

TENDER**ToR for Empanelment of agencies for Various Services in APEDA****CPP Tender ID: 2018_APEDA_367028_1**

- 1. Introduction:** APEDA is an autonomous body under the Ministry of Commerce & Industry, Govt. of India mandated for development for export of Agricultural and Processed Foods. It's Head Office at New Delhi and five regional offices in states.
- 2. Invitation of Sealed Tenders:** Sealed Bids are invited from Delhi/NCR registered agencies/service providers for procurement of goods and services for empanelment for a period of three years for Delhi head office.

1	Closing date and time for receipt of Bids in APEDA office.	26 nd October, 2018 at 4.00 PM.
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2. Scope of work:

[Separate Bid & documents should be submitted for each/ individual service]

A) Computer related Services

SN.	List of Activities
1	Hardware and network services
2	Customised multimedia application developer
3	Software purchase and Annual Maintenance Contract.
4	AMC of Online and Offline UPS.
5	Hiring of IT Equipments on Rent (i.e Laptop, TV, Projector, Screens etc.
6	SMS Service Providers

B). General Office Services

S. No.	List of Services
1.	CARGO HANDLING SERVICES: including packing dispatch/ clearance of exhibits in India/ Overseas for the event where in APEDA is participating.
2.	Currency services /FOREX Services.
3.	Printing of Office Stationery (Letter heads, note sheets, visiting cards, File covers, Plastic Folders, Meeting pads etc.)
4.	Offset Printing Services: (Annual Report & Accounts, All kind of Publicity materials including panel posters, danglers etc.
5.	Courier services (domestic/International) including DHL/Blue Dart courier for International/national destinations.
6.	Furniture and Fixtures: Repairs and maintenance. Dry cleaning of furniture items such as chairs, sofas, carpets etc.
7.	Office Maintenance Services [Repair and Maintenance work]

	<p>A. Civil work B. Electrical work C. Plumbing work D. Carpenter work E. Glass work F. Whitewashing and Painting work. G. Any other office repair and maintenance work.</p>
8.	Fire Detection & Alarm System: Repair & Maintenance and AMC (Fire detection and alarm system, fire extinguishers (New and Refilling) Signages & directions, Fire compliances, Mock drill practices and demo on quarterly basis.
9.	Environment Friendly Disposal of office records and equipments.
10.	Staff canteen services for supply of good quality tea/coffee from APEDA's pantry.
11.	Catering services for official meetings and Seminars etc.
12.	Main Electrical panels Servicing, Repairs, Maintenance and AMC
13.	Packing services : For Domestic and International dispatch of Publicity materials and Food products etc.
14.	Photocopy (B &W and Colour), Spiral & Spico Binding, Separator, photocopy of report/manual/books/Annual Reports etc.
15.	International SIM Card with Mobile handset of different Countries
16.	Housekeeping services : Cleaning, Sanitation and Office maintenance services and AMC.
17.	Laundry/Dry Cleaning Services [Dry cleaning of Car seat covers, Towels, Bed sheets, Pillow covers etc.]
18.	Language Translation services (Agencies must specify in the proposal for foreign languages in which they have the expertise) from English to Hindi language and Vice versa.
19.	Biometric Attendance recording machine: New machine as well as AMC and issue of new attendance punching cards
20.	Air Conditioner units (Ductable 7.5 ton, Split ACs (1.5 & 2.00 ton) and Window AC units 1.5 and 2.00 Ton)- Repair Maintenance and AMC Contract.

4. Eligibility Criteria:

S. No	Description of Requirements	Eligibility Criteria
1.	Firm's Registration	<ul style="list-style-type: none"> Minimum 3 years old firm. Certificate should be attached duly self certified. The name of firm should be same as given in registration certificate and other statutory documents. No sister or associate concern shall be considerable
2.	GST Registration	Copy of GST Certificate should be attached duly self certified.
3.	PAN	Copy of PAN should be attached duly self certified.
4.	Turn over of firm	<ul style="list-style-type: none"> Minimum turnover should be Rs.25.00

	(Minimum) C.A. Certificate for last 3 years i.e. 2015-16, 16-17 and 17-18 is mandatory.	lakh per annum each year for Service sl. no.A-1, 2, and 3 and Service Sl. No.B- 1, 2, 3, 4, 8 and 20. <ul style="list-style-type: none"> • Minimum turnover should be Rs.5.00 lakh per annum each year for Service Sl. No.5, 6, 7, 9, 10 11, 12, 13, 14, 15, 16, 17, 18 and 19. • A C.A. Certificate should be submitted certifying turn over of firm for the last three years, which is mandatory.
5.	Work Experience	<ul style="list-style-type: none"> • Firm should have minimum past three years work experience in the respective field/service applied for, preferably in the Govt. departments. • Attach at least 05 (Five) work orders of different offices of Central/State Govt./PSU/Corporate office/Reputed Private companies etc.
6.	Suitability of Agencies of Same field/line of expertise	<ul style="list-style-type: none"> • The agencies shall be selected who are suitable and from the same service field of expertise. This will be applicable to those firms who will apply for multiple services.

5. General Terms and Conditions

- a. The empanelment will be valid for a period of two (02) years and APEDA reserves the right to cancel the empanelment at any time without assigning any reason thereof.
- b. Performance of the agency will be reviewed yearly and those agencies whose performance is not found satisfactory APEDA 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 firm and GST.
- d. APEDA reserves the right to discontinue the services of empanelled vendors without assigning any reason, in case, services are procured through GeM portal.
- e. Agencies not fulfilling the eligibility criteria will not be considered for empanelment.
- f. Incomplete bids and bids not supported with the required information and documents as per the requirement of the tender document and terms & conditions will not be considered and will be rejected.
- g. The applicant has to submit a "Self Certificate" on the firm's letter head stating that it has not been blacklisted by any Govt. organization/ departments] and the same is not valid till date.

