

Minutes of the Pre Bid Meeting held on 20.8.2024 regarding selection of Foreign Exchange Agency for disbursement of Air Fare.

The points raised during the meeting and replies thereof are as follows:

Sl. No.	Points raised	Reply of APEDA
1.	EMD amount may be removed or reduced up to Rs. 10,000/-.	Agreed. Please refer to Appendix.
2.	Advance amount of up to 80-90% may be given to the selected agency as they have to arrange Foreign Exchange from RBI/other resources.	In terms of Rule 172(1) of GFRs, 30% advance of approx. Rs. 2.00 crores shall be released to the selected agency to arrange foreign exchange.
3.	The Foreign Exchange Agency will release payment in Indian rupees to participants from Nepal and Bhutan.	APEDA will reimburse the Rupee payments.
4.	Foreign Exchange will be released to the Indian Passport holder.	
5.	The Foreign Exchange rate and cross currency rate shall be charged for the day of disbursement.	Agreed.
6.	At least two APEDA officials need to be deployed for verification of documents and release of payment.	Two APEDA officials shall be deployed to oversee the process of release of payment.
7.	APEDA has to provide office set up like table chair, printer, photocopier system, Wi-Fi connection, one security guard and two attendants.	Office set up shall be provided. The Security guard has to be appointed by agency, if required.

Evaluation of Bids will be done following the QCBS (Quality cum Cost Based Selection criteria). The amendments in TOR are as at APPENDIX.

APPENDIX to Minutes of the Pre-Bid Meeting dated 20/08/2024

Amendments in ToR for Facilitating Re-imbusement of cost of Air Travel to the International Buyers for attending the RBSM being organised by APEDA at WORLD FOOD INDIA 2024 scheduled from 19th -22nd September, 2024

(1) Para 4.1 of the TOR may be amended to read as follows:

- (a) “The participating Forex Agency shall have to deposit an Interest-free Ernest Money Deposit (EMD) in the form of DD for Rs. 10,000/- (Rupees Ten thousand) drawn in favor of “APEDA” payable at New Delhi. The EMD received from unsuccessful agencies will be returned to them after the selection of agency. **The EMD received from the successful Agency will be retained as Performance Security** and shall be refunded after the clearance of final dues to the agency.”
- (b) The evaluation of bids will be made in two stages – first, Technical evaluation, and second, opening of Financial bid. The criterion for marking during the Technical evaluation will be on the basis of presentation on following points:

S. No.	Areas	Maximum Marks				
I.	SOP for Disbursement/ Re-imbusement	40				
II.	Possession of Foreign Currency Import License from RBI to stock the currencies for bulk disbursement	10				
III.	Number of Staff to be deployed for present assignment	10				
IV.	Annual Turnover of the agency from forex business during any three years out of last 5 financial years. The turnover shall be in the name of applicant organization only and not that in the name of group/ sister organizations. Breakup of marks is given below: <table border="1" data-bbox="432 1122 1225 1223"><tr><td>a. Rs. 4-6 crore</td><td>4 marks</td></tr><tr><td>c. Above Rs. 6 crore</td><td>5 marks</td></tr></table>	a. Rs. 4-6 crore	4 marks	c. Above Rs. 6 crore	5 marks	5
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c. Above Rs. 6 crore	5 marks					
V.	Experience of execution of similar type of assignment during international trade fairs. Breakup of marks is given below: <table border="1" data-bbox="432 1279 1225 1357"><tr><td>a. 4-6 Events</td><td>4 marks</td></tr><tr><td>b. Above 6 Events</td><td>5 marks</td></tr></table>	a. 4-6 Events	4 marks	b. Above 6 Events	5 marks	5
a. 4-6 Events	4 marks					
b. Above 6 Events	5 marks					

- (c) For technical evaluation of bids, a presentation will be held, on the date and time specified by APEDA, before the Selection Committee in the presence of the bidders or their authorized representatives.
- (d) The marking will be done on all the presentations. The bidders who secure minimum 70% marks (49 out of 70 marks) in technical presentation, will be short listed and only their financial bids shall then be opened. Financial bid shall carry a maximum of 30 marks.
- (e) The selection shall be made on Quality and Cost based Selection (QCBS) method. The marking on Financial Bids, under Quality and Cost Based Selection (QCBS) method, will be as per the following method:
L1 = 30 marks
L2 = 30 X L1 (the cost quoted by L1)/L2 (the cost quoted by L2) and in similar fashion for L3, L4 etc. (depending on no. of parties).
- (f) 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.

(2) **Para 6 of TOR may be amended to read as follows:**

“The sealed quotation may be submitted as per Annexure-1, 2 and 3 (enclosed) in an envelope super-scribed as **“BID for Facilitating Re-imbusement of cost of Air Travel to the International Buyers for attending the Reverse Buyer Seller Meet (RBSM) being organised by APEDA at WORLD FOOD INDIA 2024 scheduled from 19th -22nd September, 2024”** by the 23rd August 2024 (Friday) up to 12:00 Noon at the following address:

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

ANNEXURE-1**BID for Facilitating Re-imbusement of cost of Air Travel to the International Buyers for attending the Reverse Buyer Seller Meet (RBSM) being organised by APEDA at WORLD FOOD INDIA 2024 scheduled from 19th -22nd September, 2024**

S. No.	Particulars	Details	Page no
1	Name and Address of the Agency		
2	Address as per GST Registration (also attach document)		
3	Name, Designation and contact details of authorized person including email id and mobile no. (Please attach Authorisation Letter)		
4	GST Certificate of Agency (Please Attach copy)		
5	Pan Card of Agency (Please Attach copy)		
6	Detailed Profile of the Forex Agency including the staff strength on payroll		
7	Copy of License/ Authorisation from Reserve Bank of India (RBI) for conducting transactions in foreign exchange		
8	Experience in the field of foreign exchange services		
9	Details of Demand Draft for Interest-free Ernest Money Deposit "EMD" for Rs.10,000/- (Rupees Ten Thousand) / irrevocable and unconditional bank guarantee in favour of APEDA, New Delhi.		
10	A self-Declaration mentioning that the agency has not been blacklisted by any Government organization		

Declaration

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 mentioned in the Bid document. 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 and Designation)
Company seal:

Date:

Place:

E-mail ID:

Mobile No.:

Annexure-2

FINANCIAL BID for Facilitating Re-imbusement of cost of Air Travel to the International Buyers for attending the Reverse Buyer Seller Meet (RBSM) being organised by APEDA at WORLD FOOD INDIA 2024 scheduled from 19th -22nd September, 2024

S. No.	Activity/ Component	Amount in Rs.	GST (%)
1	Service Charges		
2	Premium on exchange on USD (in Rupees)		
3	Total of (1) and (2) above		

Signature of Authorised Signatory

**Name and Designation
Company seal**

Date:

Place:

ANNEXURE-3
(To be provided on the Letter Head of the Agency)

BID for Facilitating Re-imbusement of cost of Air Travel to the International Buyers for attending the Reverse Buyer Seller Meet (RBSM) being organised by APEDA at WORLD FOOD INDIA 2024 scheduled from 19th -22nd September, 2024

To

**The Secretary,
APEDA,
New Delhi-110016**

Subject: Declaration for not being Black-Listed

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 of Authorised Signatory

(Name and Designation)
Company Seal

Date:

Place: