

Date: 29/01/2016



**Agricultural and Processed Food Products
Export Development Authority (APEDA)**
(Ministry of Commerce and Industry, Government of India)
Expression of Interest (EOI)

APEDA a statutory organization under the Ministry of Commerce & Industries invites applications for empanelment of specialised agencies for a period of two years from 01.04.2016 having presence in NCR for undertaking various activities. For further details, please visit our website www.apeda.gov.in under the announcement section. The offers should reach the undersigned within 15 days of appearance of the advertisement.

General Manager (P&A)

ToRs for empanelment of various activities

APEDA, a statutory body under the Ministry of Commerce & Industries Govt. of India is engaged in the development of Agricultural and Processed Foods having its Head Office at New Delhi and five regional offices in different areas.

Applications are invited from agencies/service providers for procurement of goods for empanelment for a period of two years.

1. Scope of work:

S.No.	Activity
1	Computer hardware/networking supplier and service provider
2	Computer software supplier and service provider
3	Customised application software developer and service provider
4	Customized multimedia application developer (movie, presentation etc.)
5	Audio visual systems (multimedia projector etc.) supplier and service provider
6	Offline/Online UPS supplier and service provider
7	Systems security/ utility software / tools supplier and service provider

A. Services

S. No.	Activity
1	Cargo handling services including despatch/clearance of exhibits in India / overseas for the event in which APEDA is participating
2	Foreign exchange services
3	Printing of stationery (office stationery, books, reports etc.)
4	Transport services for local distribution of letters etc.
5	Pest control services
6	Translation services (agencies must specify in their proposal the foreign languages in which they have the expertise.
7	Placement services for office staff
8	Placement services for security staff
9	Courier services (domestic/ international)
10	Housekeeping services namely maintenance of building and fixtures including white washing, plumbing, electrical, carpentry and venetian blinds etc.
11	Daily cleaning of office premises
12	Dry cleaning / washing of furniture items such as chairs, sofas, carpets etc.
13	Fire protection services (fire extinguishers and fire alarm and detection systems.)

14	Staff canteen services for supply of good quality tea/coffee from APEDA's pantry
15	Catering services for official functions, meetings and seminars etc.
16	Supply of certified good quality drinking water
17	Photocopying machines new as well as AMC
18	Air conditioners new as well as AMC
19	Electrical panels new as well as AMC
20	Diesel generator sets new as well as AMC
21	APABX communication system new as well as AMC
22	Electrical voltage transformer new as well as AMC
23	Attendance recording machine new as well as AMC
24	Audio visual systems new as well as AMC
25	Security Services
26	Taxi Hiring
27	Packing Service
28	Printing of General Stationery

2. General Conditions:

1. The empanelment will be valid for a period of two years and APEDA reserves the right to cancel the empanelment at any time without assigning any reasons thereof.
2. Performance of the agency will be reviewed periodically and those agencies whose performance is not satisfactory and who are not regular in participation in APEDA's tender process may be taken off from the empanelled list.
3. The agency should provide copies of their registration, PAN, TIN, service tax and VAT nos. wherever applicable.

3. Eligibility for submission of application:

1. The agency should have atleast five years of working experience
2. In respect of agencies providing taxies, their office should be within the vicinity of five kms.
3. Preference will be given to those agencies which are carrying out work for Govt. agencies.

4. Selection procedure:

1. A committee in APEDA will carry out preliminary screening and will shortlist the firms fulfilling the eligibility requirements.
2. Application of agencies not submitting offers as per the requirements of APEDA shall be out rightly the rejected.

3. The Selection Committee reserves the right to accept or reject any or all the offer 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.

5. Guidelines for submission of offers

1. Sealed quotations are required to be submitted within 15 days from the date of release of the advertisement. Conditional offers are not allowed and would be summarily rejected.
2. In order to understand the scope of work a pre offer meeting may be held with the designated APEDA official.
3. The offer should be superscribed in the envelope _____(mention the activity).
4. The offers should be addressed to General Manager (P&A) APEDA at the above address.

APPLICATION FORM FOR EMPANELMENT OF AGENCY FOR VARIOUS SERVICES FOR APEDA

1	Name of Organization	
2	Correspondence Address	
3	Contract Person	
4	Contract Details Telephone No. Fax No. Cell No. Email:	
5	Profile of the agency	
6	Details of work/ services being offered	
7	No. Of Employees	
8	Experience (No. Of Years)	
9	A CA certificate certifying the turnover of the applicant bidder for the last 2 financial years including 2014-15. The turnover should be in the name of applicant organisation only and not that of group/ sister organisations.	
10	Self attested photocopies of latest Income Tax Returns for the last 3 years.	
11	Permanent Account No. (Self certified copy)	
12	Services Tax/VAT No. (Self certified copy)	
13	Tin No. (Self certified copy)	
14	Tan No. (Self certified copy)	
15	List of Clients	
16	A self certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable as on date.	
17	Other relevant details	
18	Lit of Enclosures	

I/We hereby certify that the information given above is true and nothing has been corrected therein. It is further certified that neither the organization nor any of the officials of the organization have resorted to unethical practices and no investigation/vigilance agencies/courts.

Signature

Name

Designation
With Company Seal

Date --/--/----

LAST DATE OF SUBMMISSION OF TENDER 15.02.20165 AT 5:00 P.M.