- h. Page numbering of each page of tender documents should be done.
- i. Indexing of each document with page number should be done.
- j. The Sealed Cover for “Technical Bid” must be superscribed on the top of the envelop as “Application for Empanelment of (Name of Service)” in APEDA”.

6. A. - Selection Criteria

- i) Number of technical staff engaged for similar service/work applied for empanelment with APEDA. Minimum 02 technical staff is mandatory. The name and designation of technical staff should be mentioned in the tender document.
- ii) Work experience in the “same service field” applied for, for the last 5 years. Documentary proof of Govt. department should be attached atleast for 05 work orders or empanelment with the departments/organizations.
- iii) Empanelment with Govt. organizations at least 05 nos. Copy of empanelment or work orders may be attached duly self certified.
- iv) Registration of firm/agency with the Central/State Govt./MSME/NSIC/Directorate of Industry etc.
- v) GST Certificate or “Declaration” should be submitted about turn over less than Rs.20.00 lakh, PAN, Bank Account,
- vi) Income Tax Return for last one year should be submitted. It is mandatory.
- vii) Turn over: A C. A. Certificate should be given certifying turn over for last 03 years.
- viii) Self Certificate on letter heads of firm towards “ Non-Blacklisting” of firm by Govt. departments and black listing is not valid till date.

7. B. - Selection Procedure

- a) An Evaluation Committee in APEDA will carry out preliminary screening and shortlist the firms fulfilling the eligibility criteria for empanelment.
- b) Application of agencies not submitting offers as per the requirements of APEDA shall be out rightly rejected. One Bid should be submitted for one each individual service only and Bids of such firms/companies shall be rejected who apply for multiple services in a Single Bids.
- c) The selection Committee reserves the right to accept or reject any or all the offers at any time prior to award of contract/order without assigning any

reasons.

- d) APEDA reserves the right to negotiate the prices with the selected agencies.
- e) Selection will be made as per guidelines of GFR 2017.

7. Guidelines for submission of Offers

- a. Applications should be submitted in the prescribed format as per “Annexure-I)
- b. Sealed tenders are required to be submitted upto 26th October, 2018 at 4.00 p.m. strictly in the “Tender Box of APEDA” kept at the reception area at 3rd floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, Opposite Asian Games Village, New Delhi-110016.
- c. The Tender document/ToR will be available at the CPP portal website: <http://eprocure.gov.in> and APEDA Website: www.apeda.gov.in under “Tender Link” and “Announcement” link.
- d. Conditional bids in any form are not allowed & acceptable to APEDA and would be rejected without assigning any reason thereof.
- e. The offers should be addressed to the General Manager (P&A), APEDA at the below address:

The General Manager (P&A)
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, Hauz Khas, Opp. Asian Games Village,
New Delhi-110016

ANNEXURE-I**APPLICATION FOR EMPANELMENT OF AGENCY FOR VARIOUS SERVICES
[On Firm's printed Letter head/official stationery]**

S. No	Description of Eligibility Criteria	Name of Service to be filled up by the Firm/Co.	Page No.
1	Name of Service applied for		
2	Name of the Firm / Company (Registration document to be submitted duly self certified and stamps by the authorised person.		
3	Complete Correspondence Address with Pin code number.		
4	Name and designation of Contact Persons (Min. 02 nos.)		
5	Contact Details: Telephone numbers E-mail addresses Mobile Numbers		
6	Registration of firm Minimum 3 years old firm. Copy of Firm Regn. Certificate should be attached duly self certified and stamped by the authorised person.		
7	GST Registration <ul style="list-style-type: none">• Copy of GST Certificate should be attached duly self certified and stamped by the authorised person.• GST Regn. is not mandatory. Who have turn over for less than Rs.20.00 lakh may give a "Declaration" on the firm's letter head about turn over		
8	PAN issued by Income Tax dept. Copy of PAN should be attached duly self certified and stamped. PAN of		

	firm or proprietor is must.		
9	<p>Turn over of firm for past 03 years.</p> <ul style="list-style-type: none"> • Minimum turnover should be Rs.25.00 lakh per annum each year for Service Table A sl. no.1, 2 and 3 and Service Table-B at Sl. No. 1, 2, 3, 4, 8 and 20. • Minimum turnover should be Rs.5.00 lakh per annum each year for Service Sl. No.5, 6, 7, 9, 10 11, 12, 13, 14, 15, 16, 17, 18 and 19. • C.A. Certificate from a qualified C.A. should be submitted certifying turn over of firm for last three years. The C.A. Certificate should be in original duly complete in all respect. 	•	
10	<p>Work Experience Minimum 03 years</p> <ul style="list-style-type: none"> • Firm should have minimum past three years work experience in the respective field/service applied for, preferably in the Govt. departments. • Attach at least 05 (Five) work orders of different offices of Central/State Govt./PSU etc. should be submitted. 		
11	<p>Self Certificate towards Non-Black listing</p> <p>[Self Certification by the Organization/ Company that it has not been blacklisted by any Govt. organization/ departments and it is not valid till date]</p>		

Signature of Authorised Person
Name of Authorised Person
Company Seal

Place:
Date: