

Inviting Bids from reputed Forex Agencies for facilitating reimbursement of the cost of air travel to international buyers

Agricultural and Processed Food Products Export Development Authority (APEDA) invites sealed quotations from reputed Forex Agencies for facilitating reimbursement of the cost of air travel to international buyers for attending the Reverse Buyer Seller Meet (RBSM) being organized by APEDA during WORLD FOOD INDIA (WFI) 2024 scheduled from 19th -22nd September 2024 at Bharat Mandapam (Pragati Maidan), New Delhi

1. Introduction

The Agricultural and Processed Food Products Export Development Authority (APEDA) an organization under the Department of Commerce, Government of India is the premier Organization for export promotion of Agri and Processed Food Products. 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 WFI in 2017. In view of celebrating 2023 as the International Year of Millets and to bring global food processing industry together, the MoFPI organized the second edition of WFI in 2023. **WFI 2024 will be organized from 19th to 22nd September 2024 in “Bharat Mandapam” (Pragati Maidan) New Delhi.** For further details please visit WFI 2024 website <https://www.worldfoodindia.gov.in/>
- 2.2. APEDA is planning to organize a **“Reverse Buyer Seller Meet (RBSM)” at APEDA Pavilion, Hall No. 3, Bharat Mandapam** to facilitate the interaction among International and domestic entities. The RBSM will be an opportunity for Indian Exporters and international buyers to have B2B meetings and to collaborate for sourcing agricultural and processed food products from India.
- 2.3. APEDA will host about **450** international buyers for the RBSM during WFI, 2024. The actual number may increase or decrease. The tentative itinerary for international buyers for attending the RBSM being organized by APEDA during WFI 2024 will be as follows:
 - I. Arrival on 18th September 2024.
 - II. Departure 22nd September 2024.

3. Assignment and the Scope of Work:

- 3.1 APEDA is inviting bids for preparing a panel for designating a Forex Agency from among the interested reputed agencies, holding License/ Authorisation from Reserve Bank of India (RBI) for conducting transactions in foreign exchange and having a minimum experience of three years in this line.
- 3.2 APEDA has already appointed an EMC for organising RBSM. A Forex agency, shall be selected from the panel of forex agencies, for reimbursement of the cost of air travel to international buyers for attending RBSM.

- 3.3 The Forex Agency shall be provided a platform at the venue of RBSM (APEDA Pavilion, Hall No. 3, Bharat Mandapam) to reimburse the cost of air travel.
- 3.4 APEDA shall inform the sector wise ceiling to be applied for re-imbusement. The ceiling shall be calculated as per the official exchange rate announced by RBI for the day of re-imbusement.
- 3.5 APEDA shall provide the list of international buyers to the selected Forex Agency for reimbursement of cost of air travel at the venue of RBSM.
- 3.6 The Forex Agency shall submit the details of reimbursement made on daily basis to APEDA.

4. Terms and Conditions:

- 4.1 The participating Forex Agency shall have to deposit an Interest-free Earnest Money Deposit (EMD) in the form of DD for Rs. 2,00,000/- (Rupees Two Lakh) 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.
- 4.2 Payment to the Forex Agency will be released on submission of bills.

5. Pre-Bid Meeting:

A pre-bid meeting shall be held **at 12:00 noon on 20/08/2024 (Tuesday)** at Conference Room of APEDA, New Delhi. The minutes of the pre bid meeting shall be posted on the APEDA website.

6. Submission of Quotations:

The sealed quotation may be submitted as per Annexure-1 and 2, 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**

7. In case of any clarification/ 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

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.2,00,000/- (Rupees Two Lakh only) / 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		
11	Service Charge, if any.		
12	Additional Charges/ information, if any		

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 of Authorized Signatory)
Designation with seal:

Date:
Place:
E-mail ID:
Mobile No.:

ANNEXURE-2
(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 of Authorized Signatory)
Designation with seal:

Date:

Place: