

Minutes of the Pre-Bid Meeting

The points raised during the pre-bid meeting organized on 25th June 2024 for inviting bids from the Event Management Company (EMC) for organizing Reverse Buyer Seller Meet during WFI 2024 are as follows along with reply of APEDA and Amended Annexure I & III.

2nd Pre-bid Meeting has been scheduled for 12:00 noon on 03/07/2024 in APEDA head office.

The points observed are as follows:

Point no. of TOR	Existing Provision	Reply of APEDA
4.1	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:	No change:
Existing provision		
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
		Categories
		Level of Assistance
		No. of buyers to be invited
		Level 1 – Key/ New Buyers
		Air Tickets, Accommodation with breakfast and dinner, Local transport, Lunch at venue
		Approx. 200
		Level 2 – Targeted Buyers
		Accommodation with breakfast and dinner, Local transport, Lunch at venue
		Approx. 500 including buyers listed at level 1
		Level 3- Regular but Genuine Buyers
		Only local transport and Lunch at venue
		Approx. 300 other than buyers listed above
4.4 (i)	Shortlisting and selection of foreign buyers / Participants (out of the list provided by APEDA),	The clause may be read as: “Mobilizing and registration of foreign buyers / Participants (out of the list provided by APEDA).”

4.4 (vi)	Coordination with Air Travel Ticketing agency(ies), (nominated by APEDA)	No Change.
4 .4 (vii)	Coordination with Local Transport Agency(ies) (Nominated by APEDA)	<p>The clause may be read as:</p> <p>“A travel agency will be appointed by the EMC, in consultation with APEDA for facilitating the local transportation of the buyers. The EMC will ensure optimum utilisation of the transport system, as a whole. The EMC has to coordinate to ensure timely airport pick-up/ drop and hotel check in / check out of invited buyers. The following criteria shall be applied:</p> <ul style="list-style-type: none"> (i) EMC has to organise schedule for travel operator for timely pick up from the airport and reaching to hotel for check-in. Similarly, ferrying them from hotel to the venue i.e. Bharat Mandapam, New Delhi as per a pre-fixed schedule for timely compliance by the travel operator. (ii) The Individual transport should be done in the category of vehicles like CIAZ/Honda City or similar category. (iii) Group transport should be on AC luxury Bus. (iv) A log should be maintained for the usage of vehicles used for the event. (v) The bills of travel agency will be in the name of APEDA for payment, after completion of the event. No payment shall be made, in advance, for this purpose.
4.4 (ix)	Collection of RBSM fee from the Exhibitors interested in participation at the RBSM.	Deleted.
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.	<p>The clause may be read as:</p> <p>“Agency shall mobilize and ensure presence of at least 800 buyers (in different categories) during the event.”</p>

4.9	Issuance of Visa recommendation letter with MEA Support for hosting buyers.	The clause may be read as “Agency shall co-ordinate with MEA for facilitating issue of Visa for the foreign participants. APEDA will issue recommendation for Visa on the request of the EMC. The EMC has to ensure timely issuance of Visa.
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.	The clause may be read as: “Agencies, <u>which are in existence for the last five financial years</u> , and 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.”
5.2.1	The agency should have conducted at least three international events during last three financial years i.e. 2021-22, 2022-23, 2023-24 related to organizing Buyer management and arranging RBSM / Buyer Seller Meets (BSMs) within or outside India.	The clause may be read as: “The agency should have conducted at least three national / international events <u>in each of the 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.
5.2.2	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 from Event management business related to organizing Buyer management and arranging RBSM / Buyer Seller Meets (BSMs) within or outside India.	The clause may be read as: “The agency should have earned average turnover of Rs. 3,00,00,000, (Three Crores) in each of the last three financial years i.e. 2021-22, 2022-23, 2023-24 from Event management business including organizing Buyer management and arranging RBSM / Buyer Seller Meets (BSMs) within or outside India. The turnover shall be in the name of applicant organisation only and not that in the name of group/ sister organisations. The amended Annexure-1 is annexed.
Annexure-III Clause (2) & (3)	The year wise details of the international events executed by the agency on its own.	Amended Annexure III is annexed.

The content of para 15 - PERFORMANCE ASSURANCE of the bid document may be read as:

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, proportionately to the extent of performance, at the time of final payment. Decision of APEDA shall be final in this regard.

BID FOR ORGANIZNG REVERSE BUYER SELLER MEET (RBSM) AT 3RD EDITION OF WORLD FOOD INDIA 2024 scheduled from 19th -22nd 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	Turnover during last three financial years (Average Turnover Rs.3,00,00,000/- (Rupees Three Crores only) in each of the last three financial years from Event Management Business including Buyer Management and arranging RBSM/BSM. (Please attach CA certificate (Annexure-III) certifying the turnover of the bidder. The turnover shall be in the name of applicant organization only and not that in the name of group/ sister organizations.)	Year	Turnover	
		2021-22		
		2022-23		
		2023-24		
9	Experience Details 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	Year	No. of Work Orders	
		2021-22		
		2022-23		
		2023-24		
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 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.:

Proforma for CA Certificate
**(For Technical Bid for Organising Reverse Buyer-Seller Meet (RBSM) at 3rd Edition of
WORLD FOOD INDIA 2024 scheduled from 19th -22nd 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) and hereby declare and affirm as under:

1. That the business entity is in existence in the present status from.....(date).
2. That the details of the turnover from Event Management business including organizing Buyer management and arranging RBSM / Buyer Seller Meets (BSMs) (on the basis of the financial statements of the entity) are as follows:

S. No.	Financial Year	No. of national /International events executed	Name of the Event, Place and Country	Name of Hosting Organisation	Turnover (in Rs.)
1	2019-20				
2	2020-21				
3	2021-22				
4	2022-23				
5	2023-24				

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

Declaration

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

Counter-signed:

Signature of Authorized Signatory

**Name of Authorised Signatory
Partner/Proprietor / Director
Company Seal**

Signature:

Name and designation

Seal of CA firm

Date:

Place: