/ utility software / tools supplier and service provider
2	Security Surveillance system
3	Transactional SMS services

b). General Services

S. No.	Activity
1	Cargo handling services including packing dispatch/clearance of exhibits in India / overseas for the event where in APEDA will participate
2	Foreign exchange services
3	Translation services (agencies must specify proficiency of language in their proposal)
4	Courier services (domestic/International)
5	Catering service for official functions
6	Annual Maintenance Contract of Diesel Generators
7	Annual Maintenance Contract of Air Conditioners
7	Purchase of Biometric attendance recording machine
8	Mobile Phone with International Sim Card

2. General conditions

- a. The empanelment will be valid for a period of three years and APEDA reserves the right to cancel the empanelment at any time without assigning any reasons thereof.
- b. Performance of the agency will be reviewed periodically and those agencies whose performance is not found satisfactory APEDA's reserves the right to cancel the empanelment.
- c. The Agency should be registered in union territory Delhi (including NCR region) and should provide copies of their registration of GST No.

- d. **If the service became available through GeM then the service of empanelled vendors will be discontinued without giving any reasons.**

3 Eligibility for submission of applications:

- a. The Agency should have at least three years of working experience in the respective fields.
- b. The agencies should be registered with any Government department and have GST number.
- c. The agency should submit last three years audited financial balance sheets and income tax return.

4. Selection Procedure

- a) A committee in APEDA will carry out preliminary screening and shortlist the firms fulfilling the eligibility criteria.
- b) Application of agencies not submitting offers as per the requirements of APEDA shall be out rightly rejected.
- c) The selection Committee reserves the right to accept or reject any or all the offer at any time prior to award of contract/order without assigning any reasons.
- d) APEDA also reserves the right to negotiate the prices with the selected agencies to bring down the prices.
- e) Selected vendors have to comply with Govt. Regulation & standards as deemed fit.
- f) All the selection will be made as per GFR 2017 guidelines.
- g) Agencies not fulfilling the eligibility criteria will not be considered for empanelment.

5. Guidelines for submission of Offers

- a) Sealed quotations are required to be submitted within 15 days from the date of release of the advertisement. Conditional offers are not allowed and would be rejected.
- b) Mention the activity for empanelment on Envelop and submit to the APEDA.
- c) The offers should be addressed to General Manager (P&A) APEDA at given below:

General Manager
Agricultural and Processed Food Products
Export Development Authority (APEDA)
(Ministry of Commerce and Industry, Government of India)
3rd Floor, NCUI Building, 3 Siri Institutional Area,
August Kranti Marg, New Delhi-110016

Application form for the Empanelment of Agency for Various Services

1	Name of the Organization/Company (Registration document to be submitted (Self Attested))	
2	Correspondence Address	
3	Contact Person (Proprietor/Partner)	
4	Contact Details: (Tel. No./Fax No./Mob. No.)	
5	Registration No. with Government with Permanent Account No./GSTNo.	
6	Organization Profile Details of organization (Documents to be submitted with self attested)	
7	Experience (no. of years)	
8	Details of work/service being offered	
9	Annual Turnover (Audited last three years Financial Balance Sheet)	
10	Bank Details	
11	List of Clients	
12	Self Certification by the Organization/Company that it has been never blacklisted by any Govt. organization	
13	Any other details	