Date: 01/09/2026

AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT AUTHORITY (APEDA) (Ministry of Commerce and Industry, Government of India)

3rd – 4th Floor, NCUI Building, SIRI Institutional Area,
August Kranti Marg, New Delhi-110016

Notice Inviting Tender for

HIRING AN AGENCY FOR PROJECT MANAGEMENT UNIT (PMU) FOR THE "BHARAT KRISHI NIRYAT YOJANA" OF APEDA FOR THE 16TH FINANCE COMMISSION CYCLE (2026-27 to 2030-31)

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1 SNAPSHOT OF THE RFP

Name of the Project	Project Management Unit (PMU) For The "Bharat Krishi Niryat Yojana" of APEDA for the 16th Finance Commission Cycle (2026-27 to 2030-31)
RFP publishing date	01.09.2026
RFP publication detail	The RFP can be seen and downloaded from the official website of the Agricultural and Processed Food Products Export Development Authority (APEDA) (https://apeda.gov.in/)
Last date of submission of bid	15.09.2026 (1500 hours)
Contact details for submission of bids	Mr. Saurav Agarwal, AGM Email: saurav@apeda.gov.in Phone: 011-43564950
Date and time of pre-bid meeting	10.09.2026 at 1500 hours at APEDA office, New Delhi
Date and time for Presentation	Will be communicated to the bidders via email.
Application cum Processing Fee	A non-refundable Application cum Processing Fee of Rs.15,000/- plus GST @ 18%=Rs.2,700/-, i.e., 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.
Interest-free Earnest Money Deposit (EMD)/Bank Guarantee (BG)	Interest-free Earnest Money Deposit (EMD)/Bank Guarantee (BG)/DD of Rs. 5,00,000/- (Rupees Five Lakh) shall be furnished at the time of application. The EMD/BG/DD received from unsuccessful bidder will be returned after the selection process is completed.
Performance Security	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 EMD/BG/DD of Rs.5,00,000/- (Rupees Five Lakh) received from selected agency will be adjusted towards Performance Security. In case, 5% of the bid value works out to be more than Rs.5.00 Lakh, the agency shall deposit the additional amount over & above Rupees Five Lakh in the form of DD in favour of APEDA. Both the amounts taken together shall be treated as Performance Security. The amount of Performance Security shall be refunded after completion of all contractual obligations.
Eligible Entities	The Consulting firm should have achieved average annual turnover of Rs. 5.00 crores from Indian operations during the previous three financial years (FY 2022-23, FY 2023-24, FY 2024-25) and The firm should have experience of undertaking at least one (1) advisory/ consulting/ study assignment related to the agriculture and allied sector, including its export promotion, with Central Government/ State Government/ Public Sector Undertakings (PSUs) in India during the last five (5) years preceding the proposal submission deadline.
Scope of Work	As detailed in **Appendix A.**
Contact Person	Mr. Saurav Agarwal, AGM Email: saurav@apeda.gov.in Phone: 011-43564950
Note	The bids received on response to APEDA's previously published RFP on 20.07.2026 will be considered, therefore, such bidders are not required to re-submit their bids.

2 ABOUT APEDA

The Agricultural and Processed Food Products Export Development Authority (APEDA) is a statutory body established by the Government of India under the Agricultural and Processed Food Products Export Development Authority Act passed by the Parliament in December 1985. The Act (2 of 1986) came into effect from 13th February 1986 by a notification issued in the Gazette of India: Extraordinary: Part-II [Sec. 3(ii): 13.2.1986]. The Authority replaced the Processed Food Export Promotion Council (PFEPC).
The mandate of APEDA as contained under Section 10(2) of the Act is the export promotion of its scheduled products comprising the entire spectrum of agriculture exports from fresh agricultural products, animal-based products and processed food products.

3 ABOUT THE SCHEME

APEDA through its Bharat Krishi Niryat Yojana scheme seeks to support the stakeholders in the agricultural export ecosystem, such as, exporters, FPOs, manufacturers of food products, traders, merchant exporters, State governments, food testing laboratories, etc. in developing and expanding the export value chain so as to expand the exports of agricultural and processed food products from India.

Assistance under the scheme is being extended to the stakeholders in three broad heads:

1. **Export infrastructure development –** this component supports the development of infrastructure for agricultural exports such as Integrated pack house and their upgradation, pre-cooling units, refrigerated transport, pre-shipment treatment facilities, Common Infrastructure facilities and their upgradation, and infrastructure for processing facilities for addressing missing gaps for meeting stringent and specific requirements of importing countries.

2. **Quality Development –** this component supports the compliance to quality requirements of importing countries for agriculture exports which includes assistance for establishment of quality management systems, assistance to National Referral Laboratory (NRL), upgradation of commercial labs and in-house labs, standardization, harmonization with international standards, set up of quality packaging lines, reimbursement of testing charges for the products under the traceability systems, product and technology development, etc.

3. **Market development –** this component helps exporters achieve market access in new markets and help sustain their presence in the existing markets. It covers structured marketing strategies such as participation in trade fairs, trade delegations, reverse buyer seller meets, assistance for trial shipments, feasibility studies, market intelligence, registration of brands and IPR, development of packaging standards, assistance for listing/ shelf space/ slotting fees in international retail chains, assistance for marketing and branding of GI products etc.

4 ELIGIBILITY FOR SUBMISSION OF BIDS

4.1 ASSESSMENT OF ELIGIBILITY

The details of the agency like Name, address, GST Registration No., PAN Card, turnover for the last three financial years, number of the similar assignments conducted are to be mentioned as per proforma at Annexure-1, along with copies of supporting documents.

S. No.	Eligibility Criteria
4.1.1	Applicants eligible to participate in the assignment should be a single entity and a Limited Company/ Private Limited Company / Limited Liability Partnership (LLP) registered in India under the Companies Act, 2013 (or earlier applicable legislation), or a partnership firm registered under the relevant law governing partnership in India or organisations registered by Govt. Departments under the Societies Act. The agency should have been operational in India for at least ten (10) years as on the proposal submission deadline.
4.1.2	The firm should have experience of undertaking at least one (1) advisory/ consulting/ study assignment related to the agriculture and allied sector, including its export promotion, with Central Government/ State Government/ Public Sector Undertakings (PSUs) in India during the last five (5) years preceding the proposal submission deadline.
4.1.3	The Consulting firm should have achieved average annual turnover of INR 5 crores from Indian operations during the previous three financial years (FY 2022-23, FY 2023-24, FY 2024-25). Turnover shall be

	considered only in the name of the applicant entity and not of any parent, subsidiary, group, associate or sister concern.
4.1.4	The Applicant should have quality management processes in place to ensure consistent quality of work and should possess either ISO 9001 certification or CMMi Level 3 (or higher).

4.2 APPLICATION CUM PROCESSING FEE, EARNEST MONEY DEPOSIT (EMD) /BANK GUARANTEE AND PERFORMANCE SECURITY

4.2.1 The Application cum Processing Fee, and Earnest Money Deposit (EMD) /Bank Guarantee (BG) must be submitted with the Technical Bid as follows:

4.2.1.1 A non-refundable Application cum Processing Fee of Rs.15,000/- plus GST @ 18%=Rs.2,700/-, i.e., 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.

4.2.1.2 Interest-free Earnest Money Deposit (EMD)/Bank Guarantee (BG)/DD of Rs.5,00,000/- (Rupees Five Lakh) shall be furnished at the time of application. The BG received from unsuccessful bidder will be returned after the selection process is complete. The BG received from successful bidder will be processed as per Para 4.2.3.

4.2.2 Exemption from submission of EMD to NSIC and MSME registered agency will be applicable as per Government rules. No exemption from submission of Performance Security shall be admissible to the NSIC and MSME registered organizations, as per Government rules.

4.2.3 Performance Security @ five per cent (5%) of the value of the contract or Rs.5,00,000/- (Rupees Five Lakh only) whichever is higher, shall be deposited by the agency selected. Hence, the EMD/BG/DD of Rs.5,00,000/- (Rupees Five Lakh) received from selected agency will be adjusted towards Performance Security. In case, 5% of the bid value works out to be more than Rs.5.0 Lakh, the agency shall deposit the additional amount over & above Rs.5.0 Lakh in the form of DD in favour of APEDA. Both the amounts taken together shall be treated as Performance Security. The amount of Performance Security shall be refunded after completion of all contractual obligations.

5 SCOPE OF WORK

The Scope of Work shall be as detailed in Appendix A of this RFP. **Financial Bids above Rs. 1.00 crore (excluding taxes) per annum shall be summarily rejected.**

6 TIMELINES

PMU shall be onboarded initially for a period of 36 months and be subject to extension for another two years based on performance and/ or requirement. The price quoted/negotiated will be fixed for three years.

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7 SELECTION PROCEDURE

7.1 The selection procedure involves pre-bid meeting, evaluation of bid documents received, making presentation by the agencies before the selection committee and based on marks of documents and presentation, opening of financial bids to prepare a score sheet of bidding agencies and declaration of successful agency.

7.2 EVALUATION OF BIDS

a) 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.

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

   ii For technical evaluation of bids, a presentation will be held on the date and time specified by APEDA, before the Selection Committee.

   iii The technical proposal and presentation shall be evaluated on the following parameters:

S. No.	Areas	Maximum Marks
1	Concept and Methodology for carrying out the assignment • Understanding of the assignment and scope of work • Technical Approach and Methodology • Work Plan	40
2	• Average Annual Turnover for three (3) financial years FY 2022-23, FY 2023-24, FY 2024-25 from Indian operations: • INR 5 crores – INR 10 crores - 4 marks • INR 10 crores – INR 15 crores - 7 marks • > INR 15 crores - 10 marks	10
3	Experience of working with Agriculture or Allied Activities or Exports Promotion with Central Government/State Government/ Public Sector Undertakings (PSUs) in last 5 years. • Central Government - 4 marks per project, max 1 project = 4 marks • State Government/PSUs - 2 marks per project, max 3 projects = 6 marks	10
4	Key Experts' qualifications and competence for the Assignment: • Team Leader - 4 • Agri Expert - 3 • Finance & Audit Expert – 2 • Data Analyst - 1	10

b) 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.

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

$$L2 = 30 \times \frac{L1(\text{the cost quoted by L1})}{L2(\text{the cost quoted by L2})}$$

and in similar fashion for L3, L4 etc. (depending on no. of parties).

d) The final score shall be calculated by adding the technical score obtained out of 70 marks and the financial score obtained out of 30 marks. The bidder securing the highest aggregate score out of 100 shall be ranked H1 and considered for award of contract, subject to fulfilment of all terms and conditions of this RFP.

e) 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/work order, without assigning any reasons and without incurrence 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.

8 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 non-performance 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.

9 ARBITRATION

a) All matters of dispute arising out of this tender shall be governed by Indian law and subject to Court jurisdiction in New Delhi only.

b) In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process.

c) 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.

d) 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.

e) The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English.

10 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.

11 INTELLECTUAL PROPERTY RIGHTS

a) APEDA's name/logo/other IPRs shall be the sole and exclusive property of APEDA only. For any issue/ misrepresentation/ unauthorized use of APEDA's name/logo/IPRs by the Agency and/or their sub-agents/ subcontractors/ 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. APEDA shall take necessary legal and other remedial actions, as deemed fit, for such violations

12 GENERAL TERMS & CONDITIONS

12.1 The agency will work under the directions and guidance of APEDA. It shall be the sole responsibility of the agency to ensure that all activities undertaken by the agency for APEDA are in accordance with the Indian Laws.

12.2 APEDA requires that agency observes the highest standard of ethics during the period of agreement.

12.3 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.

12.4 Consortium/ sub-contracting is not allowed for carrying out this assignment.

12.5 APEDA reserves the right to:

i. Extend the deadline for submission of application/bid at its discretion.

ii. Accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability on APEDA.

iii. 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.

iv. 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.

v. For interpretation of any clause of this document, the decision of APEDA would be final and binding on the bidder.

13 TERMS OF PAYMENT

The payment shall be released after depositing of Performance Security. The payment shall be released as follows:

S. No.	Milestone	Details
1	On Award of Contract	10%
2	Monthly	90% The Agency shall submit monthly invoices for the fixed resources. Payments shall also be processed monthly by APEDA, subject to verification of satisfactory performance in accordance with the terms specified in the Tender. For additional resources (deployed during the project), payment shall be made on monthly basis. (2.5% for each invoice– 36 invoices over a period of 36 months)

14 PERFORMANCE ASSURANCE

If performance of the agency is deficient in any of the deliverables as per the scope of work, then a part of the total amount of bid 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 BIDS

a) Conditional bids are not allowed and shall be rejected summarily.

b) Any misrepresentation of facts/ withdrawals of bids will lead to forfeiture of BG.

c) The bidding agency shall bear the cost on preparation and submission of bid documents.

d) Each page of the bid document is to be signed by the authorized signatory before submission to APEDA. Authorization letter in favour of the signatory is to be enclosed with Annexure-1.

e) The name of the Bidding Agency must be clearly written with full address, Tel: nos., and Email on all 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 of application shall not be considered under any circumstances. Bids received through email shall also not be considered.

h) The duly completed bids are to be submitted in three envelopes as per the following procedure:

ENVELOPE -I: This envelope will contain the following documents:

i. Demand draft of Rs. 17,700/- (Rupees Seventeen Thousand Seven Hundred) including GST in favour of APEDA, payable at New Delhi as Application cum Processing Fee.
ii. EMD/Bank Guarantee/DD of Rs. 5,00,000/-(Rupees Five Lakhs),

The envelope should be sealed and marked as “Application-cum-Processing Fee and BG for- Hiring an agency for Project Management Unit (PMU) for the “BHARAT KRISHI NIRYAT YOJANA OF APEDA FOR THE 16TH FINANCE COMMISSION CYCLE (2026-31)”.

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

iii. Technical Proposal (Organisation Profile, Relevant Experience and Approach & Methodology)
iv. Annexure1 - (Duly filled in) and supporting documents.
v. Annexure-2 – CA Certificate
vi. Annexure 3 – Not Black-listed Declaration

This envelope should be sealed and super-scribed as TECHNICAL BID for Hiring an agency for Project Management Unit (PMU) for the "BHARAT KRISHI NIRYAT YOJANA OF APEDA FOR THE 16TH FINANCE COMMISSION CYCLE (2026-31)".

ENVELOPE-III: This envelope will contain Annexure 4 (Financial Bid)

The envelope should be sealed and super-scribed as FINANCIAL BID for Hiring an agency for Project Management Unit (PMU) for the "BHARAT KRISHI NIRYAT YOJANA OF APEDA FOR THE 16TH FINANCE COMMISSION CYCLE (2026-31)".

ENVELOPE -IV: Envelopes I & II & III should be kept inside this Envelope and again sealed. This Master Envelope should be super- scribed as: "Hiring an agency for Project Management Unit (PMU) for the "BHARAT KRISHI NIRYAT YOJANA OF APEDA FOR THE 16TH FINANCE COMMISSION CYCLE (2026-31)" and shall be submitted at the following address:

The General Manager (B&F)

Agricultural and Processed Food Products Export Development Authority (APEDA), 3rd- 4th Floor, NCUI Building, August Kranti Marg, New Delhi - 110 016.

16 APPENDIX A

16.1 SCOPE OF WORK

The Project Management Unit (PMU) shall provide end-to-end technical, financial, administrative, monitoring, and knowledge management support to APEDA for implementation of the scheme components relating to Development of Export Infrastructure, Quality Development and Market Development. The PMU shall support APEDA across the complete project lifecycle, from application receipt and appraisal to grant disbursement, project monitoring, and impact assessment.

The scope of work shall include, but not be limited to, the following:

16.1.1 APPLICATION ASSESSMENT AND PROJECT APPRAISAL

The PMU shall support APEDA in managing the application assessment process and ensuring timely, transparent, and objective evaluation of proposals received under the scheme.

Key activities shall include:

- Scrutiny and preliminary screening of applications for completeness, eligibility, and compliance with scheme guidelines.
- Verification and assessment of supporting documents submitted by applicants.
- Evaluation of project proposals against prescribed technical, financial, operational, and commercial parameters.
- Assessment of financial feasibility, including project costs, funding structure, means of finance, projected benefits, and sustainability considerations.
- Identification of gaps, deficiencies, or clarifications required from applicants and facilitation of resolution thereof.
- Provide support to Technical Committee regarding evaluation, documentation and finalisation of awardees for grant.
- Preparation of appraisal notes, evaluation reports, and recommendations for consideration by APEDA.
- Maintenance of application records and appraisal documentation in accordance with approved procedures and timelines.

16.1.2 GRANT MANAGEMENT AND DISBURSEMENT SUPPORT

The PMU shall support APEDA in the efficient administration and management of grants sanctioned under the scheme.

Key activities shall include:

- Verification of compliance with scheme conditions and eligibility requirements prior to release of grants.
- Examination of disbursement requests and supporting documentation submitted by beneficiaries.
- Assistance in processing grant releases in accordance with approved procedures and financial norms.

- Support in preparation of agenda notes, presentations, technical briefs, and documentation for Technical Committees and other decision-making forums.
- Follow-up on committee decisions and support implementation of approved actions.
- Maintenance of grant records and beneficiary databases.

16.1.3 PHYSICAL VERIFICATION AND COMPLIANCE

The PMU shall undertake monitoring and verification activities to ensure effective implementation of approved projects.

Key activities shall include:

- Conducting pre-sanction and post-sanction physical verification of projects, assets, and infrastructure created under the scheme.
- Verification of project progress against approved milestones, timelines, and outputs.
- Assessment of utilisation of funds and compliance with scheme guidelines, conditions, and approvals.
- Preparation of monitoring reports, inspection reports, compliance assessments, and project status updates.
- Development and implementation of monitoring frameworks, performance indicators, and reporting protocols.
- Coordination with beneficiaries, implementing agencies, and relevant stakeholders for collection and validation of project information.

16.1.4 REPORTING, ANALYTICS AND MONITORING

The PMU shall support APEDA in assessing scheme performance and measuring outcomes achieved through funded interventions.

Key activities shall include:

- Development of performance monitoring frameworks and key outcome indicators.
- Periodic analysis of scheme implementation progress and performance.
- Assessment of outputs, outcomes, and impact arising from supported projects.
- Preparation of periodic progress reports and analytical reports
- Documentation of best practices, lessons learned, success stories, and case studies.
- Provision of evidence-based recommendations for improving scheme design, implementation processes, monitoring mechanisms, and future interventions.

16.1.5 STAKEHOLDER COORDINATION AND ADVISORY SUPPORT

The PMU shall provide ongoing coordination and advisory support to facilitate effective implementation of the scheme.

Key activities shall include:

- Coordination with applicants, beneficiaries, government agencies, technical institutions, and other stakeholders.
- Support in responding to queries, clarifications, and information requests related to scheme implementation.
- Assistance in conducting meetings, consultations, workshops, and review sessions.
- Provision of technical, financial, and operational advisory support to APEDA on matters related to scheme implementation.
- Any other support activities required for effective implementation, monitoring, and evaluation of the scheme as may be assigned by APEDA from time to time.

16.2 LIST OF KEY EXPERTS AND REQUIRED QUALIFICATIONS

Following is an indicative list of key professional staff with requisite minimum qualification and relevant experience for the duration of 36 months:

S. No.	Position	Qualification	No of Positions
1	Team Leader	**Qualification:** MBA (Full time) with specialisation in Agri Business Management or Agribusiness Financial Management or Agri Marketing or Rural Development **Experience:** 10+ year experience in Agribusiness/ Agribusiness Financial Management/ Agri Marketing, Infrastructure, Agri & allied activities, value chain development etc	1

		5+ years of leading Agri and allied related projects.	
2	Agri Expert	**Qualification:** MBA in Agri Business Management or Rural Development or Post Graduate degree in Food Processing **Experience:** 5 years of relevant experience in agribusiness/ food processing/ value chain development/ agri exports	1
3	Finance & Audit Expert	**Qualification:** CA/ PGDM/ MBA in Finance or equivalent degree **Experience:** 5 years of experience in financial modelling/business plan reviews and planning, accounting, feasibility analysis. Prior experience of working in the government sector will be preferable. or Retired Group "A" Officer from Organised Accounts and Audit Services with more than 20 years of experience of Govt. Audit and accounts.	1
4	Data Analyst	**Qualification:** PG/PGDM/ MBA or equivalent degree **Experience:** 2 years of relevant experience Prior experience of working in the government sector will be preferable.	1

16.3 DELIVERABLES AND PAYMENT STRUCTURE

The agency needs to share Monthly Reports highlighting the progress of the activities undertaken during the period. The payment shall be done at the time of award of contract and thereafter on a monthly basis.

Additionally, all official travels, boarding lodging and incidental expenses will be provided as per entitlement of Level 10 officer of APEDA. Payments for Laptop/ Mobile instrument/Call and Data charges will be borne by the PMU. Any other expenses incurred by PMU will be reimbursed subject to approval of competent authority in APEDA.

17 ANNEXURE-1

TECHNICAL BID

HIRING AN AGENCY FOR PROJECT MANAGEMENT UNIT (PMU) FOR THE "BHARAT KRISHI NIRYAT YOJANA" OF APEDA FOR THE 16TH FINANCE COMMISSION CYCLE (2026-31)

Details of Consulting Firm

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 mobile/ telephone no. (Please attach an Authorization Letter)			
4	Details of Registration /AOA & MOA (Please Attach copy)			
5	GST Certificate of Bidding Agency (Please Attach copy)			
6	Pan Card of Bidding Agency (Please Attach copy)			
7	Detailed Profile of the Agency CV of Proposed Team			
8	Details of Demand Draft for Non- Refundable Application cum Processing Fee of Rs. 17,700/-(Rupees Seventeen Thousand Seven Hundred)			
9	Details of Earnest Money Deposit "EMD"/ Bank Guarantee "BG"/DD for Rs.5,00,000/-(Rupees Five Lakh) in favour of APEDA, New Delhi.			
10	CA Certificate (Please attach duly filled in Annexure-2)			
11	Declaration that the agency has not been blacklisted by any Government organization as on date of bid submission. (Please attach duly filled in Annexure-3)			
12	**Turnover Details** Annual turnover in the name of applicant organisation only and not that of group/ sister organisations. (Please attach CA certificate as per Annexure- 2)	Year	Turnover	
		2022-23		
		2023-24		
		2024-25		
13	**Experience Details** (Please attach copies of Work Orders of Experience of working with Agriculture or Allied Activities or Exports Promotion with Central Government/State Government/ Public Sector Undertakings (PSUs) in last 5 years	Year	Work Orders	
		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:

18 ANNEXURE-2

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 No. _____ and GST No. _____ which is valid from_____ (copy attached) and hereby declare and affirm as under:

That the business entity is in existence in the present status from.....(date).

That the details of the turnover from Consultancy Services (from Indian operations, on the basis of the financial statements of the entity) are as follows:

S. No.	Financial Year	Turnover (in Rs.)
1	2022-23	
2	2023-24	
3	2024-25	

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 and Designation

UDIN

Company Seal

Signature:

Name and designation

Seal of CA firm Proprietor/Partner/Director

19 ANNEXURE-3

(on the Letter Head of the Agency)

To,

The General Manager (B&F)

APEDA

New Delhi

Subject: Declaration for not being Blacklisted

Madam,

With reference to the bid on the subject cited above, dated……I, …… (Name and designation of the Authorised Signatory) hereby declare and confirm that … (Name of the Agency) has not been blacklisted by the Central Government/ State Government as on the date of submission of the bid.

Signature of Authorised Signatory

Name and Designation

Company Seal

Date:

Place:

20 ANNEXURE-4

FINANCIAL BID

HIRING AN AGENCY FOR PROJECT MANAGEMENT UNIT (PMU) FOR THE "BHARAT KRISHI NIRYAT YOJANA" OF APEDA FOR THE 16TH FINANCE COMMISSION CYCLE (2026-31)

To,

The General Manager (B&F)

APEDA

New Delhi

Madam,

We, M/s.(Name of the agency) offer to undertake **"**Hiring an agency for Project Management Unit (PMU) for the "BHARAT KRISHI NIRYAT YOJANA" of APEDA for the 16th Finance Commission Cycle (2026-31)**"** in accordance with the bid notice. Our Financial Bid against the Scope of Work is submitted here under

Amount in Rupees

S. No.	Position	No. of Resources (A)	Months (B)	Cost Per Month (INR) (C)	Total Amt. (INR) (A*B*C)
1	Team Leader	1	36 Months		
2	Agri Expert	1	36 Months		
3	Finance & Audit Expert	1	36 Months		
4	Data Analyst	1	36 Months		
				Sub-Total (INR	
				Applicable Tax	
				Grand-Total (Including GST) (INR)	

Total Amount (Rupees in Words):

We agree to abide by the terms and conditions mentioned in the bid document.

Signature of Authorised Signatory

Name and Designation

Company Seal

Date:

Place: