

**AGRICULTURAL & PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT
AUTHORITY (APEDA) invites bids for**

Agricultural & Processed Food Products Export Development Authority (APEDA) Invites Sealed Bids for Design, Construction and Maintenance of APEDA Pavilion and Buyer Seller Meet (BSM) Lounge at “BIOFACH INDIA 2026” scheduled from 06th-08th August 2026 at IEML, Greater Noida, Uttar Pradesh

1. INTRODUCTION:

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.

2. ABOUT “BIOFACH INDIA 2026”

2.1 Biofach India is one of Asia's largest organic food and hospitality fairs, organized annually. This expo is the most important business platform to source, network and learn for the organic, natural and millets industry.

2.2 APEDA is organizing its participation in Biofach India 2026 and will set up APEDA pavilion and BSM Lounge to showcase and market the Indian organic Food Products in Hall no. 01 (Ground Floor), **IEML, Greater Noida, Uttar Pradesh.**

3. ABOUT THE ASSIGNMENT:

3.1 APEDA is inviting bids from the interested agencies for design, construction, and maintenance of APEDA pavilion and Exhibition area and other activities in Biofach India 2026 as per the following specifications:

3.2 The area at ground floor of Hall no. 01 (Ground Floor), IEML, Greater Noida, Uttar Pradesh for APEDA pavilion is approx. **2000 sq. mtrs.** Layout Plan is attached.

4. ELIGIBILITY FOR SUBMISSION OF BIDS:

4.1 Interested agencies, which are in existence for the last five financial years or more, and meeting the following qualifying criteria, having desired experience and expertise in execution of similar work at similar platforms may participate in the bid:

S. No.	Eligibility Criteria	Documents required
A.1	<u>The agency should have conducted at least three (3) national/ international events requiring Design, Construction and Maintenance of the pavilions on turnkey basis during the last 5 years, where,</u> (a) The area of the pavilion should not have been less than 500 sq. mtrs for each event, and (b) The financial value of such event should not be less than Rs.50,00,000/- (Rs. Fifty Lakhs) per event.	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) giving year-wise details of events executed, signed by a practicing CA, (indicating UDIN) and
A.2	<u>The agency should have earned minimum turnover of Rs. 3,00,00,000. (Three Crores) per year from Event management business (related to Design, construction, and maintenance of pavilion(s) in National/ International Trade Fairs) organized in</u>	countersigned by an authorized representative of the agency, as in Annexure-2.

	India/ 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 Annexure 3 must be submitted.

4.2 Documents Required for Assessment of Eligibility as per criteria:

The details like Name of the agency, address, GST Registration No., PAN Card, Turnover, experience in the desired field, Number of similar works executed etc. are to be mentioned as per proforma at Annexure-1 and submitted along with the documents in support of fulfilling the eligibility criteria.

4.3 Application-cum-Processing Fee, EMD, and Performance Security

- 4.3.1 The Application cum Processing Fee, and Earnest Money Deposit (EMD) must be submitted with the Bid.
- 4.3.2 A non-refundable Application cum Processing Fee of Rs. 15,000/- (plus GST @ 18%) = Rs. 17,700/- (Rupees Seventeen Thousand Seven Hundred only) in the form of a Demand Draft (DD) drawn in favour of APEDA payable at New Delhi.
- 4.3.3 Interest-free Earnest Money Deposit (EMD) in the form of DD for Rs. 5,00,000/- (Rupees Five Lakh only) in favor of “APEDA” payable at New Delhi. The EMD received from unsuccessful bidder will be returned/refunded to them after the selection of agency. The EMD received from successful bidder will be processed as per para 4.3.6.
- 4.3.4 Exemption from submission of EMD to NSIC and MSME registered agency will be applicable subject to attaching a self-certified copy of Certificate issued by respective authorities as per details in Annexure-1.
- 4.3.5 The successful agency shall be required to furnish a Performance Security of Rs. 5,00,000/- (Rs. Five Lakh only) or 5% of the contract value, whichever is higher, and valid up to sixty days after the date of completion of all contractual obligations. No exemption from furnishing Performance Security shall be provided to the NSIC and MSME registered organizations, as per Government norms.
- 4.3.6 Amount of EMD received from successful agency will be adjusted towards Performance Security and the balance amount required to make up to 5% of the contract value shall be deposited by the agency. The Performance Security shall be refunded after the clearance of final dues to the agency.

5. SCOPE OF WORK:

5.1 General:

- (a) The activities for design, construction, and maintenance of APEDA pavilion at the Biofach India 2026 on turnkey basis are listed hereunder. However, the whole document shall be read together, and the duties mentioned elsewhere in the document shall also be included as part of the duties of the agency.
- (b) The work shall include all activities of assembling, organising, dismantling, drainage, material handling, transportation, maintenance, cleaning on the day before opening and daily thereafter including waste disposal and taking required permission(s) from the concerned authorities.
- (c) The scheduled date and other related guidelines prescribed by **the organizer** shall be scrupulously followed for providing completed construction of the pavilion on the space reserved for APEDA pavilion, Exhibition area.
- (d) For further conditions/ restrictions as imposed by the space providing authority relating to construction of pavilion/stalls, heights of the stall and other matters, the agency is advised to refer to the

guidelines of the organizer. **However, in no case, the completion of the entire pavilion should be left incomplete by 4.00 P.M. on 05th August 2026.**

(E) The APEDA pavilion will be designed and developed by using wooden material (Common area), Maxima (for all Individual Booths/stalls) as per theme and design approved by APEDA. Wall to wall new carpet and Back-lit Graphics panels shall be provided in the entire pavilion. The design so proposed shall be as per the norms of organizer. Special instructions for different components of APEDA pavilion are detailed as follows:

- (i) Theme/common area (excluding the exhibitor stalls)
- (ii) Exhibitor Stalls
- (iii) APEDA Branding
- (iv) Common Wet Sampling Area
- (v) Other activities / Duties

5.2 THEME / COMMON AREA (Excluding the EXHIBITOR STALLS):

- 5.2.1 The pavilion's theme must encapsulate India's rich organic agricultural heritage and its role in global sustainability. By focusing on the journey from farm to table, the design will highlight India's commitment to organic farming, eco-friendly practices and the diverse range of organic products offered. The aim is to showcase India's agricultural capabilities especially its Organic Agriculture offerings and emphasize on its contribution to the global sustainable food movement. The design outlook should be modern yet traditional.
- 5.2.2 The Theme Pavilion shall be decorated with live plants and sustainable materials. Theme Pavilion shall comprise of the reception area, display of India's organic products, aesthetically organized depicting India's rich organic heritage, meeting room and a separate area for live demo of Indian cuisines, display of cultural art, mehndi etc. Branding and visibility of APEDA pavilion from the maximum height, as per the guidelines of the organizers.
- 5.2.3 The top branding and logos should be backlit. The design elements, colors, imagery and motifs should be inspired by India's rich cultural heritage and legacy such that it visually showcases the idea of Grown in India for the World. The theme pavilion shall be decorated with live plants and sustainable materials.
- 5.2.4 Theme area measuring approx. **54** sq. mtrs. should be distinguished with raised wooden floor. Theme area should be covered 'Wall to Wall' with new carpet.
- 5.2.4 The Theme area will have VIP lounge, office, store, pantry, and open meeting areas. The VIP lounge will have sofa sets with seating capacity of at least 15 persons, center table, and open meeting areas. Meeting room will be provided with sofa seating and 6 open seating with round table and 24 chairs.
- 5.2.5 The storage area including pantry shall have provision for tea, coffee, Juice, drinking water, microwave oven, refrigerator etc. for visitors with adequate supply of drinking water, Tea, coffee, and snacks.
- 5.2.6 The meeting lounge shall be covered by glass/acrylic or equivalent material. Partition walls will be double side timber clad with MDF (minimum size 50 mm) in paint finish.
- 5.2.7 APEDA Office shall have custom built lockable reception table with suitable backdrop and chairs.
- 5.2.8 The generic branding shall be on stretchable fabric/ flex so that there are no wrinkles in the final get up. The common branding banners shall have concealed bright – ambient lightings.
- 5.2.9 The pavilion shall be brightly lit with sufficient ambient lights not to allow dark pockets in the complete pavilion.

5.2.10 The fascia and the branding which runs through the entire APEDA pavilion will be above the basic structure and should be backlit.

5.3 Exhibitor Stalls:

5.3.1 The pavilion shall have built-up booths of **9 sq. mtrs. / 18 sq. mtrs.** for exhibitors, preferably 2 side open. There may be bigger booths depending upon the requirement of the exhibitors which will be communicated accordingly.

5.3.2 While these are indicative sizes, layout may be planned in such a manner that maximum numbers of stalls may be 9 sq. mtrs each so that the space is utilized optimally. The final decision regarding number and size of stalls shall lie with APEDA.

5.3.3 All individual Booths/stall should be in Maxima and the APEDA Branding should be up to the height permitted by the organizers all around the area and should give a modern, contemporary, and elegant outlook. The stalls should be designed in a way that enables the exhibitors to display their products and helps to facilitate interaction with potential buyers/visitors.

5.3.4 Each built-up booth (size- 9 SQM) will have the following standard furniture:

- (i) 1 round table
- (ii) 4 Chairs
- (iii) 5 Spotlights of 100 watts each or equivalent
- (iv) 6 Shelves
- (v) 1 Power Point
- (vi) Carpet
- (vii) Backlit Individual Fascia
- (viii) 1 Wastepaper Basket
- (ix) 1 Lockable Counter with stool

5.3.6 additional furniture items as required by the exhibitors at reasonable cost, which will be paid by the exhibitor concerned. The cost of such furniture is to be intimated along with the financial Bid as per Annexure-5.

5.3.7 Preparation of 3 panel posters of size 3' X 6' totaling 18 sq. ft. each for each 9 sq. mtrs. stall as per the TPs/design to be arranged by the concerned exhibitors. The panels and the posters prepared by the agency shall be identical in dimension and printing quality should be of international level.

5.3.8 Ensuring the printing, supply and pasting of posters as per the designs provided by the exhibitors without any additional cost. As per the TPs/designs to be arranged from the concerned exhibitors, the panels and the posters prepared by the agency shall be identical in dimensions to maintain symmetry.

5.3.9 Ensuring making proper lighting arrangements to leave no scope of dark pockets in the APEDA pavilion and exhibitor stalls.

5.4 “APEDA” BRANDING:

5.4.1 The overall appearance of APEDA pavilion should be contemporary and elegant in look and reflect the colour and vibrancy of modern India.

5.4.2 Agency shall ensure making and fixing of Façade Boards/ Graphics indicating “APEDA” and “APEDA logo” title at different prominently visible locations.

5.4.3 Provision of **at least One LED Wall/Video wall of 3 X 2 Meters** for branding in common area. The agency has also to make sufficient provision for continuous running of video for publicity of participating companies in the form of advertisement.

- 5.4.4 Suitable **backlit branding (High resolution visuals) of APEDA Logo** must be provided in adequate numbers. The dimensions of the same should be 3 Mtrs. in length and of the maximum permissible height as per the organizer's guidelines. Agency shall ensure that dimension of Backlit branding of APEDA pavilion should not be smaller than the dimensions allowed as per the guidelines of the organizers.
- 5.4.5 Provision of the generic branding banners which should be made of wrinkle free stretchable lycra or flex to avoid wrinkles in the overall get up of pavilion. Furthermore, these banners should have bright – white lightings.
- 5.4.6 For these publicity and branding materials, the agency shall develop the content based on the information to be provided by APEDA along with editing, proof reading & value addition.
- 5.4.7 The agency shall arrange two professional photographer on inaugural day only for capturing and **forwarding photographs on real-time basis to APEDA for the following occasions: -**
- (i) **Photos of fully ready pavilion pre-event**
 - (ii) Inauguration Photos clearly showing all dignitaries
 - (iii) Theme Area Photos (with crowd interaction)
 - (iv) Exporter Stall Photos (APEDA schedule Products in focus along with exhibitors)
 - (v) Wet Sampling Area Photos (Chefs, Dishes & visitors)
 - (vi) Technical Sessions / MoU Signings / Other Events (As applicable)
 - (vii) **The photos shall be made available on the subsequent day without any fail.**
- 5.4.8 The agency shall arrange two professional videographer on inaugural day only for recording and transmitting video testimonials on real-time basis to APEDA for the following occasions:
- (viii) Dignitaries-- (3 videos)
 - (ix) Exporters- (All exporters' Videos highlighting exporters/ exhibitors of APEDA with the best branding/ display at stalls or eye catching APEDA scheduled products, covering the whole pavilion area from different angles)
 - (x) Partners (3 videos)
 - (xi) 5 short videos/reels of duration 90-120 seconds (9:16 aspect ratio for Instagram and 16:9 or YouTube (1920 x 1080 pixels resolution or better)
 - (xii) The agency will share, on real time basis the entire content- raw photos & videos, creatives, GIFs, infographics, and other digital assets based on raw photos & videos to APEDA and the social media Agency engaged. The videos shall be made available on the subsequent day without fail.
 - (xiii) Procurement of all the branding provisions provided by the event organizer shall be coordinated by the agency on behalf of APEDA.
 - (xiv) Credentials of the photographer and videographer should be presented in the PPT during the technical presentation.
 - (xv) The component should be clearly mentioned in the costing sheet
- 5.4.9 Agency shall, every day, arrange approx. **5 bouquets for VIP visits** or as directed by APEDA.
- 5.4.10 The agency shall arrange **APEDA Souvenirs, each costing approx. Rs. 5000/- (Rs. Five thousand) for at least 10 VIP Guests** or as approved by APEDA,
- 5.4.11 The agency will share, on real time basis the entire content- raw photos & videos, creatives, GIFs, infographics, and other digital assets based on raw photos & videos to APEDA and the social media Agency engaged.
- 5.4.12 Procurement of all the branding provisions provided by the event organizer shall be coordinated by the agency on behalf of APEDA.

5.4.13 **Influencer Engagement for APEDA at Biofach India 2026**

- Engage 1 renowned influencers—including chefs, food bloggers, food enthusiasts, lifestyle and wellness experts, nutritionists, sustainability advocates, celebrities and renowned personalities in the Food & Beverage industry preferably aged between 18–45 years representing the diversity of India. The aim is to engage youth, women entrepreneurs, and food researchers through dynamic digital storytelling in order to increase the outreach of APEDA.
- **Eligibility Criteria:**
 - (a) Minimum 700K+ followers on YouTube, Instagram, LinkedIn and/or Facebook
 - (b) Strong presence in wellness, food, and sustainability domains
 - (c) Due Diligence and digital media presence based on demographic analysis shared by agency
- **Deliverables:**
 - 5 short videos/reels of duration 90-120 seconds (9:16 aspect ratio for Instagram and 16:9 for YouTube (1920 x 1080 pixels resolution or better)
 - 3-5 Testimonial Videos highlighting exporters/ exhibitors of APEDA with the best branding/ display at stalls or eye catching APEDA schedule products (duration 60-90 seconds)
 - 3–5 social media posts (Static/ Video/ Gifs/ Animated Creatives)
 - The influencers shall be finalised only after direct interaction with them and confirmation of their availability for the event dates, i.e., 6th–8th August 2026.
 - A thorough background check and due diligence exercise shall be undertaken before finalising or shortlisting any influencer.
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5.5 **SPECIFICATIONS FOR CAFÉ AREA FOR LIVE COOKING AND DEMONSTRATION**

- 5.5.1 The APEDA Pavilion shall consist of a live cooking area of 45 Sqmtrs to cook and show case popular Indian dishes/international dishes with Indian products for tasting by the dignitaries and visitors. The area should be distinguished with 100 mm raised platform/ floor with beige parquet wooden flooring recessed LED light. It should be open from 4 sides and aesthetically designed to give the contemporary feel of a restaurant.
- 5.5.2 The area shall be developed in the form of a café with contemporary Indian theme with space for the visitors to sample the cooked products.
- 5.5.3 The café area shall be manned by a renowned chef with assistants to produce Indian dishes on the spot.
- 5.5.4 Common wet sampling area should have adequate space for display of samples. Common wet sampling area should have the provision of microwave, OTG, Induction Cooker, air fryer etc. for demonstrating live cooking, making Tea, Coffee, sampling and tasting of various food products (wet/dry). The agency shall arrange a reputed chef for a demonstration of recipes.
- 5.5.5 Common wet sampling area will be at separate location from the APEDA theme area and common for all ranges of products.
- 5.5.6 Common wet sampling area shall be brightly lit with sufficient white lights not to allow dark pockets in the complete pavilion.
- 5.5.7 A sample menu for each day of the fair shall be developed and approved by APEDA. Agency shall make proper arrangements for transportation, delivery, crockery, preparation and serving of delicacies. A sample menu shall be organic products based.
- 5.5.8 Digital recipe book to be developed with at least 30 dishes for downloading by the visitors.
- 5.5.9 No separate amount shall be payable for the material to be used in the wet sampling area.

- 5.5.10 Some of the indicative items/raw materials to be produced are as under: -
- A. Organic Basmati Rice
 - B. 8-10 varieties of Organic GI rice to showcase different India and international recipes with this rice
 - C. Millets Products like noodles, pasta, cereals etc.
 - D. Dishes Made of Organic Fresh Fruits

5.6 BUYER SELLER MEET LOUNGE (BSM)

Following Special arrangements shall be made to facilitate the Buyer Seller Meet (BSM) in an area of 300 sq. mtrs. in APEDA Pavilion: -

- I. To maintain a serene ambience suited for business meetings, the area shall be apportioned in three glass partitions, where each block will be packed to seating capacity for organising B2B meetings.
- II. In each mini block, seating will be arranged beside a rectangular table with 3 chairs, one chair for buyer and two chairs for exporters. Audio-system with mic and Smart TV approx. 55 inches outside the lounges to display details of buyers' presents.
- III. At the entry point of BSM lounge, to welcome the buyers and exporters, a seating space will be earmarked for a Helpdesk which shall be manned by 2 (two) trained people.
- IV. BSM lounge will have the facility of an attendant for making and serving tea, coffee, juice, drinking water, cookies etc. with adequate supply for the day for the B2B participants.
- V. The entire area shall be brightly lit with ambient lights and ventilated.
- VI. A provision of Dias may be made in the lounge in case a meeting is organized by senior officers with buyers/ exporters.
- VII. The agency must coordinate and organize scheduling of B2B meetings with exhibitors and buyers in the exhibitor's booth and Meeting lounge in batches and ensure that meetings are organised as per schedule.
- VIII. The agency must deploy appropriate number of trained personnel and staff to smoothly organize the BSM meeting.
- IX. The agency may be asked for arranging of translators & Interpreters in case need arises, and the agency shall be reimbursed for the charges as per actuals, after the event. A prior written approval of APEDA shall be required to claim reimbursement by the agency.
- X. Any other activity, as directed by APEDA, required for efficient execution of the BSM shall be organized by the EMC
- XI. Two Digital standees shall be made available in the BSM Lounge. Content to be provided by APEDA.

5.7 OTHER ACTIVITIES /DUTIES:

- 5.6.1 Sufficient number of Bunting/Hanging for all product groups of APEDA in Hall no. 01.
- 5.6.2 APEDA Branding on main gate and also on outer gate/holding area of Hall no. 01.
- 5.6.3 The agency shall develop system of gathering feedback from both the exhibitors and visitors/buyers. A good IT based system with QR code points at prominent locations along with required manpower shall be arranged by the agency. A demo must be shown for this activity during the technical presentation.
- 5.6.4 The agency shall assess estimated electricity load and book on behalf of and in consultation with APEDA. Necessary electricity charges will be paid by APEDA on actual basis, upon submission of supporting documents by the agency. However, electricity load to the exhibitors more than prescribed limit shall strictly be on payment basis by the exhibitors. APEDA shall not pay any additional electricity load. It shall be the responsibility of the Agency to distribute electricity across the APEDA pavilion and ensure electricity connection at each booth.
- 5.6.5 It will be responsibility of the agency to provide necessary facilitation to exporters during exhibition

including distribution of exhibitor badges, visitor passes, entry passes, exit passes, labor passes etc.

- 5.6.6 The agency shall make arrangement of buffet lunch (vegetarian/non- vegetarian) for 60 people every day for all days of the event. The menu of buffet lunch to be decided by APEDA.
- 5.6.7 The agency shall make provision of **4 female hostesses and 4 male attendants** in the day shift and **eight** security guards in all shifts and for all the days of the event.
- 5.6.8 The agency will undertake the landscaping along with maintenance, cleaning, and fire protection of the pavilion for the entire duration of the exhibition.
- 5.6.9 The agency will be given the assignment on turnkey basis, from design and fabrication to maintaining and managing the pavilion up to dismantling. The agency will also be required to coordinate with the APEDA exhibitors with regard to placement of posters and additional requirements, if requested.
- 5.6.10 Uninterrupted Wi-Fi/network connectivity shall be made available at the venue to facilitate real-time uploading of photographs and videos to the designated drive.
- 5.6.11 Personnels deployed by the agency at the APEDA Pavilion may undergo a structured induction/training session covering:
 - About APEDA
 - Overview of BIOFACH India
 - Key objectives and highlights of the Pavilion/Event

6. GENERAL INSTRUCTIONS:

- 6.1 The APEDA office shall be equipped with computer/ laptop, internet (Wi-Fi) and printer with photocopier facility.
- 6.2 The material such as wall panels, wood material, furniture, display aids etc. to be used by the agency has to be of international quality and uniform in colour, size etc. Agency will demonstrate photographs of the furniture to be provided, submit and get approval for the same at the time of presentation before technical committee.
- 6.3 Agency shall ensure proper maintenance and regular cleaning of the whole pavilion well before the start of each day activities i.e. each day of exhibition.
- 6.4 Agency shall ensure complete fire prevention and firefighting arrangements in and around APEDA pavilion.
- 6.5 Agency shall ensure addressing of concerns of exhibitors relating to the facilities.
- 6.6 Agency shall ensure that suitable manpower is present at the site for maintenance of the pavilion and coordination throughout the event.
- 6.7 Agency shall ensure handing over the vacant cleaned possession of the pavilion site after removal of all the furniture, fixture and other material to the Fair organizer after the conclusion of the event as per the guidelines of the organizer in this regard.
- 6.8 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.
- 6.9 Agency shall ensure obtaining main electrical connection(s) and arranging proper power supply at the APEDA pavilion. APEDA will reimburse the actual cost as paid for provision of electrical supply. The reimbursement of such expenses shall be made at the time of clearing of the agency's bill for the event

- on submission of the Organizer's bills and proof of payment by the agency to the organizer entity.
- 6.10 Agency shall ensure provision of newly procured carpets for entire APEDA pavilion.
- 6.11 Agency shall ensure high quality of the material as well as workmanship for making provisions of wall panels, furniture, display aids etc.
- 6.12 Agency shall ensure the settlement and/or payment of all the dues related to show organizers and other vendors before vacating the venue by the approved agency.

7. TERMS & CONDITIONS:

- 7.1 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 Indian Laws.
- 7.2 Agency shall ensure the following of organizer's recommendation / guidelines/ directions in relation to power supply and main electrical connections, water supply and other support system etc.
- 7.3 APEDA requires that selected agency under this contract observes the highest standard of ethics during the period of the agreement.
- 7.4 APEDA will reject a proposal for award of work if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract.
- 7.5 APEDA reserves the right to:
- (i) Have ownership on Copy right of design of Pavilion, graphics, and creatives. All the photos, heavy duty graphics should be original.
 - (ii) Make changes in the design plan at any stage.
 - (iii) Extend the deadline for the submission of 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 arisen out of aforesaid action.
 - (vi) Modify terms and conditions of the contract 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.
- 7.6 For interpretation of any clause of this document, the decision of APEDA would be final and binding on the bidding agency.
- 7.7 In case any additional activity is required to be performed, then the specific prior approval shall be needed from APEDA in writing.

8. SELECTION PROCEDURE:

- 8.1 The selection procedure involves pre-bid meetings, evaluation of bid documents received, making presentation 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.

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

8.3 Evaluation of Bids:

8.3.1 A Committee in APEDA will carry out a screening of the documents received and shortlist the bidder agencies fulfilling the prescribed eligibility criteria. The short-listed agencies will have to make a technical presentation before the selection committee.

8.3.2 The evaluation of bids will be made in two stages – first, Technical evaluation which will be followed by opening of Financial bid.

8.3.3 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. For the technical presentation, the concept / design of the pavilion with layout, decoration plan etc. must be submitted in hard copy as well as in Pen drive well in time.

8.3.4 The marks at the presentation will be awarded for the credentials as follows:

S. No.	Areas	Max-Marks	
(i)	Overall concept and design.	30	
(ii)	Overall aesthetics of design in terms of the pavilion and the exhibitor stall, innovative idea(s) proposed for the pavilion and exhibition area and for visitor engagement. Technological innovation and fresh ideas will be graded higher.	30	
(iii)	<u>The agency should have earned a minimum turnover of Rs. 3,00,00,000/- (Rs. Three Crores)</u> per year from Event management business (related to design, construction, and maintenance of pavilion(s) in national/ international Trade Fairs) organised in India/ 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.	5	
	a. Rs. 3-5 crores		3 marks
	b. Above Rs.5 crores		5 marks
(iv)	<u>The agency should have conducted</u> at least three national/ international events organised in India/ outside India for design, construction and maintenance of pavilions on turnkey basis during the last 5 (five) years, where, (a) at least three pavilions should have been covering an area of 500 sq. mtrs or more (b) The agency must have executed at least 3 (Three) events of the value of Rs.50.00 Lakh/ Rs. Fifty Lakh or more per event	5	
	a. 3-5 events		3 marks
	b. above 5 events		5 marks

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.

8.4 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 X L1(the cost quoted by L1)/L2 (the cost quoted by L2) and in similar fashion for L3, L4 etc. (depending on no. of parties).

8.5 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.

8.6 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.

9. 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.

10. ARBITRATION:

- (a) All matters of dispute arising out of this shall be governed by Indian law and subject to Court jurisdiction in New Delhi only.
- (b) Both the parties shall make all efforts to resolve any dispute by way of reconciliation.
- (c) In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process.
- (d) 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.
- (e) 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.
- (f) The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English.

11 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.

12. 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.

13. TERMS OF PAYMENT:

- (a) Payment of an advanced amount up to 30% of the total cost, on submission of proof of expenses incurred or against bank guarantees in favour of Agricultural and Processed Food Products Export Development Authority for the similar amount of equal amount.
- (b) Balance amount would be released on completion of the event and satisfactory report of the officer deputed for the event.
- © 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.

14. Conditions precedent for making Final Payment

- (a) Agency has to submit the soft copy of final design of pavilion, panels/posters (in CDR format), soft copy of exhibitor's directory, 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.
- B Submission of electricity bill for the Pavilion area along with bank statement in support of such payment.
- (c) A satisfactory performance Report from the APEDA official deputed at the exhibition site to oversee the event.
- (c) It is reiterated that no additional cost, except that has been approved by APEDA for additional activities, will be considered.

(d) PERFORMANCE ASSURANCE:

If performance of the agency is deficient in any of the deliverances/the measurable output is less than envisaged as per scope of work, then a part of the total bid value will be retained by APEDA, proportionately to the extent of performance, at the time of final payment. Decision of APEDA shall be final in this regard.

15. GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS:

- (a) Bidders may please note that conditional bids are not allowed.
- (b) Misrepresentation of facts/withdrawals of bids will lead to forfeiture of EMD.
- (c) The agency shall bear the cost associated with the preparation and submission of bid documents to APEDA.
- (d) Each page of the bid document is required to be signed by the authorized signatory. Authorization letter in favour of the signatory is to be enclosed with Annexure-1.
- (e) The name of the Bidder Agency must be clearly written on all envelopes with full address, Tel: nos., and Email on the 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 will not be considered or opened under any circumstances. Bids received through email shall also not be considered.
- (h) The name of the agency must be clearly written on all envelopes with full address, Name, contact details and e-mail of the authorised signatory. The bids are to be submitted in four envelopes as per the following procedure:

ENVELOPE I: will contain the following documents:

- (a) Demand draft of Rs. 17,700/- (Seventeen Thousand, Seven Hundred Only) in favor of APEDA, payable at New Delhi as Application cum processing Fee.
- (b) Demand Draft of Rs.5,00,000/- (Rupees Five Lakhs only) in favor of APEDA, payable at New Delhi as Interest-free Earnest Money Deposit.

The envelope should be sealed and marked as “**Application-cum-processing Fee and EMD for Biofach India 2026**”.

ENVELOPE-II: will contain the following documents:

Annexure 1 (Duly filled in) and supporting documents attached therewith.

Annexure-2 (CA Certificate)

Annexure-3 (Not Black-listed Declaration)

This envelope should be sealed and super-scribed as **TECHNICAL BID FOR DESIGN, CONSTRUCTION AND MAINTENANCE OF APEDA PAVILION at BIOFACH INDIA 2026 FROM 06th-08th AUGUST 2026 AT IEML, GREATER NOIDA, UTTAR PRADESH.**

ENVELOPE III: will contain

Annexure 4 (Financial Bid) duly filled in with supporting documents, if any. Annexure 5 (Quotation for Optional Items)

The envelope should be sealed and super-scribed as “**FINANCIAL BID FOR DESIGN, CONSTRUCTION AND MAINTENANCE OF APEDA PAVILION at BIOFACH INDIA 2026 FROM 06th-08th AUGUST 2026 AT IEML, GREATER NOIDA, UTTAR PRADESH.**”

ENVELOPE IV: Master Envelope: will contain the following envelopes: Envelopes I, & II & III should be kept inside the Envelope – IV and again sealed.

This Master Envelope should be super-scribed as “**BID FOR DESIGN, CONSTRUCTION AND MAINTENANCE OF APEDA PAVILION at BIOFACH INDIA 2026 FROM 06th-08th AUGUST 2026 AT IEML, GREATER NOIDA, UTTAR PRADESH.**”

Envelope -IV 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

16. In case the bidder requires any clarifications or further information, please contact:
Smt. 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
Email:- simi@apeda.gov.in

Last date for submission of bids is 29.06.2026 by 13:00 PM.

Pre bid Meeting will be held on 12.06.2026 at 14:30 hours in the Conference Room of APEDA, New Delhi.

TECHNICAL BID FOR DESIGN, CONSTRUCTION AND MAINTENANCE OF APEDA PAVILION at BIOFACH INDIA 2026 FROM 06th-08th AUGUST 2026 AT IEML, GREATER NOIDA, UTTAR PRADESH.

Details of Bidder Agency

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 contact no. (Please also 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 its payroll			
8	Details of Demand Draft for Non- Refundable Application cum Processing Fee of Rs. 17,700/- (Rupees Seventeen Thousand Seven Hundred).			
9	Details of Demand Draft for Interest-free Earnest Money Deposit “EMD” for Rs.5,00,000/- (Rupees Five Lakh) in favour of APEDA, New Delhi.			
10	“Certificate for exemption from submission of EMD (Please attach a self-certified copy)			
11	CA Certificate (Please Attach duly filled in Annexure-2)			
12	Declaration- the agency has not been blacklisted by a Government organization. (Please Attach Annex-3)			
13	Experience Details (Please attach copies of Work Orders for execution of	Year	Work Orders	

	at least three international trade events for Design, Construction and Maintenance of Pavilion(s) on turnkey basis, conducted within/ outside India where (a) the area of pavilion should not have been less than 500 sq. mtrs for each event and (b) the financial value of each such event should be not less than Rs. 50,00,000/- (Rs. Fifty Lakhs).	2021-22		
		2022-23		
		2023-24		
		2024-25		
		2025-26		
14	Turnover Details Minimum turnover Rs.3,00,00,000/- (Rs. Three Crores) per year from Design, Construction and Maintenance of Pavilions on turnkey basis, in International Trade events conducted within/ outside India during any of the three years out of the last 5 financial years. (Please attach CA Certificate- Annexure- 2)	Year	Turnover	
		2021-22		
		2022-23		
		2023-24		
		2024-25		
		2025-26		

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-mail 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 _____ 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 within/ Outside India** (on the basis of the financial statements of the entity) are as follows:

S. No.	Financial Year	No. of events executed within/ Outside India	Name of the Event, Place and Country	Name of Hosting Organization	Turnover (in Rs.)
1	2021-22				
2	2022-23				
3	2023-24				
4	2024-25				
5	2025-26				

- (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 Authorised 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 DESIGN, CONSTRUCTION AND MAINTENANCE OF APEDA PAVILION at BIOFACH INDIA 2026 FROM 06th-08th AUGUST 2026 AT IEML, GREATER NOIDA, UTTAR PRADESH.

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 DESIGN, CONSTRUCTION AND MAINTENANCE OF APEDA PAVILION at BIOFACH INDIA 2026 FROM 06th-08th AUGUST 2026 AT IEML, GREATER NOIDA, UTTAR PRADESH.

M/s. (Name of the firm) offer to complete the work assigned as per terms & conditions provided in para 5 to 7 of the bid notice dated.....as per following details

S. No.	Activity and Component	Amount in Rs.
1	Design, Construction and Furnishing of Theme/ Common Area covering details mentioned in clause 5.2 of bid	
2	Design, Construction and Furnishing of Exhibitor Stalls covering details mentioned in clause 5.3 of bid	
3	APEDA Branding covering details mentioned in clause 5.4 of bid excluding clause no. 5.4.7 and 5.4.8	
4	Wet Sampling Area covering details mentioned in clause 5.5 of bid	
5	BUYER SELLER MEET LOUNGE (BSM) covering details mentioned in clause 5.6 of bid	
6	Activities mentioned as per clause number no. 5.5.7 (Photographer) and 5.5.8 (Videographer)	
7	Other activities covering details mentioned in clause 5.7 of bid	
8	Sub-Total of (1) to (7) above	
9	Amount of Applicable taxes	
10	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 Authorised Signatory

**(Name and Designation)
Company Seal**

Date:

Place

Bid FOR DESIGN, CONSTRUCTION AND MAINTENANCE OF APEDA PAVILION at BIOFACH INDIA 2026 FROM 06th-08th AUGUST 2026 AT IEML, GREATER NOIDA, UTTAR PRADESH.

Quotation for Supply of Optional Items, if requested by Exporter

(Reference: Para 5.3.6 of the bid document)

Note: - This quotation is not part of the Financial Bid.

S. No	Item	Unit	Price in Rs.
1.	Shelves	Per unit	
2.	Showcase (Glass Counter)	Per unit	
3.	Table	Per unit	
4.	Chair	Per unit	
5.	Spotlights	Per unit	
6.	Lockable Counter	Per unit	
7.	Refrigerator	Per unit	
8.	Microwave	Per unit	
9.	Hot case	Per unit	
10.	LED with stand (minimum 50 inch)	Per unit	
11.	Magazine Rack	Per unit	
12.	Center Table	Per unit	
13.	Sofa with (3-Seater)	Per unit	
14.	Sofa with (2-Seater)	Per unit	

Signature of Authorised Representative

Name

Company Seal

Date:

Place: