

**File No.: APEDA-TFD/40/2026-TFD**

**Date: - 08.06.2026**

**AGRICULTURAL & PROCESSED FOOD PRODUCTS  
EXPORT DEVELOPMENT AUTHORITY**

**(APEDA)**

Ministry of Commerce & Industry, Government of India

3<sup>rd</sup> & 4<sup>th</sup> Floor, NCUI Building  
SIRI Institutional Area, August Kranti Marg,  
New Delhi-110016

**Agricultural & Processed Food Products Export Development Authority (APEDA) Invites Sealed bids for Bharati Closure Event scheduled on 19<sup>th</sup> & 20<sup>th</sup> June 2026, at Bharat Mandapam, Pragati Maidan, New Delhi.**

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**1. INTRODUCTION:**

1.1. The Agricultural and Processed Food Products Export Development Authority (APEDA) under the Department of Commerce, Ministry of Commerce and Industry, Government of India is the premier Organization for export promotion of Agri and Processed Food Products.

1.2. **About Bharati Closure Event: -**

Bharat's Hub for Agritech, Resilience, Advancement, and Incubation for Export Innovation (BHARATI) is a flagship initiative of the Agricultural and Processed Food Products Export Development Authority (APEDA), under the Ministry of Commerce and Industry, Government of India. The programme is a structured export enablement and acceleration initiative designed to build a robust pipeline of globally competitive agri-food startups and export-enabling technology providers, in alignment with India's agri-export growth objectives.

APEDA is organizing Bharati Closure Event comprises 100 curated startups across the following three categories: 68 agri-food product startups; 26 export-enabling technology and service providers; and 06 startups addressing Sanitary and Phytosanitary (SPS) compliance challenges. During the events, APEDA plans to organize the Culmination Event of the 1st Cohort of the BHARATI Export Enablement and Acceleration Programme.

**2. ABOUT THE ASSIGNMENT:**

APEDA is inviting bids from the interested reputed agencies for Bharati Closure Event scheduled on 19th & 20th June 2026, at Bharat Mandapam, Pragati Maidan, New Delhi. The scope of the work and terms & conditions are provided in para 5 below.

**3. ELIGIBILITY FOR SUBMISSION OF BIDS:**

Agencies, **which have been in existence for the last five financial years** and more and meeting the following qualifying criteria in terms of experience/ expertise in execution of similar work at similar platforms and possessing sound financials may participate in the bid process.

**4. 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 numbers of international Events executed outside India, are to be mentioned as per proforma at Annexure-1.

S. No.	Eligibility Criteria	Documents required
A.1	The agency should have executed at least three (3) National/International promotional events held within India/ outside India on turnkey basis during the last 5 years	CA certificate showing (a) the date of existence of the agency, (b) turnover of the last 5 financial years and (c) no. of events executed during last 5 financial years, (d) year-wise details of events executed, signed by a practicing CA, (indicating UDIN) and countersigned by an authorized representative of the agency, as in <b>Annexure-2</b> .
A.2	The agency should have earned minimum turnover of Rs. 3,00,00,000, (One Crore) per year from Event management business related to promotional events held within/outside India 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.	
A.3	The agency should not have been blacklisted by any government organization	A self-declaration, as per <b>Annexure 3</b> must be submitted.

#### **A. Application-cum-Processing Fee, EMD and Performance Security:**

- 4.1 The Application cum Processing Fee, and Earnest Money Deposit (EMD) must be submitted with the Technical Bid as follows:
- (i) A non-refundable Application cum Processing Fee of Rs. 15,000/- plus GST @ 18%= Rs. 2,700/- total Rs. 17,700/- (Rupees Seventeen Thousand Seven Hundred) in the form of a Demand Draft (DD) drawn in favour of “APEDA” payable at New Delhi.
  - (ii) Interest-free Earnest Money Deposit (EMD) in the form of DD for Rs. 5,00,000/- (Rupees Five Lakh) 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 4.3.4.
- 4.2 Exemption from submission of EMD to NSIC and MSME registered agency will be applicable as per Government rules.
- 4.3 No exemption from submission of Performance Security shall be admissible to the NSIC and MSME registered organizations, as per Government rules.
- 4.4 Performance Security five per cent (5%) of the value of the contract or Rs. 5,00,000/- (Rs. Five Lakh), whichever is higher, shall be deposited by the agency selected. Hence, the Amount of EMD of Rs. 5,00,000/- (Rs. Five Lakh) received from selected agency will be adjusted towards Performance Security. In case, 5% of the contract value happens to be more than Rs. 5.00 Lakh, the successful agency shall deposit the additional amount over & above Rs. Five lakhs in the form of DD. Both the amounts taken together shall be treated as Performance Security. The entire amount of Performance Security shall be refunded after completion of all contractual obligations.

## **5. SCOPE OF WORK**

### **5.1 GENERAL GUIDELINES**

- 5.1.1 The present assignment is for undertaking the Bharati Closure Event of APEDA on turnkey basis. For a clear understanding, the whole Bid document must be read together, and the duties mentioned elsewhere in the document shall also form part of the duties of the Agency.
- 5.1.2 The work shall include all activities related to assembling, dismantling, drainage, material handling, transportation, maintenance, cleaning on the day before opening and daily thereafter including waste disposal.

5.1.3 The inaugural cohort of BHARATI comprises 100 curated startups across the following three categories: 68 agri-food product startups; 26 export-enabling technology and service providers; and 06 startups addressing Sanitary and Phytosanitary (SPS) compliance challenges. The selected startups have successfully completed 120 hours of structured programming under the acceleration framework. In furtherance of its broader Farm to Foreign agenda — aimed at strengthening India's agri-food export ecosystem through innovation, technology adoption, startup engagement, and collaborative ecosystem development — APEDA plans to organise the Culmination Event of the 1st Cohort of the BHARATI Export Enablement and Acceleration Programme. The event is planned as a two-day programme structured as follows: -

\*Day 1\* -Investors Meet: Startup pitch presentations before a curated panel of investors and financial institutions.

\*Day 2\* -Business Meet: Structured Business-to-Business (B2B) engagement sessions between startups, exporters, and industry stakeholders

5.1.4 **The scope of the work under the present Bid shall consist of: -**

<b>DAY 1 – 19<sup>th</sup> June - INVESTORS' MEET</b>	
S. No.	Particulars
<b>A. STAGE</b>	
1.	<ul style="list-style-type: none"> <li>Elevated Stage Structure &amp; Platform – 40 ft x 20 ft (height approx. 2.5 to 3 ft from floor level: 2-3 steps elevation)</li> <li>Heavy duty modular stage should be capable of bearing load of VIP seating (5-7 in nos.), product/startup displays, and award ceremonies</li> </ul>
2.	<ul style="list-style-type: none"> <li>Black matte stage carpet/finish throughout</li> </ul>
3.	<ul style="list-style-type: none"> <li>Staircase access on at least two sides (front-left and front-right)</li> </ul>
4.	<ul style="list-style-type: none"> <li>Provision for <b>podium</b> on stage-left with built in microphone stand and branding fascia panel in front</li> </ul>
5.	<b>Lighting requirements</b> <ul style="list-style-type: none"> <li>Sufficient lighting on stage - Operated by a dedicated lighting technician</li> </ul>
6.	<b>VIP Seating on Stage</b> <ul style="list-style-type: none"> <li><b>Head Table:</b> A long rectangular conference-style table accommodating 6–8 dignitaries, covered with a formal-coloured cloth, with individual nameplates (tent cards), water bottle, and stationery at each seat.</li> <li>High back leather Executive Chairs and side table for Chief Guest and key dignitaries</li> </ul> <i>Note – Only chairs without cover is to be provided by ITPO</i>
7.	<b>LED Video Wall – Main Backdrop</b> <ul style="list-style-type: none"> <li>Supply, installation, and operation of one (1) large-format indoor LED video wall as the main backdrop behind the head table, of approximately 16 feet (H) × 24 feet (W) or as per venue dimensions.</li> <li>LED pixel pitch should be suitable for indoor &amp; high resolution for crisp visual output in a conference/ballroom setting.</li> <li>The screen shall display event branding creative including event name, edition number, dates, venue, and logos of all co-organising/partner institutions (as provided by APEDA).</li> <li>The LED wall shall be seamlessly mounted on a structural backdrop framework, flush-fitted without visible bezels or gaps.</li> <li>The backdrop framework shall incorporate decorative vertical panel elements (illuminated or vinyl printed /wrapped pillars/columns) on two sides of the LED screen for aesthetic framing.</li> <li>Screen in the front stage (2 in nos.) for the VIPs sitting on the stage facing the audience</li> <li>Dedicated AV / sound operator with real-time content switching capability</li> <li>Technical support personnel to be stationed throughout the event for real-time content management and display operations such as BHARATI programme branding, videos, presentations, graphics, keynote content etc.</li> </ul>
8.	<b>Audio Systems</b> <ul style="list-style-type: none"> <li>Main PA speakers — flown/mounted for full hall coverage</li> </ul>

	<ul style="list-style-type: none"> <li>• Dedicated AV / sound operator for the full duration</li> <li>• Cord less mic (5-6 in nos.)</li> </ul>
9.	<p><b>Presentation Requirements</b></p> <ul style="list-style-type: none"> <li>• Laptop (Two laptops) at console connected to main backdrop digital screen along with operator for projection of presentations by 85 startups. Laptop should provide support video playback of all format</li> <li>• Timer buzzer</li> <li>• Clicker</li> <li>• Single Table on the right side of the stage for product display during Presentation</li> <li>• Additional small TV screens (max. two) may be required in the middle of the hall for clear visibility of pitch presentations to the audience.</li> <li>• Laptop connected to printer with papers in the main hall</li> <li>• Dedicated Internet connection in the room and in the display area – for live demo on the screen by Tech startups.</li> </ul>
10.	<p><b>Welcoming of Key dignitaries &amp; Guests at stage</b></p> <ul style="list-style-type: none"> <li>• Flower Bouquet (10 in nos.)</li> <li>• Felicitation Shawl for Guests (10 in nos. - Design to be approved by APEDA)</li> </ul>
<b>B. Hall Arrangements</b>	
11.	<ul style="list-style-type: none"> <li>• Main Event Hall - Round table format for audience (accommodating 200 seating capacity)</li> <li>• Branding of main hall with a premium approach</li> </ul> <p><i>Note: Table &amp; Chairs will be provided by the venue owners however the table / chair covers etc. and additional furniture will have to be provided by the agency of not provided by them.</i></p>
12.	<ul style="list-style-type: none"> <li>• Waiting Hall for Startups – Theatre style seating (150 seating capacity)</li> <li>• Screen/projector for waiting display with a laptop &amp; operator</li> </ul>
13.	<ul style="list-style-type: none"> <li>• Registration Desk (02) – One for the investors &amp; leading brands and another for the Startups and other stakeholders</li> <li>• Name badges with Event branded lanyards — colour-coded: Investor (Blue) / Official (Red) / Startup (Green) / Media (Yellow)</li> <li>• Two (02) Laptops at each registration desks with high-speed internet connected to it</li> </ul>
14.	<ul style="list-style-type: none"> <li>• Other Screen requirements <ul style="list-style-type: none"> <li>○ LED in the waiting hall for startups to see who is next.</li> <li>○ 1-2 vertical screens (suitable sizes as per venue) required to play BHARATI videos / testimonials outside the halls / in the gallery etc.</li> </ul> </li> </ul>
15.	<ul style="list-style-type: none"> <li>• The Main Event Hall, Waiting Hall etc. needs should have branding provisions as mentioned under Branding requirements.</li> </ul>
16.	<ul style="list-style-type: none"> <li>• Media wall or photo backdrop for press interactions and official photography</li> </ul>
<b>C. LOGISTICS</b>	
17.	<ul style="list-style-type: none"> <li>• Ushers required (04 in nos. - Male) for any logistics support during the event</li> </ul>
18.	<ul style="list-style-type: none"> <li>• Agency to also provide parking related coordination &amp; manage guest parking, coordinating entry gate &amp; hall entry etc. – Managing Gate passes in coordination with ITPO</li> </ul>
<b>D. GENERAL REQUIREMENTS</b>	
19.	<ul style="list-style-type: none"> <li>• All structural elements (stage, backdrop frame, panel stands) to be <b>sturdy, safe, and compliant</b> with venue structural guidelines.</li> <li>• Vendor to carry out <b>complete installation and dismantling</b> within the time frame stipulated by the Client.</li> <li>• All electrical cabling to be concealed and compliant with safety norms.</li> <li>• A <b>dedicated event technician</b> to be present on all event days for LED operations, content switching, and troubleshooting.</li> <li>• <b>Event branding artwork / creatives</b> will be supplied by the Client in print-ready format (PDF/AI/EPS); vendor to be responsible for printing, finishing, and installation.</li> </ul>

20.	<ul style="list-style-type: none"> <li>• Lunch &amp; Dinner to be provided by ITPO empanelled agency in the hall</li> </ul>
<b>E. STATIONARY</b>	
21.	<ul style="list-style-type: none"> <li>• Event branded Folder with Startup profile book (102 pages), pen and notepad – 500 in nos.</li> <li>• Event branded Notepad and Pen (150 for Startups)</li> <li>• Printed Evaluation sheet for investor (Content to be provided by APEDA) – 150 in nos.</li> <li>• Printed Investor Feedback form – 150 in nos.</li> </ul>
<b>F. BRANDING</b>	
22.	<p><b>Stage &amp; Venue Branding</b></p> <ul style="list-style-type: none"> <li>• Main stage backdrop design and production integrating BHARATI and APEDA branding along with event title, date, and venue</li> <li>• APEDA &amp; Partner Departments along with programme logo, prominently displayed on the backdrop LED wall</li> <li>• Podium branding ensuring visibility during official addresses and media coverage</li> <li>• Media wall or photo backdrop for press interactions and official photography</li> <li>• Entrance branding with welcome arch to create a strong first impression</li> </ul>
23.	<p><b>On-Ground Branding &amp; Navigation</b></p> <ul style="list-style-type: none"> <li>• Registration desk branding with customised fascia</li> <li>• Directional signage and way finding standees across key areas including registration, stage, Event Hall, Waiting Hall, Lounges and B2B zones etc.</li> <li>• <b>Thematic standee series</b> covering APEDA overview, BHARATI initiative, India's agri-export landscape, and startup highlights. (6-7 in nos.) – Coverage required on the way to hall, outside the hall in the premises and Event Hall.</li> </ul>
24.	<p><b>Collaterals &amp; Stationery Branding</b></p> <ul style="list-style-type: none"> <li>• Branded lanyards and ID cards for all attendee categories, aligned with the colour coding system</li> <li>• Branded notepads for participants</li> <li>• Nameplates for dais and stage for dignitaries</li> <li>• Certificate design incorporating APEDA insignia and event identity</li> </ul>
25.	<p><b>Digital &amp; Audio-Visual Branding</b></p> <ul style="list-style-type: none"> <li>• LED screen content and holding slides including agenda, speaker introductions, BHARATI cohort and APEDA highlights</li> <li>• Integration of BHARATI AV and testimonial videos across stage and lounge areas</li> </ul>
26.	<p><b>Digital Integration</b></p> <ul style="list-style-type: none"> <li>• QR code placements across the venue linking to startup profiles, APEDA website and BHARATI initiative details</li> </ul>
	<b>Note:</b> All branding file designs to be mandatorily approved by APEDA in appropriate resolution
<b>G. GIFTING &amp; SOUVENIRS</b>	
27.	<ul style="list-style-type: none"> <li>• <b>Registration kit for Investors</b> - Event branded registration kit (Premium look) for Investors which will include jute folder, notepad, pen, Investor evaluation sheet, startup profile and a gift item as approved by APEDA authority. – 150 in Nos.</li> <li>• <b>Souvenirs for VIPs &amp; Key Dignitaries</b> – Bouquet, premium shawl for felicitation – 10 in nos.</li> </ul>

## 5.2 OTHER ACTIVITIES /DUTIES:

- 5.2.1 The agency shall make provision of Media Wall/ Selfie Zone and this will include the provision of sufficient manpower, material, and equipment.
- 5.2.2 The agency shall make arrangement for proper maintenance and regular cleaning of the whole venue well before the start of activities during promotional event.
- 5.2.3 The agency shall make arrangement for complete fire prevention and firefighting arrangements in and around the venue.

