

Minutes of the Pre-Bid Meeting reg. World Food Moscow 2024 held on 01 July 2024

The amended Annexure-1 and Annexure-4 are appended.

Annexure-1

(to be placed in **Envelope-II**)

**TECHNICAL BID FOR DESIGN, CONSTRUCTION AND MAINTENANCE OF 'APEDA PAVILION' AT
WORLD FOOD MOSCOW 2024 FROM 17TH-20TH SEPTEMBER 2024 IN MOSCOW, RUSSIA**

Details of Bidder Agency
(on the Letter-Head)

S. No.	Particulars	Details		Page no
1	Name of Agency and Address			
2	Address as per GST Registration (also attach documents)			
3	Name, designation and contact details of authorized person including email id and mobile/ telephone no. (Please attach Authorisation Letter)			
4	Details of Registration /AOA & MOA (Please Attach copy)			
5	GST Certificate of Agency (Please attach copy)			
6	Pan Card of Agency (Please also attach copy)			
7	Detailed Profile of the Agency including the staff strength on payroll			
8	Turnover Details (Please refer clause 4.2.2) (Minimum turnover Rs.5,00,00,000/- (Rupees Five Crores) from Event Management Business related to design, construction and maintenance of pavilions on turnkey basis in national/ international Trade Fairs during any three years out of last 5 financial years. <u>The turnover shall be in the name of applicant organization only and not that in the name of group/ sister organizations.</u>	Year	Turn-over	
		2019-20		
		2020-21		
		2021-22		
		2022-23		
9	Experience Details (Please refer clause 4.2.1) Work orders of at least three national/ international events for design, construction and maintenance of pavilions on turnkey basis during the last 5 (five) years where (i) at least one pavilion should have been covering an area of 500 sq. mtrs or more, and (ii) at least 3 (Three) events of the value of not less than Rs. 50.00 Lakh/ Rs. Fifty Lakh per event.	Year	Work Orders	
		2019-20		
		2020-21		
		2021-22		
		2022-23		

		2023-24	
10	Details of Demand Draft for Non- Refundable Application cum Processing Fee of Rs. 17,700/- (Rupees Seventeen Thousand Seven Hundred only)		
11	Details of Demand Draft for Interest-free Earnest Money Deposit "EMD" for Rs.5,00,000/- (Rupees Five Lakh only) / irrevocable and unconditional bank guarantee in favour of APEDA, New Delhi.		
12	Self-certified copy of "Exemption Certificate for exemption from submission of EMD by NSIC and MSME registered agency issued by respective authority. (Please Attach a copy)		
13	Self-Declaration that the agency has not been blacklisted by any Central/ State Government office/ PSU/ any other Government organization and the same is not applicable as on date. (Please Attach duly filled in Annexure-5)		

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,

(Name of Authorized Signatory)
Designation with company seal:

Date:

Place:

E-mail ID:

Tel. No.:

Mobile No.:

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Proforma for CA 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 Event Management business (on the basis of the financial statements of the entity) are as follows:

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

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

Declaration

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

Counter-signed:

Signature of Authorized Signatory
Name of Authorised Signatory
Partner/Proprietor / Director
Company Seal

Signature:

Name and designation
Seal of CA firm

Date:

Place: