

Dated: 04.09.2021

Sub:-Appointment of individual(s) or firm(s)to facilitate APEDA&EIC in dealing with SPS-TBT notifications from WTO member countries.

On the subject, APEDA and EIC jointly invites bid(s) from individual(s) or firm(s). The details are hosted at www.apeda.gov.in, under announcement icon of WTO and EIC website at www.eicindia.gov.in under NEWS.

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V.K Vidyarthi
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Phone: 91-11-41486016

TERMS OF REFERENCE

No. QCT-2021-22-00009

04.09.2021

Sub:-Appointment of individual(s) or firm(s), to facilitate APEDA and EIC in dealing with SPS and TBT notifications respectively related to all commodities from WTO member countries.

Background:

Agricultural and Processed Food Products Export Development Authority (APEDA) and Export Inspection Council (EIC), are autonomous organisations under Deptt. of Commerce, Ministry of Commerce & Industry, Govt. of India. The APEDA is mandated with the responsibility for promotion of agricultural and processed agricultural food products from India and the EIC is mandated for -certification of quality and food safety_ of the products meant for export from India.

APEDA has been actively involved in agricultural trade facilitation and intends to improve market access for Indian agricultural products at international level where as EIC is a certification body of India which ensures quality and safety of products exported from India. The process involves improving quality of produce and to achieve optimum shelf life resulting into increased quality exports of Indian agriculture products. It also requires addressing Sanitary and Phyto-Sanitary (SPS), Technical Barriers to Trade (TBT) issues which are sometime resulting difficulty in poor market access and hampering exports. Therefore, APEDA and EIC to increase efficiency in addressing these issues jointly wish to appoint individual(s) or firm(s), as consultant for monitoring and review of SPS/TBT Notifications by WTO Member countries and advise APEDA/EIC appropriately in the interest of National trade.

Applications are invited from individual(s) or firm(s) registered with relevant authorities and having minimum 3 (three) years experience related to WTO, SPS-TBT and associated matters.

Application in sealed covers should reach to GM (WTO) at the address within 21 days till 1700 hrs. of appearance of this advertisement. The eligibility criteria, scope of work and other details available at our website: www.apeda.gov.in under the icon – Announcements and www.eicindia.gov.in.

Terms of Reference (ToR):

1. Download all the SPS-TBT Notifications from the WTO website on a daily basis and identify SPS-TBT Notifications that are likely to have significant impact on Indian exports;
2. Disseminate the identified SPS-TBT Notifications to all domestic stakeholders, including the concerned Ministry, Commodity Boards, Export Promotion Councils, and industry body/ associations or any other relevant organizations;
3. To upload the SPS –TBT notifications on APEDA/EIC website;
4. The individual(s) or firm(s) will forward a copy of the English translation of the actual notifications. For the purpose, they may obtain English translation from the Enquiry Points of Notifying Country etc., if required;
5. Examine the comments received in (2) above and collate the same to prepare a comprehensive Indian response to the proposed measure and prepare a communication for APEDA/EIC to take up with the concerned WTO Member country with a copy to the concerned JS of territorial division in Department of Commerce.
6. List out possible trade restrictive issues that need to be raised with the Member notifying the draft measure;
7. Provide inputs which include both tariff and non-tariff details on market access issues as and when requested by APEDA and EIC;
8. Assist APEDA and EIC in responding to the notifications of the other countries by drafting responses;
9. Provide expert advice on various issues concerning the bilateral, multilateral and regional trade agreements;
10. Provide in depth analysis and advice on the existing and negotiated trade agreements taking into consideration Country's existing scenario;
11. Send a quarterly and monthly performance report/assessment report to APEDA for SPS & EIC for TBT and Department of Commerce;
12. Any other relevant matter related to WTO,SPS-TBT not specified above;
13. Individual or firm(s) should have an established office in Delhi.

Tenure of consultancy service: 3 years (on renewable basis)

Eligibility Criterion:

1. A registered individual(s) or firm(s) having minimum three years of experience in providing consultancy services in the field of WTO related issues. The individual(s) or firm(s) should have national / international experience in providing consultancy services in WTO,SPS-TBT matters for Government, Exporters, Importers, International Trade House, etc.; Consortia/tie-ups/Joint Ventures are not permitted;

2. The individual(s) or firm(s) should have an average annual turnover of at least INR 1.00 crore (one crore only) during last 3 years (2018-19, 2019-20 and 2020-21).
3. Team leader and Senior Associates should have at least 5 years working experience with Government, Industry and stakeholders etc who are involved in SPS & TBT issues (supporting documents to be provided).
4. There should be a dedicated team of at least five people who will work on SPS & TBT issues and each member should have at least 3 years experience. The dedicated team must have at least one member with legal background.
5. The individual(s) or firm(s), should submit CV of the team leader and team members who will be associated in this work;
6. Team should have the capability to prepare background notes and points to be raised in any bilateral meeting/trade meeting negotiations that may happen due to SPS-TBT notifications;
7. Translation of WTO notifications, in English, wherever required;

Sr. No.	Eligibility Criterion	Does the applicant meet the criterion (yes/no)	Score /marking pattern	Score/marks
1	A registered consulting individual(s) or firm(s), with minimum 3 years of experience in providing consultancy services in the field of WTO,SPS-TBT related issues		3-5 (years) 5-10 10above	3 6 11
2	Annual turnover of at least INR 1.00 crore (one crore only) during each of the two years of (2018-19, 2019-20 and 2020-21).		1-3 (INR) 3-5 5 Above	3 6 9
3	The individual(s) or firm(s) should have national / international experience in providing consultancy services in WTO,SPS-TBT matters for Government, Exporters, Importers, International Trade House, etc		3-5 (years) 5-10 10above	5 10 15
4	Dedicated team of at least five people, their names, qualification & experience who will work on SPS & TBT issues		5-7 (numbers) 8-10 Above 10	5 10 15
5	CV of the team leader and team members who will be associated in this work. The CV should mention the names of the organisations where similar activity has been carried out.		n.a	n.a
6	Experience and supporting documents are required to be submitted.		n.a	n.a

7	Team should have the competency to prepare background notes and points to be raised in any bilateral meeting that may happen due to SPS-TBT notifications. Supporting documents of worked done during last 5 years are required.		n.a	n.a
8	Ability to provide translation of WTO notifications, in English, wherever required. Individual(s) or firm(s) have competency for translation in foreign languages or to submit an agreement with translating firm for translations. Supporting documents are required.		n.a	n.a
9	Presentation by individual(s) or firm(s) through VC /Physical:		Work Plan, methodology and tools proposed for assessing various parameters under scope of work	20

n.a: Not Applicable

Earnest Money Deposit (EMD): The individual(s) or firm(s) should submit an EMD of INR Rs.1 lakh (Rs. One lakh only) in the form of Demand Draft. The EMD should be prepared in favour of APEDA, payable at New Delhi. The EMD to the unsuccessful bidders will be refunded after the selection process is over. The demand draft should be from the Nationalized/Scheduled Bank.

The agency qualifying the above criteria shall submit the bid in two separate covers as follows:

- **Cover A** –Technical bid: containing all documents supporting the eligibility criteria along with the approach, methodology, work plan and team structure & detailed CVs. It should include the following:
 - a) Turnover certificate (only fee) by a practicing Chartered Accountant with UDIN for the last 3 years. i.e., 2018-19, 2019-20 and 2020-21.
 - b) Authenticated copy of certificates of incorporation / registration of the organization
 - c) List of relevant services rendered during last three years with supporting documentary evidence.
 - d) Authenticated copy of GST registration certificate.
 - e) Copy of PAN Card
- **Cover B**- would include financial bid.

These two sealed covers (A&B) should be kept under an outer envelope (cover) for sending to APEDA V.K Vidyarthi, General Manager (WTO), APEDA, NCUI Building 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016India Email : vkvidyarthi@apeda.gov.in
Phone: 91-11-41486016

Selection Criterion:

The proposal submitted by the consultant will be evaluated on the credential & experience of individual(s) or firm(s) suitability of approach & methodology the team proposed. The financial bid of only those consultants would be opened who score minimum of 50% in the technical evaluation phase. The consultant would be selected as Legal Consultant based on QCBS criteria. The final score would be calculated as follows:

For financial scores:

$S_f = 100 \times F_m / F$, in which (**Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration**).

For final composite score:

The weightage given to the Technical and Financial Proposals are:

Technical weightage = 0.70

Financial weightage = 0.30

Payment schedule:

The consultant needs to quote quarterly fee (inclusive of GST) for the work assigned above.

The last date for submission of Financial & Technical bid is 24.09.2021

For further clarification please contact through email:

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V.K Vidyarthi

General Manager (WTO)

APEDA

NCUI Building 3, Siri Institutional Area,

August Kranti Marg, New Delhi-110 016India

Email : vkvidyarthi@apeda.gov.in

Phone: 91-11-41486016

Application format

S. No.	Particulars	Details
1.	Name of the individual(s) or firm(s),	
2.	Address	
3.	Name and contact details of the Partners	
4.	Approach & Methodology for activities required by APEDA &EIC	
5.	List of relevant services rendered during the last three financial years along with work order and completion certificate	
6.	Financial turnover of the individual(s) or firm(s), during last 3 financial years 2018-19 to 2020-21	
7.	Experience of the agency in undertaking the task of WTO for SPS-TBT issues	
8.	Award of appreciation letter from Govt. body	
9.	Experience of the team leader along with CVs of the team members	
10.	Details of EMD	
11.	Copies of GST registration, PAN card, Firm incorporation/ Registration certificate	

Date:

(Signature of the Authorized Signatory with Company Seal)