

**AGRICULTURAL & PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT AUTHORITY (APEDA) invites Bids from EVENT MANAGEMENT AGENCY(IES) (EMAs) for ORGANISING REVERSE BUYER SELLER MEET (RBSM) at 3<sup>RD</sup> edition of WORLD FOOD INDIA (WFI) scheduled for 19<sup>TH</sup>-22<sup>ND</sup> September 2024 at BHARAT MANDAPAM (Pragati Maidan) New Delhi**

## **1. INTRODUCTION**

- 1.1 The Agricultural and Processed Food Products Export Development Authority (APEDA) was established by the Government of India under the Agricultural and Processed Food Products Export Development Authority Act, 1985.
- 1.2 APEDA is mandated with the responsibility of export promotion and development of the specified scheduled products.
- 1.3 To know more about APEDA, please visit our website <https://apeda.gov.in/apedawebsite/>

## **2. ABOUT WORLD FOOD INDIA (WFI) 2024:**

- 2.1. With the objective of introducing the world to rich Indian food culture as well as promoting investments in the diverse food processing sector of the country, the Ministry of Food Processing Industries (MoFPI) launched the first edition of World Food India (WFI) in 2017. In view of celebrating 2023 as the International Year of Millets and to bring global food processing industry together, the Ministry of Food Processing Industries organized the second edition of WFI in 2023. This year, WFI 2024 will be organized from 19th to 22nd September 2024 in Bharat Mandapam at Pragati Maidan, New Delhi. For further details please visit WFI 2024 website <https://www.worldfoodindia.gov.in/>
- 2.2. APEDA will participate and set up a pavilion to showcase and market the Indian Agricultural and Processed Food Products in WFI 2024 event.
- 2.3. To accomplish APEDA's objectives, through participation in WFI, 2024, APEDA is looking to gain the global presence and accordingly it is planning to invite buyers, dignitaries, policy makers from international market to WFI 2024 to showcase and facilitate development and promotion of APEDA's scheduled products.
- 2.4 APEDA is also planning to facilitate the interaction among International and domestic entities by organizing "Reverse Buyer Seller Meet (RBSM)". The RBSM will be an opportunity for Indian Exporters and international buyers to have B2B meetings for sourcing agricultural and processed food products from India and to also discuss possible collaborations.

### 3. ABOUT THE ASSIGNMENT

- 3.1. APEDA is inviting bids from the interested Event Management Companies (EMCs) for organizing Reverse Buyer Seller Meet (RBSM) during the World Food India, 2024 and other related activities.
- 3.2. The work will be assigned on a turnkey basis. However, the EMC has to work in close coordination with APEDA as well as other agencies as envisaged in the Para 4.4. The decision of APEDA in organizing RBSM and other related activities will be final and binding in all respect.
- 3.3. The Scope of Work and Terms & Conditions are provided in para 4-7 below.

### 4. SCOPE OF WORK

- 4.1 About 800-1000 buyers/importers are to be invited to participate in RBSM at WFI 2024. The buyers are to be invited from potential importing countries having interest in sourcing agro-products and processed food items from India.
- 4.2 The buyers/importers shall be provided any of the following three level of amenities, according to the strategic importance of the Country and /or buyer organization, as decided by the Committee duly constituted by APEDA and the tentative number of buyers to be invited and catered to under each category is listed below:

Categories	Level of Assistance	No. of buyers to be invited
Level 1 – New Buyers	Air Tickets, Accommodation, Local transport	Approx. 200
Level 2 – Targeted Buyers	Accommodation, Local transport	Approx. 500 including buyers listed at level 1
Level 3- Regular but Genuine Buyers	Only local transport	Approx. 400 other than buyers listed above

- 4.3 APEDA has the right to increase or decrease the number of buyers or realign the number of buyers between different categories at its own discretion, with prior intimation to the agency.
- 4.4 The scope of the work under the present Bid, shall consist of:
  - i. Shortlisting and selection of foreign buyers / Participants (out of the list provided by APEDA),
  - ii. Obtaining their consent for their presence and getting them registered at the portal
  - iii. Obtaining approval from APEDA constituted Committee,
  - iv. Facilitating the approved participants in making their VISA arrangements,
  - v. Coordination with the Hotel authorities, (Booked by APEDA)

- vi. Coordination with Air Travel Ticketing agency(ies), (nominated by APEDA)
- vii. Coordination with Local Transport Agency(ies) (Nominated by APEDA)
- viii. Planning and management of work related to RBSM at the Venue. This will include the coordination between APEDA, the Participants (Both buyers and Sellers) and the agency entrusted with the venue management.
- ix. Collection of RBSM fee from the exhibitors interested in participation at the RBSM
- x. Maintaining day wise record of participants' attendance to the event.
- xi. Such other activity(ies) as may be required for attaining the objective of the assignment.
- xii. ***The work shall neither include the civil work of any sort nor the providing of food or other amenities to the participants in RBSM.***
- xiii. Thus, the activity shall be the deployment of providing of skilled, efficient and experienced manpower only to manage the work enlisted from para (i) to (xi) above.

**DETAILS OF ABOVE ACTIVITIES ARE AS FOLLOWS:**

- 4.5 APEDA will provide a list of scrutinized potential importers/buyers and the selected agency will contact them through email & calls to obtain their expression of participation, and further sending the invitation regarding mobilizing their participation for the event and maintain a proper record of the buyers invited to the event.
- 4.6 The agency shall ensure to get the interested buyers registered on WFI 2024 website. The agency shall provide the details of interested buyers on regular basis to the 'APEDA appointed committee' to enable it in evaluation and approval of the registered buyers for invitations under different categories. The decision of APEDA in this regard shall be final and binding.
- 4.7 Agency shall ensure the presence and participation of minimum 800 to 1000 number of buyers out of the registered and approved buyers/Importers
- 4.8 Sending Intimation to buyers about approval of their visit and obtaining their written consent and other necessary details for booking tickets and hotel, as needed.
- 4.9 Issuance of Visa recommendation letter with MEA Support for hosting buyers.
- 4.10 The EMC shall communicate with Indian Missions (on behalf of APEDA) in various countries to help the buyers in getting their Visa and booking airline tickets.
- 4.11 Managing regular correspondence with buyers/importers for resolving their queries and addressing any specific requirement, organizing their smooth travel, hotel stay, local transportation for meeting with the exporters.

- 4.12 Keeping real time information about buyers boarding their respective flights to India.
- 4.13 APEDA shall highlight the preferential buyers/importers in the overall list of buyers/importers to the agency for making the enhanced efforts to ensure their participation.
- 4.14 It is reiterated that only the APEDA will decide the extent of hospitality to be provided to the interested buyers and accordingly the Agency shall finalize the participation of that interested buyer/importer.
- 4.15 APEDA shall appoint different agencies i.e. for Air Ticketing and Local Transportation and civil work at site. The RBSM agency shall be represent APEDA to coordinate with all the other agencies for smooth and effective management and accomplishment of the RBSM assignment. The gist of scope of work is given in para 4.4 above.
- 4.16 Hotel accommodation and boarding/lodging will be arranged by APEDA. Room allocation and coordination with hotel/Guest shall be done by the EMC in consultation with APEDA.
- 4.17 The EMC shall also coordinate with MoFPI, Invest India, FICCI, ITPO and other concerned agencies for smooth conduct of RBSM.
- 4.18 EMC must set up information / help desk at each designated hotel, airport, RBSM venue in consultation with APEDA for facilitating buyers.
- 4.19 EMC will hire services of a professional photographer for high resolution still photography for the entire event and submit two photo-albums containing at least 100 photographs of 5"x7" size and video coverage (all days) as well as 3 minutes' video for uploading on YouTube & providing link on APEDA's website for the activity.
- 4.20 APEDA has developed a Mobile App for organizing B2B meetings in the exhibitor's booth and the specific B2B meeting lounges.
- 4.21 The agency has to coordinate and organize scheduling of B2B meetings with exhibitors and buyers in the exhibitor's booth and Meeting lounges in batches through mobile App and ensure meetings are organised as per schedule.
- 4.22 The EMC must deploy appropriate number of trained personnel and staff for smooth organizing the RBSM meeting. Despite non-inclusion of provision of translators & Interpreters are in the scope of this contract, the agency may be asked for arranging of such persons in case need arises and the RBSM agency shall be reimbursed for the charges as per actuals, after the event. A prior written approval of APEDA shall be required to claim the reimbursement by the agency.
- 4.23 A system for taking feedback from buyers & exhibitors is already developed to understand the impact of their participation and the benefits accumulated from the meetings that will take place during World Food India 2024, the EMC shall obtain inputs of the buyers and exhibitors particularly in the RBSM.

