

Date: 17/07/2025

**AGRICULTURAL AND PROCESSED FOOD PRODUCTS
EXPORT DEVELOPMENT AUTHORITY
(APEDA)
(Ministry of Commerce and Industry, Government of India)**

**3rd – 4th Floor, NCUI Building, SIRI Institutional Area,
August Kranti Marg, New Delhi-110016**

**NOTICE INVITING TENDER FOR
“HIRING AN AGENCY FOR EVALUATING EFFICACY AND PERFORMANCE OF
“AGRICULTURE AND PROCESSED FOODS EXPORT PROMOTION SCHEME” OF
APEDA FOR THE 15TH FINANCE COMMISSION CYCLE (2021-26).**

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. The primary objective of APEDA is to undertake the development and promotion of export of following products:

- (i) Fruits, Vegetables and their Products.
- (ii) Meat and Meat Products.
- (iii) Poultry and Poultry Products.
- (iv) Dairy Products.
- (v) Confectionery, Biscuits and Bakery Products.
- (vi) Honey, Jaggery and Sugar Products.
- (vii) Cocoa and its products, chocolates of all kinds.
- (viii) Alcoholic and Non-Alcoholic Beverages.
- (ix) Cereal and Cereal Products.
- (x) Groundnuts, Peanuts and Walnuts.
- (xi) Pickles, Papads and Chutneys.
- (xii) Guar Gum.
- (xiii) Floriculture and Floriculture Products.
- (xiv) Herbal and Medicinal Plants.
- (xv) De-oiled rice bran.
- (xvi) Green pepper in brine.
- (xvii) Cashew Nuts and Its Products.

1.2 In order to achieve the said objective, APEDA has launched a Scheme, namely, “Financial Assistance Under Agriculture and Processed Foods Export Promotion Scheme of APEDA for the 15th Finance Commission Cycle (2021-22 TO 2025-26)”.

2. About the Assignment:

For further continuation of the existing schemes, the Ministry of Finance, Department of Expenditure lay emphasis on third party evaluation of efficacy and

performance of such schemes. As such, bids are invited for carrying out third party evaluation of APEDA's Scheme from the agencies listed (at category A, B and C) in Annexure-1 to NITI Aayog OM No. I-134013/02/2021-DMEO dated 21/01/2022. **(Appendix-A)**

3. Objectives of the Scheme:

The Financial Assistance Scheme (FAS) aims to facilitate the export of agri-products by providing financial assistance to exporters. It achieves its objective through the following:

- Understanding the several challenges faced by agri-exporters.
- Acknowledging the need for assistance to successfully navigate through these challenges and achieve objectives of APEDA.
- Financial assistance is provided in three broad areas, namely: Development of Export Infrastructure, Quality Development and Market Development.

4. Components of the Scheme:

4 (A) Development of Export Infrastructure

APEDA recognizes the importance of infrastructure for growth of agro-industries and export of agricultural products in the value chain. The scheme component covers both fresh produce and processed food products. The objective of the scheme is to reduce losses caused due to spoilage and to ensure quality production of agro products. To achieve this, it seeks to set up post-harvest handling facilities. Under this component, assistance is provided for the following:

- (i) Infrastructure such as pack house facilities with packing/grading lines
- (ii) Pre- cooling units with cold storages and refrigerated transportation etc.
- (iii) Cable system for handling of crops like banana
- (iv) Common infrastructure facilities Pre-shipment treatment facilities such as irradiation, Vapour Heat Treatment (VHT), Hot Water Dip Treatment (HWDT) for compliance to Phyto-Sanitary requirements of importing countries.
- (v) Infrastructure for processing facilities (process food sector) for addressing missing gaps which may include equipment like X-ray, Screening, Sortex, filth /metal detector, sensors, vibrators or any new equipment or technology for food safety and quality requirements.

4 (B) Quality Development

To participate/engage in international trade, it is necessary to comply with Food Safety requirements of different countries. Several importing countries demand adherence to stringent Maximum Residue Levels (MRLs). Some of the developed importing countries have set up MRLs at very low level. For this, high precision equipment are required to be installed by the food testing labs. Under this component, assistance is provided to comply with the prescribed standards of importing countries. Assistance under this component covers the following:

- (i) Installation of quality management systems,
- (ii) Laboratory testing equipment,

- (iii) Handheld devices for capturing farm level peripheral coordinates for traceability systems and testing of samples etc.
- (iv) Testing of water, soil, residues or pesticides, veterinary drugs, hormones, toxins, heavy metal, contaminants etc.

4 (C) Market Development

This component helps exporters to achieve market access in new markets and help sustain their presence in the existing markets. It covers structured marketing strategies for export of food products, market intelligence for taking informed decisions, international exposure, skill development, capacity building and high-quality packaging. The assistance under this component covers the following:

- (i) Participation in International trade fairs
- (ii) Exchange of trade delegations
- (iii) Organizing buyer seller meets
- (iv) Developing packaging standards for new products and upgrading the existing standards

The list of beneficiaries to assess the scheme would be provided by APEDA.

A template for evaluation of FAS is attached herewith which includes sample questions as mentioned in **Appendix-B**.

5. Deliverables of the Assessment:

Apart from the deliverables mentioned in the template, the following is expected from the evaluating agency:

- (a) A report summarizing the feedback received from beneficiaries, including quantitative and qualitative data on the beneficiaries' experiences with APEDA Scheme.
- (b) An analysis of the main points identified in the feedback and an assessment of their impact on the effectiveness of the Scheme.
- (c) A list of recommendations for improving the Scheme's implementation and communication with beneficiaries, based on the feedback received.
- (d) A review of the online portal including an assessment of its ease of use and effectiveness in facilitating the application process based on the responses recorded.
- (e) A summary of technical issues or errors encountered by beneficiaries when using the online portal of APEDA along with recommendations for addressing these issues.
- (f) A report on the clarity of the application forms and required documentation, including any areas that could be improved to make the process more user-friendly.
- (g) A review of the scheme's terms and conditions, including an assessment of their clarity and accessibility for beneficiaries.
- (h) A summary of the beneficiaries' overall satisfaction with the financial assistance provided by the scheme, including any suggestions for improvement.

- (i) A list of trends in beneficiary feedback, including any areas of consensus or disagreement among beneficiaries and an assessment of their implications for the scheme's effectiveness and accessibility.
- (j) It is essential to highlight the importance of recommendations for the scheme. The evaluation agency may provide recommendations for the scheme in any of the following categories;
 - (i) Continue in existing form
 - (ii) Continue with some Modifications (suggest modifications)
 - (a) Scale up the scheme (Financial/Physical/ both)
 - (b) Scale down the scheme (Financial/Physical/ both)
 - (c) Merge with another scheme as sub-scheme/ component.

The deliverables should be presented in a comprehensive report that provides a detailed analysis of the feedback received from the beneficiaries along with recommendations for improving the Scheme's implementation and communication with beneficiaries. Additionally, a presentation of the study findings to APEDA officials should be included as a deliverable along with a list of beneficiaries contacted and a summary of their feedback.

6. ELIGIBILITY FOR SUBMISSION OF BIDS:

6.1 Professional Consulting Agencies, as listed in **Appendix-A** may participate in the bid process.

6.2 ASSESSMENT OF ELIGIBILITY:

The details of the agency like Name, address, GST Registration No., PAN Card, Turnover (from consultancy operations) for the last five financial years, Number of the Studies 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
6.2.1	The Consulting firm should have carried out a minimum of three assignments of similar type during last five years.
6.2.2	The Consulting firm should not have been blacklisted by any Government Organisation. A Declaration, as per Annexure-3 shall be submitted.
6.2.3	The Consulting firm shall submit CVs of the team leader and members of the Team.
6.2.4	The Team Leader should be <ul style="list-style-type: none"> (a) Doctorate/ MBA or Post-Graduation in Agriculture/ Economics/ International Business, and (b) Possessing a minimum experience of 10 years in the field.

6.2.5	The Team Associate/ Member should be MBA or Post Graduation in Agriculture/Economics/ International Business having specialization in analysis of trade data.
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6.3 Application cum Processing Fee, EMD and Performance Security:

6.3.1 The Application cum Processing Fee, and Earnest Money Deposit (EMD) must be submitted with the Technical Bid as follows:

6.3.1.1 A non-refundable Application cum Processing Fee of Rs.10,000/- plus GST @ 18%=Rs.1,800/-total Rs.11,800/-(Rupees Eleven Thousand Eight- Hundred) in the form of a Demand Draft (DD) drawn in favour of “APEDA” payable at New Delhi.

6.3.1.2 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 bidder will be returned after the selection process is complete. The EMD received from successful bidder will be processed as per Para 6.3.4.

6.3.2 Exemption from submission of EMD to NSIC and MSME registered agency will be applicable as per Government rules.

6.3.3 No exemption from submission of Performance Security shall be admissible to the NSIC and MSME registered organizations, as per Government rules.

6.3.4 Performance Security @ five per cent (5%) of the value of the contract or Rs. 2,00,000/- (Rs. Two Lakh) whichever is higher, shall be deposited by the agency selected. Hence, the EMD of Rs.2,00,000/- (Rs. Two Lakh) received from selected agency will be adjusted towards Performance Security. In case, 5% of the bid value works out to be more than Rs. 2.00 Lakh, the agency shall deposit the additional amount over & above Rs. Two Lakh in the form of DD in favour of APEDA. Both the amounts taken together shall be treated as Performance Security. The amount of Performance Security shall be refunded after completion of all contractual obligations.

7. SCOPE OF WORK:

As per the enclosed evaluation template at **Appendix-B**.

8. Timelines: _

The assignment should be completed within a period of 45 days from the date of award of work.

9. SELECTION PROCEDURE:

9.1. The selection procedure involves pre-bid meeting, evaluation of bid documents received, making presentation by the agencies before the selection committee and on the basis of marks of documents and presentation, opening of financial bids to prepare a score sheet of bidding agencies and declaration of

successful agency.

9.2 The minutes of the pre bid meeting shall be posted on the APEDA website. The bidders are advised to wait for minutes for submission of their bid.

10. Evaluation of Bids:

- (a) A Committee in APEDA will carry out a preliminary screening of the documents received and shortlist the bidder agencies fulfilling the prescribed eligibility criteria. The short-listed agencies will be required to make technical presentation before the selection committee.
- (i) The evaluation of bids will be made in two stages—first, Technical evaluation, and second, opening of Financial bid.
 - (ii) 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.
 - (iii) The marks of the presentation will be awarded for the credentials in the following areas:

S. No.	Areas	Maximum Marks
I.	Concept and Methodology for carrying out the assignment.	40
II.	Experience in conducting similar type of assessment in Government sector: (Each completed project will be awarded 2 marks. However, maximum marks will be 20.)	20
III.	Resume of the Team Leader/ Project-in-charge.	5
IV.	Resume of Team Associates/Members	5

- (b) 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.
- (c) 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
 $L2=30 \times \frac{L1}{L2}$ (the cost quoted by L1)/L2(the cost quoted by L2) and in similar fashion for L3, L4 etc. (depending on no. of parties).
- (d) 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.

- (e) 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.

11. 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.

12. ARBITRATION:

- (a) All matters of dispute arising out of this tender shall be governed by Indian law and subject to Court jurisdiction in New Delhi only.
- (b) In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process.
- (c) 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) remains unresolved, the same shall be referred to sole arbitration to be appointed by the Chairman, APEDA in accordance with the Arbitration and Conciliation Act, 1996 and the decision given shall be binding on the parties.
- (d) 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.

- (e) The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English.

13. INDEMNITY:

Agency 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/Govt. 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 Agency, its sub-contractors, sub-agents, employees, etc. of any of its obligations under the Contract.

14. INTELLECTUAL PROPERTY RIGHTS:

- (a) 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 Agency shall be held solely responsible.
- (b) 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.
- (c) 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.
- (d) APEDA shall take necessary legal and other remedial actions, as deemed fit, for such violations. APEDA shall take necessary legal and other remedial actions, as deemed fit, for such violations.

15 GENERAL TERMS & CONDITIONS:

- 15.1** The agency will work under the directions and guidance of APEDA. It shall be the sole responsibility of the agency to ensure that all activities undertaken by the agency for APEDA are in accordance with the Indian Laws.
- 15.2** APEDA requires that agency observes the highest standard of ethics during the period of agreement.
- 15.3** APEDA will reject a proposal for award of work if it is found that the agency recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 15.4 Consortium is not allowed for carrying out this assignment.**

15.5. APEDA reserves the right to:

- (I) Extend the deadline for submission of application/bid 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) Suspend the project; cancel 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 in the public interest to do so. 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 or arisen out of aforesaid action.
- (IV) Modify terms and conditions of the contract which shall be granted to the successful bidding agency after 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 APEDA would be final and binding on the bidder.

16. TERMS OF PAYMENT:

The payment shall be released after depositing of Performance

Security. The payment shall be released as follows:

- (a) On award of Study..... 30%
- (b) On submission of first Draft Report.... 30%
- (c) On approval of draft Report..... 40%.

17. PERFORMANCE ASSURANCE:

If performance of the agency is deficient in any of the deliverables as per the scope of work, then a part of the total amount of bid 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.

18. Guidelines for Submission of Bids:

- (a) Conditional bids are not allowed and shall be rejected summarily.
- (b) Any misrepresentation of facts/ withdrawals of bids will lead to forfeiture of EMD.
- (c) The bidding agency shall bear the cost on preparation and submission of bid documents.

- (d) Each page of the bid document is to be signed by the authorized signatory before submission to APEDA. Authorization letter in favour of the signatory is to be enclosed with Annexure-1.
- (e) The name of the Bidding Agency must be clearly written with full address, Tel: nos., and Email on all Envelopes.
- (f) No modification or substitution of the submitted bid shall be allowed. An applicant may withdraw his application after submission, provided that written notice of the withdrawal is received by APEDA before the end of the time for submission of applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions by the stipulated date.
- (g) Bids received after the last date of submission of application shall not be considered under any circumstances. Bids received through email shall also not be considered.
- (h) The duly completed bids are to be submitted in four envelopes as per the following procedure:

(a) ENVELOPE -I: This envelope will contain the following documents:

- (i) Demand draft of Rs. 11,800/- (Rs. Eleven Thousand Eight Hundred) including GST in favor of APEDA, payable at New Delhi as Application cum Processing Fee.
- (ii) Demand Draft of Rs.2,00,000/-(Rupees Two Lakhs) 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- Evaluating efficiency and performance of “AGRICULTURE AND PROCESSED FOODS EXPORT PROMOTION SCHEME OF APEDA FOR THE 15TH FINANCE COMMISSION CYCLE (2021-26)”.

(b) ENVELOPE-II: This envelope will contain the following documents:

- (i) Annexure1- (Duly filled in) and supporting documents.
- (ii) Annexure-2-CACertificate
- (iii) Annexure-3-Not Black-listed Declaration

This envelope should be sealed and super-scribed as TECHNICAL BID for Evaluating efficiency and performance of “AGRICULTURE AND PROCESSED FOODS EXPORT PROMOTION SCHEME OF APEDA FOR THE 15TH FINANCE COMMISSION CYCLE (2021-26)”.

(c) ENVELOPE-III: This envelope will contain Annexure4(**Financial Bid**)

The envelope should be sealed and super-scribed as “FINANCIAL BID for Evaluating efficiency and performance of “AGRICULTURE AND PROCESSED

FOODS EXPORT PROMOTION SCHEME OF APEDA FOR THE 15TH FINANCE COMMISSION CYCLE (2021-26)".

- (d) **ENVELOPE IV: Master Envelope:** Envelopes I & II & III should be kept inside this Envelope and again sealed. This Master Envelope should be superscribed as: "TECHNICAL BID for Evaluating efficiency and performance of "AGRICULTURE AND PROCESSED FOODS EXPORT PROMOTION SCHEME OF APEDA FOR THE 15TH FINANCE COMMISSION CYCLE (2021-26)" and shall be submitted at the following address:

The Secretary

Agricultural and Processed Food Products Export Development Authority (APEDA), 3rd- 4th Floor, NCUI Building, August Kranti Marg, New Delhi - 110 016.

Important Dates:

- (1) Pre bid Meeting will be held on the 21st July 2025 at 3:00 PM in the Conference Room of APEDA, New Delhi.
- (2) Last date for submission of bids is the 30th July 2025 (up to 5:00 PM).

F. No. I-34013/02/2021-DMEO
Government of India
NITI Aayog
Development Monitoring and Evaluation Office

NITI Bhawan,
Sansad Marg, New Delhi – 110001
Dated: 21st January, 2022

OFFICE MEMORANDUM

Subject: List of 'Empaneled Survey Institutions' for Monitoring and Evaluation of Government Schemes and Programs

The Development and Monitoring Evaluation Office (DMEO), NITI Aayog has recently concluded the exercise of the '**Empanelment of Survey Institutions for Monitoring and Evaluation of Government Schemes and Programs**'. The list of the selected Survey Institutions for Empanelment is enclosed for information and necessary action (Refer Annexure-1). The list of these institutions is also accompanied with their empanelment grade category, their size, the type of surveys conducted earlier, the Sectors and States/UTs of previous experience, along with the contact details of these institutions (Refer Annexure-2).

As per the OM No. F.1/11/2021-PPD dated Dec 17, 2021 from Ministry of Finance with regards to '**Special Provisions for NITI Aayog in GFR 2017**' read with Rule 183 (i) of **GFR 2017** and Clause 5.1.5 of the **Manual for Procurement of Consultancy and Other Services 2017**, this list may be used by NITI Aayog and its subordinate/attached offices for procurement of survey services through Limited Tender Enquiry (LTE) process, where the estimated cost of the project is upto Rs. 50 (fifty) lakhs. Similarly, this list may also be used by other Central Government Ministries / Departments / Organizations for conducting studies of similar nature under the Limited Tender Enquiry (LTE) process for survey projects of upto Rs 25 (twenty-five) lakhs.

A copy of the RFP is also enclosed herewith (Refer Annexure-3) which includes *inter alia* the scope of services, the terms and conditions of Empanelment, procurement process for award of project under Limited Tender and format for Work Order of the Project. The period of validity of empanelment shall be 3 (three) years from the Effective Date of Empanelment i.e., January 5, 2022. After the expiry of 3 (three) years period, the Authority may choose to renew the empanelment for additional 2 (two) years (subject to renewal for one year at a time, with maximum of two years.)

This issues with the approval of competent authority in NITI Aayog.

Ruhani
21/1/2022

(Ruhani)

Research Officer, DMEO
Tel: 23096799

To,
DDG/JS/Director, DMEO, NITI Aayog

Copy for information to:

1. PS to Vice Chairman, NITI Aayog
2. Sr. PS/PPS to Member (VKS/RC/VKP)
3. PS to CEO, NITI Aayog
4. DG, DMEO, NITI Aayog
5. Adviser(G&R), NITI Aayog
6. Director (Finance), NITI Aayog
7. Website, DMEO/NITI Aayog
8. Through Standard Distribution: niti@ismgr.nic.in

रुहानी/Ruhani
अनुसंधान अधिकारी/Research Officer
विकास अनुवीक्षण एवं मूल्यांकन कार्यालय
Development Monitoring and Evaluation Office
नीति आयोग/NITI Aayog
भारत सरकार/Government of India
नई दिल्ली-110001/New Delhi-110001

List of Empaneled Survey Institutions for Monitoring and Evaluation of Government Schemes and Programs

S No	Applicant Name	Category
1	Ipsos Research Private Limited	A
2	IPE Global Limited	A
3	Sambodhi Research and Communications Private Limited	A
4	Deloitte Touche Tohmatsu India LLP	B
5	Academy of Management Studies (AMS)	B
6	Hindustan Thompson Associates Private Limited represented by its specialist unit Kantar Public	B
7	Mott MacDonald Private Limited	B
8	IQVIA Consulting and Information services India Private Limited	B
9	ID Insight India Private Limited	B
10	Development & Research Services Pvt. Ltd.	B
11	National Council of Applied Economic Research	B
12	Athena Infonomics India Pvt Ltd (AIPL)	B
13	Gayatri Rural Educational Society (GRES-INDIA)	C
14	WAPCOS Limited	C
15	Datamation Consultants Pvt. Ltd, (in consortium with cs Datamation Research Services Pvt. Ltd.)	C
16	Spectrum Planning India Limited	C
17	Market Xcel Data Matrix Pvt. Ltd.	C
18	AFC India Limited (Formerly Agricultural Finance Corporation Ltd.)	C
19	Grant Thornton Bharat LLP	C
20	Adarsh Saraswati Mahila Shiksha and Gramin Vikas Samiti, Tonk (Rajasthan)	C
21	Vimarsh Development Solutions	C
22	Social Network India	C
23	Insight Development Consulting Group (IDCG) Pvt. Ltd.	D
24	All India Institute of Local Self Government (AIILSG)	D
25	EHI International Pvt. Ltd.	D
26	TRIOs Development Support Pvt Ltd	D
27	BKLG Samajik Sansthan, Tonk (Rajasthan)	D
28	Center for Market Research and Social Development Pvt. Ltd. (CMSD)	D

Disclaimer: Please note the above results of Empanelment are based on the information submitted by the Applicants in its Proposals and subsequent clarifications, based on which they were considered to be eligible and qualified for empanelment. While DMEO has made reasonable efforts to ensure fair evaluation, it makes no warranties or representations as to the accuracy of the information provided by the Applicants, and assumes no liability or responsibility for any error or omission in their proposals. As per the Agreement signed with the Empanelled Survey Institutions, if any document, information, data or statement submitted by the Survey Institution in its Proposals is found to be false, incorrect or misleading, action shall be taken against such institutions as per the RFP.

Empanelment Categories

Technical Score Range	Empanelment Category
90-100%	A
80-90%	B
70-80%	C
60-70%	D

**TEMPLATE FOR EVALUATION OF APEDA FINANCIAL ASSISTANCE
SCHEME FOR 2021-22 to 2025-26.**

1. EXECUTIVE SUMMARY**2. OVERVIEW OF THE SCHEME****2.1 Background of the Scheme**

- a) Brief write up on the scheme including objectives, Implementation Mechanism, scheme architecture/ design
- b) Name of Sub-schemes/ components
- c) Year of commencement of scheme
- d) Present status with coverage of scheme (operational/ non-operational)
- e) Sustainable Development Goals (SDG) Served
- f) Alignment with Viksit Bharat 2047 Vision
- g) Fund Flow mechanism (National and sub-national level)

2.2 Budgetary allocation and expenditure pattern of the scheme

Sub-scheme /Component	[Year1]			[Year2]			[Year3]			[Year4]			[Year5]		
	BE	RE	Actual	BE	RE	Actual	BE	RE	Actual	BE	RE	Actual	BE	RE	Actual

2.3 Summary of past evaluation since inception of the scheme

Year of Evaluation	Agency hired for Evaluation	Recommendations Made and accepted	Recommendations made But not accepted

3. METHODOLOGY

3.1 Sample size and sample collection process- The approach should be to derive a sample size based on some key output/outcome parameter of the scheme sub-components. The stakeholders of the scheme such as exporters of APEDA Scheduled products, APEDA officials, Trade Associations, Government bodies could be graded in terms of performance of each Scheme sub-component and accordingly representation from each such strata be finalized systematically. While doing so, regional representation may be kept in mind.

3.2 Baseline data on Key Performance Index (KPIs):

Baseline data on select KPIs (15 to 25 central to measure the effectiveness of the scheme in terms of its meeting the scheme objective) to be collected: -

3.2 (a) For New Scheme: Baseline data to be collected through a baseline survey from the field. This could be done anytime during the commencement of the scheme to six months of it being in operation. This data and accompanying report are to be kept safely by the M/Ds. This would be followed by a mid-line survey, ideally after 2-3 years of its operation.

3.2 (b) For Existing Scheme: Synthetic baseline data may be created using secondary and administrative data to which these KPIs are to be compared. In any case, the current evaluation data has to be stored properly to be used in the future as an anchor dataset to carry out proper analysis of the on-going schemes.

3.3 Evaluation Tools used: Various evaluation tools can be used in the primary survey such as specific scheme related questionnaires (As specified in Annexure-A of appendix B), Key Informant Interviews, Focused Group Discussions, etc. This would depend on the focus and orientation of the scheme.

3.4 Data collection tools: Computer Assisted Personal Interview (CAPI) tools to be adopted.

4. OBJECTIVE OF THE STUDY

4.1 Effectiveness of the scheme in terms of achieving its intended objectives as per the scheme guidelines (To be analysed on the Output/Outcome/Impact indicators)

4.2 Additional parameters

- a) Awareness and Coverage of Scheme-uptake by beneficiaries- APEDA registered exporters comprising of companies, firms, proprietorships, LLPs, FPOs/ FPCs, cooperatives, Government institutes, trade bodies, Women SC/ST categories, NER, J & K exporters.
- b) Assessment of implementation process and fund flow mechanism.
- c) Training/Capacity building APEDA Stakeholders.
- d) Training/ Capacity Building of administrative/facilitators, IEC activities etc.
- e) Benefit to all APEDA stakeholders
- f) Convergence with scheme of own Ministry/Department or of other Ministry/ Department

and with the scheme of States/UTs.

4.3 Gaps in achievement of outcomes

4.4 Key Bottlenecks and Challenges

4.5 Input Use Efficiency

4.6 Best Practices/ Case Studies

4.7 Most significant changes (due to scheme/intervention)

5. OBSERVATIONS AND RECOMMENDATIONS

5.1 Thematic Assessment

- Improving value for money through identification of avoidable duplication and overlaps between different schemes.
- Assessing the continued relevance and their effectiveness and efficiency in achieving in achieving the intended objectives.
- Reduction in avoidable overhead expenditure on consultants, programme management, admiration, etc.

5.2 Externalities

6. CONCLUSION

6.1 Issues & challenges (data must attempt to gather information on, but not limited to, the following)

Has the intervention caused a significant change in the exports in terms of value and volumes?

How did the intervention cause higher-level effects (such as change in quantity)?

Did all the intended target groups, benefit from the intervention?

Is the intervention leading to other changes, including “scalable” or “replicable” results?

How will the intervention contribute to? enhancement of exports from India?

6.2 Vision for the future

EXPLANATORY MEMORANDUM

2.1 (a) Latest guidelines of the scheme may also be annexed.

2.1 (b) Sub-schemes/components which have separate budgetary allocations either through budget line or through Detailed Demand for Grants (DDG) may also be listed along with component-wise budget allocation.

2.1 (d) Details of number of registered exporters for whom the scheme is functional may be included.

2.1 (e) & (f) May be linked with objective of the scheme.

4.1 Output/ Outcome Indicators numbers and percentage as per the objectives of the scheme be specified for proper assessment of the scheme. Indicators as spelt out in SFC/EFC memorandum during appraisal of the scheme may also be utilized.

Output/ Outcome/Impact Indicators (numbers or percentage) must be compared with base year value at all time points (periodicity) as per monitoring mechanism framework, also defined in SFC/EFC Memorandums.

4.3 (b) focus should be on clarity of instructions, availability of scheme or programme guidelines, clear definition of roles and responsibilities of functionaries and the number and nature of clarifications/ additional instructions issued w.r.t. scheme guidelines. Details about training (PFMS/EAT module, scheme's portal or any other) with number of interventions and levels at which these interventions were carried out may be included.

4.4 (c) Details about Stakeholders/ Beneficiaries, details of campaigns, media, frequency, feedback etc. may be included.

4.2 (f) In primary survey, a facility checklist may be included to ascertain the quality and usability of such assets created under the scheme. Details about nature and type of convergence with national and state level schemes may be detailed out.

Details about apparatus manpower office transport etc, may be included. If there is no convergence, NIL may be recorded.

4.3 These gaps could be attributed to absence of interventions/non-performance of existing interventions.

4.4 Focus may be of Financial, Administrative, Project Management and any other Key Bottlenecks & Challenges.

4.5 Details (a) requirement of funds as indicated in EFC/ SFC in relation to actual allocation of funds including timelines of release. (b) requirement and allotment of manpower in implementation of scheme/Programme at various levels (PMU/Central/State). (c) Involvement of private players, volunteers, non-governmental organizations and local community etc. in the scheme may be provided.

4.6 Description of the Best Practices and Case Studies – Since evaluation is to record both what is working and what is not, therefore, the best practices should be recorded in detail, facilitating replication.

4.7 Most Significant Change: This information is to be gathered from primary survey w.r.t what one thing that the scheme has been able to achieve in the most significant way.

5.1 Thematic assessment should focus on Accountability, Transparency, Employment generation (direct/indirect), Use of IT, Behavioural change in stakeholders/beneficiary, R&D, Role, functions, involvement/ support of State govts.

Evaluation of public interventions and policies needs to recognize the scarcity of resources, fiscal affordability and the 'zero sum game' that plays out in resource allocation. In a developing country like ours which faces multiple social, economic and environmental challenges, availability of public resources amongst competing demands will always be limited. Priority setting and resource allocation are vital questions to be addressed, and evaluation needs to assist in this. While interventions may be chosen to maximize specific objectives, they all are constrained with respect to practical and budgetary issues. Hence, evaluation recommendations should not routinely assume enhanced funding. If felt essential, alternative non-base case recommendations may be made separately.

Cross cutting themes can be assessed both through secondary data as well as primary. While conducting meta-analysis of existing reports, the evaluator should actively review the cross-cutting themes. The primary data for cross cutting themes will be elicited through specific questions and responses during the key informant interviews and beneficiary surveys. The sample Questions are given in Annexure –A of appendix B. For example, use of IT in scheme implantation, fund flow, monitoring and evaluation can be assessed from interaction with concerned ministries/ departments as well as states officials. Similarly, gender mainstreaming cab be assessed by introducing specific questions on changes in knowledge, attitude and practices pertaining to gender equality, attributable to the CS intervention at hand, through household surveys.

Annexure –A

Here are some sample questions that the beneficiaries could be asked about APEDA Scheme, during the beneficiary survey (This is an Indicative list, amendments will be allowed based on discussions with the selected agency)

1. General Information

- a. What is the name of your organization/business?
- b. Are you operating in both domestic and export market?
- c. What type of products do you export?
- d. Since when have you been exporting?
- e. How did you first learn about the APEDA scheme?
- f. When did you register with APEDA?
- g. Which specific components under APEDA scheme have you availed (e.g., Infrastructure Development, Market Development, Quality Development)?
- h. What was your total export value (in ₹ or USD) before availing APEDA support?
₹ _____ / USD _____
- i. What was your total export value (in ₹ or USD) after receiving APEDA support?
₹ _____ / USD _____
- j. How much total financial assistance have you received under APEDA schemes?
₹ _____
- k. How many product categories are you currently exporting under APEDA support?
☐ 1
☐ 2–3
☐ 4–5
☐ More than 5
- l. How many times have you availed APEDA assistance in the last 5 years?
☐ 0
☐ 1
☐ 2–3
☐ More than 3

2. Application Process: Digital Adoption & Innovation

- a. Was the online application form user-friendly and easy to understand?
(Rate between a scale of 1 to 5)
- b. Did you face any challenges while filling out or submitting the application? If yes, please elaborate.
- c. How would you rate the response of APEDA after submission of your application?
(Rate between a scale of 1 to 5)
- d. Were the eligibility criteria, terms, and conditions of the scheme clearly communicated to you?
(Yes/No)
- e. Did the APEDA portal offer end-to-end transparency on your application status? (Yes/No)
- f. Were the instructions on the portal clear and easy to follow? (Yes/No)
- g. Were you able to track the status/progress of your application through the portal. (Yes/No)
- h. How was your experience using the APEDA online portal?
- i. (Rate between a scale of 1 to 5)
- j. What improvements, if any, would you suggest for the portal?

- k. How would you describe your overall experience in applying for the APEDA scheme?
(Rate between a scale of 1 to 5)

3. Documentation and Disbursement

- a. Did you face any difficulties in furnishing the required documentation?
b. Was the process of documentation and verification transparent and efficient?
(Rate between a scale of 1 to 5)
c. Was the financial assistance disbursed in a timely manner? If not, what were the delays?
d. At any point during the process, were you asked for any unofficial payments, favors, or gratifications by any individual associated with scheme implementation? (Yes/No)

4. Development of Export Infrastructure (if applicable)

- a. Are you aware of common infrastructure facilities funded by APEDA? Do you think these facilities are adequate and accessible? If not, please suggest improvements.
b. How many infrastructure units (e.g., packhouses, cold storage) have you set up with APEDA help?
☐ 0
☐ 1
☐ 2
☐ More than 2
c. Is the scheme funding pattern of back ended subsidy ideal or would you instead prefer interest subvention in bank loan from APEDA to finance the project?
d. Did the Integrated Pack House and processing facilities for addressing missing gaps, that you financed with the Scheme, beneficial for your operations? (Yes/No)
e. Did the Purchase of insulated, reefer transport that you financed with the Scheme, beneficial for your operations? (Yes/No)
f. Did the Food processing facilities for addressing missing gaps that you acquired through the Scheme, beneficial for your operations? How does it compare with the support offered by MoFPI?

5. Quality Certification & Compliance (if applicable)

- a. Did you avail support funding for setting up/upgrading of lab from APEDA? (Yes/No)
b. Was the funding pattern ideal or you would have preferred interest subvention? (Yes/No)
c. Have you received assistance for quality certifications like HACCP, ISO, BRC, or organic certification? (Yes/No)
d. Were the certification processes and documentation requirements clearly explained by APEDA? (Yes/No)
e. How often do you conduct lab tests, and were these subsidized through APEDA?
f. How many certifications (e.g., Organic, HACCP, ISO) have you obtained with APEDA assistance?
☐ 0
☐ 1
☐ 2–3
☐ More than 3

- g. Number of certifications obtained with APEDA support (e.g., Organic, BRC, HACCP, ISO):
- ☐ 0
 - ☐ 1
 - ☐ 2–3
 - ☐ More than 3
- h. Has the certification helped in accessing premium or high-paying markets?
- ☐ Yes
 - ☐ No

6. Market development & Export Promotion (if applicable)

- a. Did you participate in any trade fairs, buyer-seller meets, or export promotion events organized by APEDA? (Yes/No)
- b. How many new international markets have you entered after APEDA support?
- ☐ 0
 - ☐ 1–2
 - ☐ 3–5
 - ☐ More than 5
- c. How beneficial were these events in generating leads or export orders? May provide details regarding number of leads and their conversion.
- d. Based on your experience in participation in trade fairs and looking at participants of other countries, Do you think this support is adequate or more support is needed?
- e. Were you able to penetrate a new market/destination with APEDA's support? (Yes/No)
- f. Have you been able to maintain long-term export relationships developed through APEDA interventions? (Yes/No)

7. Awareness and Capacity Building

- a. Have you attended any APEDA-sponsored training, workshops, or capacity-building programs? (Yes/No)
- b. Were the training programs relevant and helpful to your business needs? (Yes/No)
- c. Have you shared knowledge gained through APEDA training with your peers or workers? (Yes/No)
- d. Do you feel more confident now about dealing with foreign buyers and regulatory systems? (Yes/No)
- e. What topics do you think should be included in future APEDA training programs (e.g., e-commerce exports, logistics, sustainability, certifications)?
- f. Would you like to participate in APEDA's digital training and capacity building sessions? (Yes/No)
- g. How many APEDA training sessions or workshops have you attended?
- ☐ 0
 - ☐ 1
 - ☐ 2–3
 - ☐ More than 3

- h. On a scale of 1–5, how would you rate the usefulness of these training programs?
- ☐ 1 – Not useful
 - ☐ 2 – Slightly useful
 - ☐ 3 – Moderately useful
 - ☐ 4 – Very useful
 - ☐ 5 – Extremely useful

8. Financial & Administrative Processes

- a. How would you rate the timeliness of subsidy disbursement?
(Rate between a scale of 1 to 5)
- b. Did you face any issues during financial documentation or audit requirements? (Yes/No)
- c. How transparent were the fund allocation and usage procedures?
(Rate between a scale of 1 to 5)
- d. Were there any compliance or procedural hurdles that discouraged you from using the full extent of the scheme? (Yes/No)
- e. Have you applied for any other government export schemes? How does APEDA compare?
(Yes/No)

9. Community & Network Effects

- a. Have you collaborated with other exporters or farmers as a result of APEDA schemes? (Yes/No)
- b. Has your success encouraged others in your area to apply for APEDA support? (Yes/No)
- c. Are you aware of any local or regional associations or FPOs that interact with APEDA?
(Yes/No)

10. Sustainability & Environmental Impact

- a. Has APEDA support encouraged the adoption of sustainable agricultural practices (e.g., organic farming, water-efficient irrigation)? (Yes/No)
- b. Were you able to reduce post-harvest losses or waste due to improved infrastructure or packaging? (Yes/No)
- c. Did the scheme promote the use of eco-friendly materials or energy-efficient technologies?
(Yes/No)
- d. Do you track your environmental footprint as part of your export operations? If yes, was APEDA support helpful?

11. Inclusiveness & Special Groups (if applicable)

- a. Are you part of a Farmer Producer Organization (FPO), SHG, cooperative, or MSME cluster?
- b. Were MSME exporters in your area able to avail the scheme as easily as large exporters?
(Yes/No)

12. Long-Term Benefits & Continuity

- a. How has your export business changed over the last 3–5 years with APEDA support?
- b. Are you able to sustain export activities even after APEDA funding/support phases out?
(Yes/No)
- c. Have you reinvested your profits into business expansion, technology upgrades, or new certifications? (Yes/No)

13. Scheme Design & Policy Feedback

- a. Which components of the scheme did you find most beneficial? Least beneficial?
- b. Are there redundant or overlapping processes that could be simplified?
- c. Would you support the introduction of performance-based incentives in future schemes?
- d. How would you rate the coordination between APEDA and other related bodies (e.g., DGFT, Customs, NABARD, MoA&FW, DAHD, MoFPPI)?

14. Risk, Resilience & Export Challenges

- a. What major risks (e.g., market volatility, logistics, climate) affect your export business?
- b. Do you think the scheme should include financial literacy, risk management, or crisis response components?

15. Benchmarking & International Competitiveness

- a. How does your business compare with international competitors in terms of quality, price, or delivery?
- b. Has APEDA helped you benchmark your practices or products against global standards? (Yes/No)
- c. Have you received any international orders specifically due to APEDA's promotion efforts? (Yes/No)

16. Support and Interaction with Officials

- a. Were APEDA officials responsive and helpful in addressing your queries and concerns? (Yes/No)
- b. How would you rate the quality of interaction and support provided by the APEDA staff throughout the application and approval process? (Rate between a scale of 1 to 5)

17. Scheme Effectiveness and Suggestions

- a. Do you feel that the components of the scheme adequately address the needs of exporters? If not, which areas require further support or enhancement?
- b. Are you receiving regular updates from APEDA regarding potential international markets for APEDA-scheduled products? If not, what additional communication mechanisms would you recommend?
- c. In your view, are farmers adequately aware of pesticide residue limits required for exports? Would you recommend APEDA to organize more extensive training or awareness programs for farmers in this regard?
- d. Are you currently utilizing the APEDA-supported infrastructure to full capacity? (Yes/No)

18. Monitoring & Feedback

- a. What additional support or services would you like APEDA to offer to enhance the effectiveness of the scheme?
- b. Do you have any other comments, feedback, or suggestions to improve the implementation of the APEDA scheme?
- c. Has APEDA conducted any monitoring visits or follow-ups after assistance was provided? (Yes/No)
- d. Were you given opportunities to provide feedback about the scheme or services? (Yes/No)

- e. Do you feel that APEDA considers beneficiary feedback to improve the scheme? (Yes/No)
- f. Would you recommend other exporters or producers to apply for APEDA support? (Yes/No)
- g. On a scale of 1–10, how satisfied are you with the overall APEDA scheme experience?
Score: _____ /10

5.2 Details of best practices, innovations or scheme/projects where best practices were replicated may be provided.

6.3 It is essential to highlight the importance of recommendations for the scheme. The evaluation agency may provide recommendations for the scheme in any of the following categories (a) Continue in existing form (b) Continue with some Modifications (suggest modifications) (c) scale up the scheme (Financial/Physical/both) (d) Scale down the scheme (Financial/Physical (Both) (e) Close (f) Merge with another scheme as sub-scheme/component.

Annexure-1

TECHNICAL BID for Evaluating efficiency and performance of “AGRICULTURE AND PROCESSED FOODS EXPORT PROMOTION SCHEME OF APEDA FOR THE 15TH FINANCE COMMISSION CYCLE (2021-26)”.

Details of Consulting Firm

S. No.	Particulars	Details	Page no.
1	Name of Agency		
2	Address as per GST Registration (please attach documents)		
3	Name, designation, and contact details of authorized signatory including email id and mobile/ telephone no. (Please attach an Authorization Letter)		
4	Details of Registration /AOA & MOA (Please Attach copy)		
5	GST Certificate of Bidding Agency (Please Attach copy)		
6	Pan Card of Bidding Agency (Please Attach copy)		
7	(i) Detailed Profile of the Agency (ii) CV of Team Leader (iii) CV of Team Associate/Member		
8	Details of Demand Draft for Non- Refundable Application cum Processing Fee of Rs. 11,800/-(Rupees Eleven Thousand Eight Hundred)		
9	Details of Demand Draft for Interest-free Earnest Money Deposit “EMD” for Rs.2,00,000/-(Rupees Two Lakh) in favour of APEDA, New Delhi.		
10	“Certificate for exemption from submission of EMD issued by NSIC and MSME (Please attach a self-certified copy)		
11	CA Certificate (Please attach duly filled in Annexure-2)		

12	Declaration that the agency has not been blacklisted by any Government organization. (Please attach duly filled in Annexure-3)			
13	Turnover Details Average Annual turnover Rs. 3,00,00,000/- (Rs. Three Crores) from similar type of consultancy services. The turnover shall be in the name of applicant organisation only and not that of group/ sister organisations. (Please attach CA certificate as per Annexure- 2)	Year	Turnover	
		2020-21		
		2021-22		
		2022-23		
		2023-24		
		2024-25		
14	Experience Details (Please attach copies of Work Orders for execution of similar type of assignments)	Year	Work Orders	
		2020-21		
		2021-22		
		2022-23		
		2023-24		
		2024-25		

List of Enclosures:

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.

I am authorised to sign all the documents on behalf of the firm/agency.

Signature of Authorized Signatory

(Name of Authorized Signatory)

Designation

E-maill iD:

Contact No.:

Seal of the agency

Date:

C.A. CERTIFICATE

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 Consultancy Services (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 Organization	Turnover (in Rs.)
1	2020-21				
2	2021-22				
3	2022-23				
4	2023-24				
5	2024-25				

- (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.

Declaration

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

Counter-signed:**Signature:**

**Signature of Authorized
Signatory
Name and Designation
Proprietor / Partner/ Director**

Name and designation

**Seal of CA firm
UDIN**

Company Seal

ANNEXURE-3

(on the Letter Head of the Agency)

To
The
Secretary,
APEDA,
NewDelhi-110016

Subject: Declaration for not being Black Listed

Sir,

With reference to the bid on the subject cited above, dated.....I, (Name and designation of the Authorised Signatory) hereby declare and confirm that ... (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:

Seal of the Agency

Date:

Place

:

ANNEXURE-4

FINANCIAL BID

For Evaluating efficiency and performance of “AGRICULTURE AND PROCESSED FOODS EXPORT PROMOTION SCHEME OF APEDA FOR THE 15TH FINANCE COMMISSION CYCLE (2021-26)”

**To,
The Secretary
APEDA
New Delhi**

Sir,

We, M/s.(Name of the agency) offer to undertake “Evaluating efficiency and performance of “AGRICULTURE AND PROCESSED FOODS EXPORT PROMOTION SCHEME OF APEDA FOR THE 15TH FINANCE COMMISSION CYCLE (2021-26)” in accordance with the bid notice. Our Financial Bid against the Scope of Work is submitted here under

Amount in Rupees			
Activities	Cost of Assignment	Applicable Tax	Total Amount
Cost for Completing the Assignment as per the Scope of Work			

Total Amount (Rupees in Words):

We agree to abide by the terms and conditions mentioned in the bid document.

Signature of Authorised Signatory

Name and Designation

Company Seal

**Date:
Place:**