- 5.2.4 The agency shall make arrangement to address the concerns of participants relating to the facilities made available.
- 5.2.5 The agency shall make arrangement so that suitable manpower remains present at the site.
- 5.2.6 The agency shall make arrangement for handing over the vacant and cleaned possession of the site after removal of all the furniture, fixtures and other material to the organizer after the conclusion of the event.
- 5.2.7 The agency shall ensure timely submission of necessary documents and application forms to the concerned authorities for the use of venue and approval of plans etc.
- 5.2.8 The agency shall make use of high-quality material for construction as well as employ qualified workman for making wall panels, furniture, display aids etc.
- 5.2.9 The agency shall make arrangement to leave no scrap, leftovers, garbage etc. at the venue after completion of the event and hand fully cleaned and cleared space to the fair authority concerned in all respects.
- 5.2.10 The agency shall make arrangement for settlement and/or payment of all the dues related to show organizers and other vendors before vacating and handing over the venue to the approved agency.

#### **Other Instructions –Technical**

- 5.2.11 It shall be the responsibility of the agency to provide 3D images/presentation (both hard and soft copy) clearly showing the complete projection of the program from different angles.
- 5.2.12 The material such as wall panels, wood material, furniture, display aids etc. to be used by the agency must be of good quality.

### **5.3 TERMS & CONDITIONS**

- 5.3.1 The agency will work under the directions and guidance of APEDA. It shall be the sole responsibility of the agency to ensure all activities undertaken by them for APEDA are in accordance with the legal framework.
- 5.3.2 APEDA requires that agency, undertaking execution of this contract observes the highest standard of ethics during the period of agreement and action of agency does not fall under vigilance enquiry.
- 5.3.3 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.
- 5.3.4 APEDA reserves the right to:
  - (i) Have ownership on Copy right of designing of Pavilion and graphics.
  - (ii) Make changes in the Design plan at any stage.
  - (iii) Extend the deadline for the submission of applications/bid documents at its discretion.
  - (iv) Accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability on APEDA.
  - (v) 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 arising out of aforesaid action.
  - (vi) 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.
- 5.3.5 For interpretation of any clause of this document, the decision of APEDA would be final and binding on the bidder.

## 5.4 SELECTION PROCEDURE

5.4.1 The selection procedure involves pre-bid meeting, evaluation of bid documents received making presentations by the bidders before the selection committee and on the basis of marks of documents and presentation, opening of financial bids to prepare a scoresheet of bidders and declaration of successful agency.

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

### Evaluation of Bids:

5.4.3 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.

5.4.4 The **evaluation of bids** will be made in two stages – first, technical evaluation, and second, opening of financial bid.

5.4.5 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.

5.4.6 The marks will be awarded for the credentials in the following areas:

S No.	Areas	Maximum Marks	
(i)	Concept and design.	30	
(ii)	Overall aesthetics of closure events in terms of execution	30	
(iii)	The agency should have earned minimum turnover of Rs. 3,00,00,000, (One Crore) per year from Event management business related to promotional events held within/outside India 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.		
	a. Rs. 3 crores	3 marks	
	b. Above Rs. 3 crores	5 marks	
(iv)	The agency should have executed at least three (3) National/International promotional events held within India/ outside India on turnkey basis during the last 5 years. Breakup of marks is given below: -		
	a	3 Events	3 Marks
	b	Above 3 Events	5 Marks

5.4.7 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.

5.4.8 The selection shall be made on Quality and Cost Based Selection (QCBS) Method. The marking on Financial Bids, under QCBS method, will be as per the following criterion: L1 = 30 marks

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

5.4.9 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.

5.4.10 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.

## **6. 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.

## **7. ARBITRATION:**

- 7.1 All matters of dispute arising out of this shall be governed by Indian law and subject to Court jurisdiction in New Delhi only.
- 7.2 Both the parties shall make all efforts to resolve any dispute by way of reconciliation.
- 7.3 In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process.
- 7.4 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.
- 7.5 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.
- 7.6 The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English.

## **8. 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.

## **9. INTELLECTUAL PROPERTY RIGHTS:**

- 9.1 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.
- 9.2 Agency shall indemnify APEDA against 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.
- 9.3 APEDA shall take necessary legal and other remedial actions, as deemed fit, for such violations.

## **10. Responsibility regarding Award of Contract:**

- 10.1 Performance Security @ five per cent (5%) of the value of the contract or Rs. 5,00,000/- (Rs. Five Lakh), whichever is higher, shall have to be deposited by the agency selected. Hence, the Amount of EMD of Rs. 5,00,000/- (Rs. Five Lakh) received from selected agency will be adjusted towards Performance Security. In that case, 5% of the contract value happens to be more than Rs. 5.00 Lakh, the selected agency shall be required to deposit the additional amount over & above Rs. Five lakhs in the form of DD within three working days of award of work. Both the amounts taken together shall be accounted for as Performance Security.
- 10.2 The entire amount of Performance Security shall be refunded after completion of all contractual obligations.

## **11. TERMS OF PAYMENT:**

- 11.1 Payment of an advance up to 30% of the contract value shall be admissible on a written request from the agency with submission of proof of expenses incurred or against bank guarantee in favour of Agricultural and Processed Food Products Export Development Authority (APEDA) for the similar amount. The advance payment shall be accounted for at the time of final payment.
- 11.2 The advance payment shall be released after satisfying the fulfillment of Performance Security obligation.
- 11.3 Balance amount of the value of the contract will be released on completion of the event and satisfactory report of the officer deputed for the event.
- 11.4 Payment will be released only for the actual work done at site as per scope of work which could increase or decrease as per requirement.

## **12. Conditions precedent for making Final Payment**

- 12.1 Agency must submit the soft copy of final design the event (in CDR format), event report (pdf format) prepared for APEDA within 10 days after completion of event. 2 hard copies of event report also to be submitted. This will be treated as property of APEDA.
- 12.2 A satisfactory performance Report from the APEDA official deputed at the site to oversee the event.
- 12.3 It is reiterated that no additional cost, except that has been approved by APEDA for additional activities, will be considered.

## **13. PERFORMANCE ASSURANCE/PENALTY:**

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 the performance security along with any additional amount shall be forfeited/deducted from the balance payment depending upon the deficit in performance of the agency. Decision of APEDA shall be final in this regard.

## **14. GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS:**

- 14.1 Conditional bids are not allowed and would be rejected summarily.
- 14.2 Misrepresentation of facts/ withdrawals of bids will lead to forfeiture of EMD.
- 14.3 The bidders must bear the cost connected with the preparation and submission of bid documents to APEDA.
- 14.4 Each page of the bid document is to be signed by the authorized signatory before submission to APEDA. Authorization letter in favor of the signatory is to be enclosed with Annexure-1.

- 14.5 The name of the Bidder Agency must be clearly written on all envelopes with full address, Tel: nos., and Email on the Envelopes.
- 14.6 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.
- 14.7 Bids received after the last date of submission of application will not be considered or opened under any circumstances. Bids received through email shall also not be considered.\
- 14.8 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) in favor of APEDA, payable at New Delhi as Application cum Processing Fee.
- (ii) Demand Draft of Rs.5,00,000/- (Rupees Five Lakh) 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 **bid invited for Bharati Closure Event scheduled on 19<sup>th</sup> & 20<sup>th</sup> June 2026, at Bharat Mandapam, Pragati Maidan, New Delhi.**

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

- (i) Annexure 1 (Duly filled in) and supporting documents attached therewith.
- (ii) Annexure-2 (CA Certificate)
- (iii) Annexure-3 (Not Black-listed Declaration)
- (iv)

This envelope should be sealed and super-scribed as **TECHNICAL BID for Bharati Closure Event scheduled on 19<sup>th</sup> & 20<sup>th</sup> June 2026, at Bharat Mandapam, Pragati Maidan, New Delhi.**

**ENVELOPE III:** This envelope will contain

- (i) Annexure 4 (Financial Bid).

The envelope should be sealed and super-scribed as “**FINANCIAL BID for Bharati Closure Event scheduled on 19<sup>th</sup> & 20<sup>th</sup> June 2026, at Bharat Mandapam, Pragati Maidan, New Delhi.**

ENVELOPE IV: Master Envelope: Envelopes I & II & III should be kept inside the Envelope – IV and again sealed. This Master Envelope should be super-scribed as:-

**BID for Bharati Closure Event scheduled on 19th & 20th June 2026, at Bharat Mandapam, Pragati Maidan, New Delhi”** and shall be submitted at the following address:-

The Secretary  
Agricultural and Processed Food Products Export Development Authority (APEDA)  
3<sup>rd</sup>-4<sup>th</sup> Floor, NCUI Building,  
August Kranti Marg, New Delhi - 110 016

For any clarifications/further information, please contact:

Ms. Simi Unnikrishnan, Assistant General Manager

Agricultural and Processed Food Products Export Development Authority (APEDA) 3rd Floor, NCUI

Building, August Kranti Marg,

New Delhi - 110 016

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

**Last date for submission of duly completed bids is 10.06.2026**

**Technical BID for Bharati Closure Event scheduled on 19<sup>th</sup> & 20<sup>th</sup> June 2026, at Bharat Mandapam,  
Pragati Maidan, New Delhi.**

**Details of Bidder Agency**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>		<b>Page no.</b>
1	Name of Agency and Address			
2	Address as per GST Registration (also attached documents)			
3	Name, designation and contact details of authorized signatory including email id and mobile/ telephone no. (Please attach Authorization Letter)			
4	Details of Registration /AOA & MOA (Please Attach copy)			
5	GST Certificate of Bidder Agency (Please Attach copy)			
6	Pan Card of Bidder Agency (Please Attach copy)			
7	Detailed Profile of the Agency including the staff strength on payroll			
8	<b>Turnover Details</b> (Minimum turnover Rs. 3,00,00,000/-) The agency should have earned minimum turnover of Rs. 3,00,00,000, (One Crore) per year from Event management business related to promotional events held within/outside India during any three years out of last 5 financial years. The turnover shall be in the name of applicant organizations only and not in the name of group/ sister organizations. (Please attach Annex. 2)	<b>Year</b>	<b>Turnover</b>	
		2020-21		
		2021-22		
		2022-23		
		2023-24		
		2024-25		
9	<b>Experience Details</b> (a) (Please attach copies of Work Orders for Design <u>The agency should have executed at least three (3) National/International promotional events held within India/ outside India on turnkey basis during the last 5 years</u> )	<b>Year</b>	<b>Work Orders</b>	
		2020-21		
		2021-22		
		2022-23		
		2023-24		
		2024-25		

10	Details of Demand Draft for Non- Refundable Application cum Processing Fee of Rs. 17,700/- (Rupees Seventeen Thousand Seven Hundred)		
11	Details of Demand Draft for Interest-free Earnest Money Deposit “EMD” for Rs.5,00,000/- (Rupees Five Lakh) / irrevocable and unconditional bank guarantee in favour of APEDA, New Delhi.		
12	Self-certified copy of Certificate of MSME registered agency issued by respective authorities. (Please Attach a copy)		
13	Self-Declaration that the agency has not been blacklisted by any Government office/ PSU/ any other Government organization and the same is not applicable as on date. (Please Attach duly filled in Annexure-3)		

### **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 this 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 Authorized  
Signatory

**(Name and Designation)**  
**Company Seal**

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

**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.....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 International Events Executed Outside India (on the basis of the financial statements of the entity) are as follows:

<b>S. No.</b>	<b>Financial Year</b>	<b>No. of events executed Within/Outside India</b>	<b>Name of the Event, Place and Country</b>	<b>Name of Hosting Organization</b>	<b>Turnover (in Rs.)</b>
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 of Authorized Signatory

Name & Designation Partner/ Proprietor/ Director **Company Seal**

**Signature**

Name & Designation

UDIN

**Seal of CA Firm**

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

**BID for Bharati Closure Event scheduled for 19<sup>th</sup> & 20<sup>th</sup> June 2026, at Bharat Mandapam, Pragati  
Maidan, New Delhi.**

To  
The Secretary,  
APEDA,  
New Delhi-110016

**Subject: Declaration for not being Blacklisted**

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

**Annexure-4**

**FINANCIAL BID for Bharati Closure Event scheduled for 19<sup>th</sup> & 20<sup>th</sup> June 2026, at Bharat Mandapam, Pragati Maidan, New Delhi.**

M/s. (Name of the firm) offer to complete the work assigned as per terms & conditions provided in para 5 of the bid notice dated 08.06.2026 as per following details:

<b>Sr. No.</b>	<b>Activity/ Component</b>	<b>Amount in Rs.</b>
<b>1</b>	Activities as per clause <b>5 of bid</b>	
<b>2</b>	Sub-Total	
<b>3</b>	Amount of Applicable taxes	
<b>4</b>	Total Amount (with taxes)	

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

I undertake that no additional cost shall be claimed, unless specific prior approval through written email in this regard is conveyed from the office of the Chairman APEDA.

Signature of  
Authorized Signatory

Date: -  
Place: -