4.24 Any other activity, as directed by APEDA, required for efficient execution of the RBSM shall be organized by the EMC.

4.25 The EMC will be responsible for ensuring the deployment of sufficient number of educated, trained and experience manpower during the whole process for smooth working on his part.

## 5 ELIGIBILITY FOR SUBMISSION OF BIDS:

5.1 Agencies meeting the following qualifying criteria in terms of desired experience/ expertise in execution of the similar work at similar platforms, and possessing sound financials, with supporting documents may participate in the bid process.

5.2 **Documents required for assessment of eligibility:** The details like Name of the agency, address, GST Registration No., PAN Card, Turnover for the last five financial years, Names and years of the Events conducted in the desired field, are to be mentioned as per proforma at Annexure-1, along with copies of supporting documents.

S. No.	Eligibility Criteria	Documents required
5.2.1	<u>The agency should have conducted at least three international events during last three financial years i.e. 2021-22, 2022-23, 2023-24</u> related to organizing Buyer management and arranging RBSM / Buyer Seller Meets (BSMs) within or outside India.	CA certificate showing the date of existence of the agency, turnover of the last 5 financial years and no. of events executed during last 5 financial years, giving year-wise details of events executed, signed by a practicing CA and countersigned by an authorized representative of the agency, as in Annexure-III, along with copies of Work Orders executed during last 3 financial years and additional documents, if any.
5.2.2	<u>The agency should have earned average turnover of Rs. 3,00,00,000, (Three Crores Only) during last three financial years i.e. 2021-22, 2022-23, 2023-24</u> from Event management business related to organizing Buyer management and arranging RBSM / Buyer Seller Meets (BSMs) within or outside India.	

5.3 A self-declaration has to be submitted mentioning that the agency has not been blacklisted by any government organization as per Annexure-IV.

## 6. Processing Fee, EMD and Performance Security:

The Processing Fee and Earnest Money Deposit (EMD) must be submitted with the Bid:

- 6.1 A non-refundable Application cum Processing Fee of Rs. 15,000/- (plus GST @ 18%)= Rs. 17,700/- (Rs. Seventeen Thousand Seven Hundred only) in the form of a Demand Draft (DD) drawn in favour of APEDA payable at New Delhi.
- 6.2 Interest-free Earnest Money Deposit (EMD) in the form of DD for Rs. 5,00,000/- (Rupees Five Lakh only) in favour of "APEDA" payable at New Delhi.
- 6.3 A bid not accompanied by APPLICATION CUM PROCESSING FEE and EMD shall be summarily rejected.
- 6.4 Exemption from submission of EMD to NSIC and MSME registered agencies will be applicable subject to submission of self-certified copy of "Exemption Certificate" issued by respective authorities with the tender documents.
- 6.5 The successful bidder shall be required to furnish a Performance Security / deposit which shall be Rs. 5,00,000/- or 5% of the contract value, whichever is higher, and valid up to sixty days after the date of completion of all contractual obligations. No exemption from furnishing Performance Security shall be provided to the NSIC and MSME registered organizations, as per Government norms.
- 6.6 Amount of EMD will be adjusted towards Performance Security/ deposit and the balance (if any) to make up to 5% of the contract value shall be deposited by the awardee agency.

