



**Agricultural and Processed Food Products  
Export Development Authority (APEDA)**  
(Ministry of Commerce and Industry, Government of India)  
**Expression of Interest (EOI)**

**04/12/2015**

APEDA a statutory organization under the Ministry of Commerce & Industries invites applications for empanelment of specialised agencies for a period of two years from 01.01.2016 having presence in NCR for undertaking various activities. For further details, please visit our website [www.apeda.gov.in](http://www.apeda.gov.in) under the announcement section. The offers should reach the undersigned within 15 days of appearance of the advertisement.

General Manager (P&A)

## ToRs for empanelment of various activities

APEDA, a statutory body under the Ministry of Commerce & Industries Govt. of India is engaged in the development of Agricultural and Processed Foods having its Head Office at New Delhi and five regional offices in different areas.

Applications are invited from agencies/service providers for procurement of goods for empanelment for a period of two years.

### 1. Scope of work:

S.No.	Activity
1	Computer hardware/networking supplier and service provider
2	Computer software supplier and service provider
3	Customised application software developer and service provider
4	Customized multimedia application developer (movie, presentation etc.)
5	Audio visual systems (multimedia projector etc.) supplier and service provider
6	Offline/Online UPS supplier and service provider
7	Systems security/ utility software / tools supplier and service provider

#### A. Services

S. No.	Activity
1.	Cargo handling services including despatch/clearance of exhibits in India / overseas for the event in which APEDA is participating
2.	Foreign exchange services
3.	Printing of stationery (office stationery, books, reports etc.)
4.	Transport services for local distribution of letters etc.
5.	Pest control services
6.	Translation services (agencies must specify in their proposal the foreign languages in which they have the expertise.
7.	Placement services for office staff
8.	Placement services for security staff
9.	Courier services (domestic/ international)
10.	Dry cleaning / washing of furniture items such as chairs, sofas, carpets etc.
11.	Fire protection services (fire extinguishers and fire alarm and detection systems.)
12.	Staff canteen services for supply of good quality tea/coffee from APEDA's pantry
13.	Catering services for official functions, meetings and seminars etc.
14.	Supply of certified good quality drinking water

15.	Photocopying machines new as well as AMC
16.	Air conditioners new as well as AMC
17.	Electrical panels new as well as AMC
18.	Diesel generator sets new as well as AMC
19.	APABX communication system new as well as AMC
20.	Attendance recording machine new as well as AMC
21.	Taxi Hiring
22.	Packing Service
23.	Photocopy, spiral binding, separator, photocopy of report etc.
24.	Mobile phone with International SIM Card

## **2. General Conditions:**

1. The empanelment will be valid for a period of two years and APEDA reserves the right to cancel the empanelment at any time without assigning any reasons thereof.
2. Performance of the agency will be reviewed periodically and those agencies whose performance is not satisfactory and who are not regular in participation in APEDA's tender process may be taken off from the empanelled list.
3. The agency should provide copies of their registration, PAN, TIN, service tax and VAT nos. wherever applicable.

## **3. Eligibility for submission of application:**

1. The agency should have atleast five years of working experience
2. In respect of agencies providing taxies, their office should be within the vicinity of five kms.
3. Preference will be given to those agencies which are carrying out work for Govt. agencies.

## **4. Selection procedure:**

1. A committee in APEDA will carry out preliminary screening and will shortlist the firms fulfilling the eligibility requirements.
2. Application of agencies not submitting offers as per the requirements of APEDA shall be out rightly the rejected.
3. 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 and without incurrance of any liability on APEDA. APEDA also reserves the right to negotiate the prices with the selected agencies to bring down the prices.

## **5. Guidelines for submission of offers**

1. 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 summarily rejected.
2. In order to understand the scope of work a pre offer meeting may be held with the designated APEDA official.
3. The offer should be superscribed in the envelope \_\_\_\_\_(mention the activity).
4. The offers should be addressed to General Manager (P&A) APEDA at the above address.

Application form for 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  Telephone no. / FAX no. Mobile no. Email address Website	
5.	Permanent Account Number (PAN) TIN & VAT Number Self attested	
6.	Organization Profile Details of organization (documents to be submitted)	
7.	Experience (no. of years) <ul style="list-style-type: none"> <li>• In Govt./ Semi Govt./ PSU</li> <li>• In private</li> </ul> Experience documents to be submitted (self attested photocopy)	
8.	Details of work /services being offered	
9.	Annual Turnover for the last three years	
10.	Bank Details	
11.	Number of offices (in Delhi and other states/ cities) Number of Employees (in Delhi and other states/ cities)	
12.	List of clients	
13.	Registration with other Govt. / Semi Govt. supplier	
14.	Self certification that the organization has never been blacklisted by any Govt. organization	
15.	Any other details.	