## **7. Terms and Conditions**

- 7.1 The EMC will work under the directions and guidance of APEDA. It shall be the sole responsibility of the EMC to ensure all activities undertaken by them for APEDA are in accordance with the legal framework.
- 7.2 It shall be responsibility of the agency to ensure conformity with local laws in respect of the manpower hired by them and tax related matters.
- 7.3 APEDA requires that the selected EMC shall observe the highest standard of ethics during the period of agreement and ensure that none of their actions brings them in the net of vigilance enquiry. The bidders shall have to bear the cost associated with the preparation and submission of tender documents to APEDA.
- 7.4 APEDA will reject a proposal for award of work if, at any level, it is determined that the agency recommended for award has engaged itself in corrupt or fraudulent practices in competing for the contract in question.
- 7.5 APEDA will declare an Applicant/Bidder ineligible, either indefinitely or for a fixed period of time for awarding a contract at any time, if it is established that the Bidder has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 7.6 Each page of the bid document is required to be signed by the authorized signatory.
- 7.7 APEDA reserves the right to:

- (i) Extend the deadline for the submission of bid documents at its discretion.
- (ii) Accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability on APEDA.
- (iii) Suspension of the project/cancellation of the contract with the selected party in part or in the whole at any time if in the opinion of the APEDA it is necessary or expedient to do so in public interest. The decision of the APEDA shall be final and binding in this regard. APEDA shall also not be responsible for any damage or loss caused to the bidder or arisen out of aforesaid action.
- (iv) Modify terms and conditions of the contract which shall be granted to the successful bidder after following the bidding process, if in the opinion of the APEDA, it is necessary or expedient to do so in public interest or for proper implementation of the project. The decision of the APEDA shall be final and binding in this regard.
- (v) For interpretation of any clause of this document, the decision of Chairman APEDA would be final and binding on both the parties i.e., bidder and APEDA.

**8 SELECTION PROCEDURE:** The selection procedure involves pre-bid meeting, evaluation of bid documents received, making presentation by the bidders before the selection committee and on the basis of marks of documents and presentation, opening of financial bids to prepare a score-sheet of bidders.

**8.1 Pre-Bid Meeting:** A pre bid meeting shall be held on the 25<sup>th</sup> June 2024 at 12:00 noon at the head office of the APEDA to discuss the issues, if any, raised by the prospective bidders, regarding the bid document. Minutes of meeting shall be uploaded on the website of the APEDA within 2 working days of the meeting. The bidders are advised to wait for minutes of pre-bid meeting for submission of their bid.

**8.2** Duly completed Bids, as per the details in para 16 are to be submitted by 11<sup>th</sup> July 2024.

## **9 Evaluation of BIDS:**

**9.1** A Committee in APEDA will carry out a screening of the documents received against this bid and will shortlist the bidders fulfilling the prescribed terms and conditions. The short-listed bidders will be required to make technical presentation before the Selection Committee.

**9.2** The evaluation of bids will be made in two stages – Technical evaluation followed by opening of Financial bid.

**9.3** For technical evaluation of bids, a presentation will be held before the Selection Committee on the specified date and time fixed by APEDA in the presence of the bidders or their authorized representatives.

**9.4** The marking at the presentation will be awarded to bidders for their credentials in the following areas:

S. No	Areas	Max. Marks
1.	Overall concept and profile of past events handled	20
2.	On site venue Management and execution strategies for B2B meetings.	20
3.	Manpower Deployment- (a) Profile of Head Event Manager (b) Profile of Support Personnel, and (c) Number of Persons Deployed ( Manpower shall not include the Office clerical staff or sub-staff)	20
4.	Average Turnover of the Company for last 3 financial years. Breakup of marks is given below:	10
	a. Between Rs. 4-6 crores	5 marks
	c. Above Rs. 6 crores	10 marks

9.5 The marking will be done on all the presentations. The bidders who secure minimum 70% marks (49 out of 70 marks) in technical presentations will be short listed and only their financial bids shall then be opened. Financial bid shall carry a maximum of 30 marks. The calculation of marking will be as per the following method:

L1 = 30 marks

L2 =  $30 \times \frac{L1}{L2}$  (the cost quoted by L1)/L2 (the cost quoted by L2) and in similar fashion for L3,

L4 etc. (depending on no. of parties).

9.6 After the marks on financial bids are calculated, the marks of technical presentation and financial bids will be added up and the bidder scoring highest aggregate marks will stand selected.

9.7 Selection Committee reserves the right to withdraw the announcement, accept or reject any or all the bids 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 or add more facilities.

## 10. FORCE-MAJEURE:

If at any time, during the continuance of this contract, the performance in whole or in part, by either party, of any obligation under this is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, Act of State or direction from Statutory Authority, Explosion, Epidemic, Pandemic, Quarantine restriction, Strikes and Lockouts (as are not limited to the establishments and facilities of the contractor), fire, floods,



natural calamities for any act of GOD (hereinafter referred to as EVENT), provided notice of happenings of any such EVENT is given by the affected party to the other, within 15 Calendar days from the date of occurrence thereof, neither party shall, by reason of such event, be entitled to terminate the contract, nor shall either party have any such claims for damages against the other, in respect of such nonperformance or delay in performance provided the contract shall be resumed as soon as practicable, after such EVENT comes to an end or ceases to exist. The decision of the Chairman, APEDA as to whether the service may be so resumed (and the time frame within which the service may be resumed) or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days either party may, at his option terminate the contract

## **11. ARBITRATION:**

- 11.1 All matters of dispute arising out of this contract shall be governed by Indian law and subject to Court jurisdiction in New Delhi only.
- 11.2 In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process.
- 11.3 In the event of any doubt, question, dispute or difference arising under the agreement in connection therewith (except as to matters, the decision to which is specifically provided under this agreement) remaining unresolved, the same shall be referred to sole arbitration officer to be appointed by the Chairman, APEDA in accordance with the Arbitration and Conciliation Act, 1996 and the decision given on the basis of such arbitration proceedings shall be binding on the parties.
- 11.4 The provisions of Indian Arbitration & Conciliation Act 1996(as amended from time to time) shall apply on both the parties. The venue of the arbitration proceeding shall be the office of APEDA or such other place as the Chairman, APEDA may decide. Upon any and every reference as aforesaid, the assessment of costs and incidental expenses in the proceedings for the award shall be at the discretion of the Chairman, APEDA.
- 11.5 The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English.

## **12 INDEMNITY:**

Selected EMC shall indemnify, defend and hold APEDA and its officers/officials harmless against any and all proceedings, actions, losses, damages, expenses, costs and third party claims whatsoever whether financial or otherwise, including liability for payment of contributions dues to EPFO/ESIC/Government Departments/Local Bodies/Statutory Authorities etc. which APEDA may sustain, incur, suffer or be exposed to at any time during the subsistence of the Contract and subsequent thereto relating to the period of Contract, arising out of a breach by the EMC, its sub-contractors, sub-agents, employees, etc. of any of its obligations under the Contract.

**13 INTELLECTUAL PROPERTY RIGHTS:**

- 13.1 APEDA's name/logo/other IPRs shall be the sole and exclusive property of APEDA only. For any misuse/misrepresentation/unauthorized use of APEDA's name/logo/IPRs by the Agency and/or their sub-agents/sub-contractors/employees etc. the EMC shall be held solely responsible.
- 13.2 APEDA shall not be responsible for any harm or loss caused to any third party because of any such misuse/misrepresentation/unauthorized use of APEDA's name/logo/IPRs.
- 13.3 Agency shall indemnify APEDA against any misuse/misrepresentation/unauthorized use of APEDA's name/logo/IPRS and/or any claim(s) relating to infringement of any intellectual property rights committed by them/their sub-agents/sub-contractors/employees. etc.
- 13.4 APEDA shall take necessary legal and other remedial actions, as deemed fit, for such violations.
- 13.5 All creative artwork, videos etc. created for the event will be the sole property of APEDA.

**14 TERMS OF PAYMENT:**

Payment to the successful bidder will be made as per following schedule:

- 14.1 An advance up to 30% of the total cost, on submission of proof of expenses incurred or against bank guarantees in favor of APEDA.
- 14.2 The payments of Air tickets shall be released as per actuals, on production of bills and supporting documentation in the batch of 100 tickets after issuance.
- 14.3 The payment of local transportation shall be released as per actuals, on production of bills and documents in the name of APEDA.
- 14.4 Payment will be released only for the actual work done at site, as per scope of work, which may increase or decrease as per requirement.

**15 PERFORMANCE ASSURANCE:**

If performance of the agency is not up to the mark or is less in any of the deliverances/the measurable output is less than envisaged as per scope of work, then a part of the total bid value will be retained by APEDA at the time of final payment. Decision of APEDA shall be final in this regard.

**APEDA's GST Details are as follows: -**

1.	GSTIN	07AAAJA1150HIZU
2.	PAN	AAAJA1150H

3.	Legal Name	APEDA
4.	Trade Name	Agricultural and Processed Food Products Export Development Authority

## 16. SUBMISSION OF BIDS:

The duly completed bids are to be submitted in four envelopes as per the following procedure:

**ENVELOPE- I:** This envelope will contain the following documents:

- (i) Demand draft of Rs. 17,700/- (Seventeen Thousand, Seven Hundred Only) including GST in favor of APEDA, payable at New Delhi as **Application cum Processing Fee**.
- (ii) Demand Draft of Rs.5,00,000/- (Rupees Five Lakhs only) in favor of APEDA, payable at New Delhi as **Interest-free Earnest Money Deposit (EMD)**,

**The envelope should be sealed and marked as “Application-cum-Processing Fee and EMD for organizing REVERSE BUYER SELLER MEET (RBSM) for APEDA at 3<sup>RD</sup> EDITION of WORLD FOOD INDIA 2024 scheduled from 19th -22<sup>nd</sup> September, 2024**

**ENVELOPE- II:** The envelope will contain the following documents:

- (i) **EMC details** as per Annexure-I (Duly filled in) and supporting documents.
- (ii) Annexure-III (**CA Certificate**)
- (iii) Annexure-IV (**No Black-listed Declaration**)

This envelope should be sealed and super-scribed as TECHNICAL BID FOR ORGANIZNG REVERSE BUYER SELLER MEET (RBSM) FOR APEDA AT 3<sup>RD</sup> EDITION OF WORLD FOOD INDIA 2024 scheduled from 19th -22<sup>nd</sup> September, 2024

### ENVELOPE III:

This envelope will contain Annexure II (Financial Bid) duly filled in with supporting documents. The envelope should be sealed and super-scribed as “FINANCIAL BID FOR ORGANIZNG REVERSE BUYER SELLER MEET (RBSM) FOR APEDA AT 3<sup>RD</sup> EDITION OF WORLD FOOD INDIA 2024 scheduled from 19th -22<sup>nd</sup> September, 2024”

Note: The Financial Bid should include the financial quotation, duly dated, with break-up of major components separately in Indian Rupees only.

### ENVELOPE IV: Master Envelope

- (i) Envelopes I, II & III should be kept inside the Envelope – IV and again sealed.

- (ii) The name of the bidder must be clearly written on all envelopes with full address, Tel: nos., and Email on the Envelopes (I, II, & III).

This Master Envelope (Envelope – IV) should be super-scribed as **“BID FOR ORGANIZNG REVERSE BUYER SELLER MEET (RBSM) AT 3<sup>RD</sup> EDITION OF WORLD FOOD INDIA 2024 scheduled from 19th -22<sup>nd</sup> September, 2024”** and shall be submitted to:

**The Secretary**  
**Agricultural and Processed Food Products**  
**Export Development Authority (APEDA)**  
**3rd Floor, NCUI Building, August Kranti Marg,**  
**New Delhi - 110 016**

**In case the bidder requires any clarifications/ information, please contact:**

**Shri Man Prakash Vijay**

**Dy. General Manager**

Agricultural and Processed Food Products

Export Development Authority (APEDA)

3rd Floor, NCUI Building, August Kranti Marg, New Delhi - 110 016

Phone: 91-11-41486013 /20863919 /20867008 /20867007

Mail: [mpvijay@apeda.gov.in](mailto:mpvijay@apeda.gov.in)

**Last date for submission of bids is 11<sup>th</sup> July 2024 till 17:00 P.M.**

**Pre-bid Meeting will be held at 12:00 noon on 25<sup>th</sup> June 2024 in the Conference Room of APEDA Head Office, New Delhi.**

**Annexure-I**  
(to be placed in Envelope-I)

**BID FOR ORGANIZNG REVERSE BUYER SELLER MEET (RBSM) AT 3<sup>RD</sup> EDITION  
OF WORLD FOOD INDIA 2024 scheduled from 19th -22<sup>nd</sup> September, 2024**

**EMC Details**  
(on the Letter–Head of the EMC)

S. No.	Particulars	Details	Page no
1	Name of EMC and Address		
2	Address as per GST Registration (also attach documents)		
3	Name, Designation and contact details of authorized person including email id and telephone no.  (Please attach Authorisation Letter)		
4	Details of Registration /AOA & MOA (Please Attach copy)		
5	GST Certificate of bidder  (Please Attach copy)		
6	Pan Card of bidder  ( Please Attach copy)		
7	Detailed Profile of the EMC  including the staff strength on payroll		
8	<b>Turnover during last five years</b>  (Average Turnover Rs.3,00,00,000/- (Rupees Three Crores only) during the last five years from Event Management Business. (Please attach CA certificate (Annexure-III) certifying the turnover of the bidder for the five-year period. The turnover shall be in the name of applicant organization only and not that of group/ sister organizations.)		
9	<b>Experience Details</b>  Please also attach copies of Work Orders regarding experience in Buyer management and arranging RBSM / Buyer Seller meets in India or abroad/ handling similar nature of		

	work as per eligibility criteria		
10	Details of Demand Draft for Non- Refundable Application cum Processing Fee of Rs. 17,700/- (Rupees Seventeen Thousand Seven Hundred only)		
11	Details of Demand Draft for Interest-free Earnest Money Deposit “EMD” for Rs.5,00,000/- (Rupees Five Lakh only) / irrevocable and unconditional bank guarantee in favour of APEDA, New Delhi.		
12	Self-certified copy of “Exemption Certificate for exemption from submission of EMD to NSIC and MSME registered agencies issued by respective authorities		
13	A self-Declaration mentioning that the EMC has not been blacklisted by any Government organization (Annexure-IV)		

### Declaration

**I undertake that the (name of EMC) will not bid for any other work relating to any activity in WFI, 2024 and work for APEDA only as an Independent agency.**

Further, I hereby declare and confirm that all the information provided above is true and nothing has been concealed. I agree to abide by the terms and conditions and other stipulations mentioned in the Bid document. I undertake to maintain strict confidentiality about the work assigned by APEDA. I understand that if at any time, I am found to have concealed/distorted any material information or done any act or omission against the interest of APEDA, my contract shall be summarily terminated without any notice to me

Signature of Authorised Signatory

(Name of Authorized Signatory)  
Designation with company seal:

Date:

Place:

E-mail ID:

Mobile No.:

**ANNEXURE-II**

(to be placed in Envelope-II)

**FINANCIAL BID for organizing REVERSE BUYER SELLER MEET (RBSM) at 3<sup>rd</sup> edition of WORLD FOOD INDIA 2024 scheduled from 19th -22<sup>nd</sup> September, 2024**

<b>S. No</b>	<b>Particular</b>	<b>Amount in Rs.</b>
1	Buyer Acquisition, Air ticketing, Local transportation, Visa recommendation, Administration and On-site Management, B2B meetings as per the Scope of Work specified in the document.  <b>Note:</b> Break-up of the personnel to be deployed for different activities may be given separately.	
2	Applicable taxes	
3	Total Amount (inclusive of taxes)	

**Total Amount in words: Rupees ....**

**Signature of Authorised Signatory**

Name of Authorised Signatory)

Designation

**Company seal**

**Date:**

**Place:**

**Annexure-III**

(to be placed in Envelope- 1)

**Proforma for CA Certificate**

**(For Technical Bid for Organising Reverse Buyer-Seller Meet (RBSM) at 3<sup>rd</sup> Edition of WORLD FOOD INDIA 2024 scheduled from 19th -22<sup>nd</sup> September, 2024)**

I /We, Proprietor / Partner / Director of \_\_\_\_\_ (Name of CA Firm) do hereby confirm that M/s. \_\_\_\_\_ (Bidder), a Proprietorship / Partnership / Company having its registered office at \_\_\_\_\_, having PAN No. \_\_\_\_\_ and GST No. \_\_\_\_\_ which is valid from \_\_\_\_\_ (copy attached) do hereby declare and affirm as under:

That the business entity is in existence in the present status from \_\_\_\_\_ (date) vide PAN ..... and GST no. \_\_\_\_\_.

2. The details of the business turnover and experience in number of years and turnover criteria are as follows: (on the basis of the financial statements of the entity)

S. No.	Financial Year	Turnover (in Rs.) in respect of services relating to rendering of similar service at international event(s) held outside India	No. of International Events Executed and the Maximum value of the Single assignment	
			No.	Maximum Value of single assignment
1	2019-20			
2	2020-21			
3	2021-22			
4	2022-23			
5	2023-24			



3. The year wise details of the international events executed by the agency on its own is as follows:

<b>S. N o.</b>	<b>Financial Year</b>	<b>Name of the Event, Place and Country</b>	<b>Contracting Organisation - Name &amp; address</b>	<b>Contract Value and Value Realized</b>	<b>Financial Year wise Total</b>
1	<b>2019-20</b>				
2	<b>2020-21</b>				
3	<b>2021-22</b>				
4	<b>2022-23</b>				
5	<b>2023-24</b>				

4. That the above work was/ is obtained in the entity's own name and the billing was done and payment was collected in the entity's own bank account.
5. That the Financial statements and copies of the work orders are attached.

I have independently verified the above-mentioned details with books of accounts, returns, 26AS statements, Service tax returns, GST Returns and other related documents and found them to be true and correct

**Signature**  
**Name and designation**  
**Seal of CA firm**

**Date:**

**Place:**

**Counter-signed:**

**Signature of Authorized Signatory**

**Name of Authorised Signatory (Partner/Proprietor / Director)**

**Company Seal**

**Date:**

**Place:**

---

**ANNEXURE-IV**

(To be placed in Envelope-1)

(To be provided on the Letter Head of the Agency)

To  
The Secretary,  
APEDA,  
New Delhi-110016

**Subject: Declaration for not being Black-Listed for submitting a BID for organizing REVERSE BUYER SELLER MEET (RBSM) AT 3<sup>RD</sup> EDITION OF WORLD FOOD INDIA 2024 scheduled from 19th -22<sup>nd</sup> September, 2024**

Sir,

With reference to the Bid on the subject cited above, I..... (Name and designation of the Signatory) hereby declare and confirm that **M/s....** (Name of the Agency) has not been black-listed or declared as ineligible by the Central Government/ State Government / Public Sector Undertaking from participating in future bids due to unsatisfactory performance, corrupt, fraudulent or any unethical business practices or any other reasons, as on the date of submission of the bid.

Signature

(Name of Authorised Signatory)

Designation:

Company Seal

Date:

Place: