

**AGRICULTURAL & PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT
AUTHORITY (APEDA) INVITES BIDS FOR ORGANISING
“BANANA, GROUNDNUT AND PROCESSED FOOD PRODUCTS PROMOTION
PROGRAMME” (BGPP) AT MOSCOW**

1. Introduction

- 1.1. The Agricultural and Processed Food Products Export Development Authority (APEDA) under the Department of Commerce, Government of India is the premier Organization for export promotion of Agri and Processed Food Products.
- 1.2 For promotion of exports of bananas, groundnuts and processed food products to Russia, APEDA shall organise **Banana, Groundnut and Processed Food Products Promotion Programme** (BGPP) and conduct Buyer Seller Meet there. The BGPP is scheduled for 23rd to 25th December 2024 at Moscow. The show will be an opportunity for Indian Exporters to have B2B meetings with Russian buyers for sourcing “Banana Groundnut and Processed Food Products” from India.

2. About the Assignment:

- 2.1 APEDA is inviting bids from the reputed agencies, having experience in organising similar events, for organising the “Banana, Groundnut and Processed Food Products Promotion Programme” (BGPP).
- 2.2 The scope of the work and terms & conditions are at para 5 to para 7 below.

3 ELIGIBILITY FOR SUBMISSION OF BIDS:

Agencies, which are in existence for the last five financial years and more and meeting the following qualifying criteria in terms of desired experience/ expertise in execution of the similar work at similar platforms, and possessing sound financials may participate in the bid process.

3.1 ASSESSMENT OF ELIGIBILITY:

S. No.	Eligibility Criteria	Documents required
3.1.1	<p>The agency should have conducted at least three (3) international events requiring Design, Construction and Maintenance of the pavilions on turnkey basis, road shows and promotional programmes/ BSM during the last 5 years organized outside India, where</p> <p>(a) At least one pavilion should have been covering an area of 200 sq. mtrs or more</p> <p>(b) The financial value of each such event should not be less than Rs. 50.00 Lakh</p>	<p>CA certificate showing the date of incorporation of the agency, turnover and no. of events executed during last 5 financial years’ year-wise, signed by a practicing CA and countersigned by authorized signatory of the agency, as in Annexure-3.</p>

3.1.2	The agency should have earned minimum turnover of Rs. 3,00,00,000/- (Three Crores) from Event management business (design, construction, and maintenance of pavilion(s) in International trade events, road shows, promotional programmes/ BSM organised 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.	
3.1.3	The agency should <u>not have been black-listed</u> by any Government organisation.	A declaration, as per Annexure- 4 shall be submitted

3.2 The details of the agency like Name, address, GST Registration No., PAN Card, Turnover for the last five financial years, Names and years of the Events conducted, are to be submitted as per proforma at Annexure-1, along with copies of supporting documents. The documents shall be in the name of applicant organization only and not that in the name of group/ sister organizations. Name of applicant firm should be same in all the documents.

4. Application cum Processing Fee, EMD and Performance Security:

4.1 The Application cum Processing Fee, and Earnest Money Deposit (EMD) must be submitted as follows:

- (i) A non-refundable Application cum Processing Fee of Rs. 15,000/- plus GST @ 18%= Rs. 2,700/- 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.
- (ii) Interest-free Earnest Money Deposit (EMD) in the form of DD for Rs. 5,00,000/- (Rupees Five Lakh) drawn in favor of "APEDA" payable at New Delhi. The EMD received from unsuccessful bidder will be returned after the selection process is complete. The EMD received from successful bidder will be processed as per para 4.4.

4.2 Exemption from submission of EMD to NSIC and MSME registered agency will be applicable as per Government rules.

4.3 No exemption from submission of Performance Security shall be admissible to the NSIC and MSME registered organizations, as per Government rules.

4.4 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 of Rs. 5,00,000/- (Rs. Five Lakh) received from selected agency will be adjusted towards Performance Security. In case, 5% of the bid value happens to be more than Rs. 5.00 Lakh, the agency shall deposit the additional amount over & above Rs. 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.

5. Scope of Work

5.1 General Guidelines

- 5.1.1 The assignment is for undertaking the overall coordination of the **BGPP** on turnkey basis in consultation with APEDA, and Embassy of India at Moscow. The work also includes hiring a prominent Hotel/ Venue for conducting Buyer Seller Meet on the first day of the participating Indian exporters with the Russian Importers and PR related thereto. For the second and third day, promotional programmes, shall be conducted in two identified retail chain stores @ one programme each day. The agency shall be liable to arrange all licenses and clearances for organising the event.
- 5.1.2 The agency, in consultation with APEDA, shall hire a prominent Hotel for holding the **BGPP from 23rd to 25th December 2024**. Apart from Hotel, the agency shall also explore major food retail chains such as X5, Megnit, Lenta, Metro, Dixy, Auchan, etc. where **BGPP** could be conducted at least in two identified prominent retail chain stores @ one programme each day for the second and third day. The layout for the BSM Venue, Wet Sampling Area, Display Counters for Branding etc. shall be decided in consultation with APEDA. The entire venue shall be brightly lit, appropriately decorated and having signage to guide the visitors.
- 5.1.3 The layout for the promotional programmes including wet sampling and display counters at the retail chain stores shall be decided in consultation with APEDA.
- 5.1.6 The agency shall co-ordinate with top Indian exporters of banana, groundnut and processed food products, journalists, food vloggers, columnists for their participation in BGPP. A list of all such invitees shall be shared with APEDA in advance. Agency shall ensure their presence on the venue on the specified dates.
- 5.1.7 The agency will contact the Russian buyers as well as Indian banana exporters through email & calls to obtain their consent for participation at BGPP and get them registered.

5.2 **BSM and Wet Sampling**

- 5.2.1 A **BSM Lounge** shall be set up at the Hotel/ venue. Specifications of BSM lounge and schedule for conducting B2B meetings on first day shall be decided in consultation with APEDA. The agency shall provide one (1) Indian female interpreter attired in Indian costumes and one (1) Indian male interpreter for entire day at the BSM venue and retail chain stores on all the days of the event.
- 5.2.2 BSM lounge will have an attendant for making and serving tea, coffee, juice, drinking water bottles, cookies etc. with adequate supply for the day for the B2B participants. Agency shall organise **high tea** for the participants at the venue.
- 5.2.3 A Wet Sampling Area shall be set-up at the venue by the agency for laying focus on publicity of Indian banana, groundnut and processed food products. A distinguished hall shall be designed for live demo of Indian cuisines prepared from Indian Bananas, Groundnuts, their cuisines and value added products and their sampling and testing by a professional Indian chef from a reputed Indian restaurant.

5.2.4 Agency shall make **proper arrangements in coordination with the Indian exporters** for transportation and delivery of the bananas, groundnuts and processed food products, water bottles, crockery, utensil washing and cleaning facility, disposables, tissues etc. at the hotel as well as at identified retail chain stores. Payment shall be made as per actuals.

5.3 Local Transport:

5.3.1 Agency shall arrange local transport for Indian exporters for visiting the local super markets and retail chain stores. Agency shall ensure availability of their managers, heads of purchase departments for discussions.

5.4 Publicity:

5.4.1 The agency shall get:

- (a) Corporate Brochure of APEDA (100) bi-lingual in Russian & English on pen drive.
- (b) 100 (one hundred) copies of Banana Recipe Books (bi-lingual in Russian & English) (size 11"x8.5" with a horizontal page orientation) showing preparation of at least 15 items presented during live demo and Wet Sampling,
- (c) Exhibitors Directory and Corporate Brochure shall be QR Code Based and downloadable on Mobile.

5.4.2 The agency shall arrange two LED wall/ Video wall of 3 X 2 Meter for branding in BSM venue. The resolution of the screen shall be at least full HD (1920 x 1080). In addition, the agency has to make sufficient provision for continuous running of video for publicity of participating companies.

5.4.3 The agency shall engage a reputed PR Company for liaison work, organising press meets, and obtaining feedback. The PR agency shall prepare media plan (Newspaper Advertisements, Press Release Multi media campaign at Hotels, Trade and Commerce Chambers, press conference at the end of event) to promote the event among target audience, carry out a social media campaign for BGPP at Facebook, WhatsApp, Instagram, X etc.

5.4.4 The Agency shall arrange 'in-store promotion' of Indian bananas, groundnuts and their processed products and cuisines at the identified leading retail chain stores. Such stores shall be identified in advance in consultation with APEDA.

6.1 Other Activities/ Duties:

6.1 The agency shall provide necessary facilitation to exporters during BGPP like distribution of exhibitor badges, placement of posters, visitor passes, entry passes, labor passes etc.

6.2 The agency shall arrange five Corporate gifts in the range of Rs. 4,000/- (Rs. Four thousand) each with BHARAT (INDIA) branding for dignitaries

6.3 The agency shall arrange 5 (five) bouquets and refreshments on inauguration day for welcoming VIP guests.

- 6.4 The agency shall arrange High resolution still photography/ properly edited video covering the whole BGPP from different angles of the entire event for all the days by a professional photographer. The photographer and Video coverage must be available during the event.
- 6.5 A 2-minute video of all the days of expo must be submitted after the event for social media publicity. For these activities, services of a professional Videographer/ photographer should be taken.
- 6.6 The agency must submit two photo albums containing at least 60 (20 for each days) photographs of 5-inch x 7-inch size. The photographs should be submitted in Pen Drive.
- 6.7 Agency shall ensure handing over the vacant and cleaned possession of the site after removing all the furniture, fixture and other material after the conclusion of the event.

6.2 Other Instructions- General:

- 6.2.1 Agency shall ensure addressing of concerns of exhibitors relating to the facilities.
- 6.2.2 Agency shall engage suitable manpower at the site for maintenance of the venue and coordination throughout the event.
- 6.2.3 Agency shall make arrangement for proper maintenance and regular cleaning of the identified area well before the start of activities on each day of exhibition.

7. Terms and Conditions:

- 7.1 The agency shall work under the directions and guidance of APEDA.
- 7.2 The agency shall ensure observance of local laws in respect of the manpower hired by them and tax related matters.
- 7.3 APEDA requires that the selected agency shall observe the highest standard of ethics during the period of agreement and ensure that none of their actions brings them in the net of vigilance enquiry.
- 7.4 APEDA will reject a proposal for award of work if, at any level, it is determined that the agency recommended has engaged itself in corrupt or fraudulent practices in competing for the contract.
- 7.5 APEDA will declare an Applicant ineligible, either indefinitely or for a fixed period of time, if it is established that the Bidder has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 7.6 In case, any additional activity is required to be performed, then the specific prior approval shall be needed from APEDA in writing.
- 7.7 APEDA reserves the right to:
 - a. Extend the deadline for the submission of bid documents at its discretion.

- b. Accept or reject any proposal at any time prior to award of contract without assigning any reasons and without any liability on APEDA.
- c. Suspension of the project/cancellation of 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 to do so in public interest.
- d. APEDA shall also not be responsible for any damage or loss caused to the bidder or arisen out of aforesaid action.
- e. Modify terms and conditions of the contract which shall be granted to the successful bidder after following the bidding process, if in the opinion of the APEDA, it is necessary or expedient to do so in public interest.
- f. For interpretation of any clause of this document, the decision of Chairman APEDA would be final and binding.

8. SELECTION PROCEDURE:

8.1 The selection procedure involves pre-bid meeting, 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 score sheet of bidders and declaration of successful agency.

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

8.3.2 The evaluation of bids will be made in two stages – first, Technical evaluation, and second, 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.

8.3.4 The marks of the presentation will be awarded for the credentials in the following areas:

S. No.	Areas	Maximum Marks
I.	Overall concept and design and strategy to conduct the event	30
II.	Overall aesthetics of design for the venue and the display stalls for branding, innovative idea(s) for the exhibition area and for visitor engagement. Technological innovation and fresh ideas will be graded higher.	30

III.	Annual Turnover of the agency from Event management business (related to design, construction and maintenance of pavilion(s) on turnkey basis, road shows and promotion programmes/ BSM in international Trade events) conducted 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. Breakup of marks is given below:		5
	a. Rs. 4-6 crore	4 marks	
	c. Above Rs. 6 crore	5 marks	
IV.	Experience of execution of works of international trade events for design, construction and maintenance of pavilions on turnkey basis, road shows and promotional programmes/ BSM conducted outside India. where (i) at least one pavilion should have been covering an area of 200 sq. mtrs or more, and (ii) the agency must have executed at least 3 (Three) events of the value of not less than Rs. 50.00 Lakh (Rs. Fifty Lakh) per event. Breakup of marks is given below:		5
	a. 4-6 Events	4 marks	
	b. Above 6 Events	5 marks	

- 8.4 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.
- 8.5 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 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).
- 8.6 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.
- 8.7 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:

- 10.1 All matters of dispute arising out of this tender shall be governed by Indian law and subject to Court jurisdiction in New Delhi only.
- 10.2 In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process.
- 10.3 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.
- 10.4 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.
- 10.5 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:

- 12.1 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.

- 12.2 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.
- 12.3 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.
- 12.4 APEDA shall take necessary legal and other remedial actions, as deemed fit, for such violations.

13. Responsibility of Agency on Award of Contract:

- 13.1 Performance Security @ five per cent (5%) of the value of the bid value or Rs. 5,00,000/- (Rs. Five Lakh) whichever is higher, shall be deposited by the agency selected. The Amount of EMD of Rs. 5,00,000/- (Rs. Five Lakh) received from selected agency will be adjusted towards Performance Security. In case, 5% of the contract value happens to be more than Rs. 5.00 Lakh, the selected agency shall deposit the additional amount over & above Rs. Five lakh in the form of DD in favour of APEDA within three working days of award of work. Both the amounts taken together shall be accounted for as Performance Security.
- 13.2 The entire amount of Performance Security shall be refunded after completion of all contractual obligations.

14 TERMS OF PAYMENT:

- 14.1 Payment of an advance up to 30% of the contract value shall be admissible on a written request from the agency with submission of proof of expenses incurred or against bank guarantee in favour of Agricultural and Processed Food Products Export Development Authority (APEDA) for the similar amount. The advance payment shall be accounted for at the time of final payment.
- 14.2 The advance payment shall be released after fulfillment of Performance Security requirement as stated in clause 13.1.
- 14.3 Balance amount of the bid value will be released on completion of the event and satisfactory report of the officer deputed for the event.
- 14.4 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.

15. Conditions precedent for making of Final Payment

- 15.1 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.

- 15.2 High resolution still photography/ video of APEDA Pavilion covering the whole pavilion area from different angles of the entire event for all the days.
- 15.3 A 2-minute video of all the days of show must be submitted after the event for uploading on social media platform. For these activities, services of a professional photographer/Videographer should be taken.
- 15.4 The agency must submit two photo albums containing at least 60 (20 for each day) photographs of 5-inch x 7- inch size. The same should be submitted in Pen Drive.
- 15.5. Submission of electricity bill for the Pavilion area along with bank statement in support of such payment.
- 15.6 A satisfactory performance Report from the APEDA official deputed at the exhibition site to oversee the event.
- 15.7 It is reiterated that no additional cost, except that has been approved by APEDA for additional activities, will be considered.

16. PERFORMANCE ASSURANCE:

If performance of the agency is not up to the mark or is less 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.

17. GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS:

- 17.1 Conditional bids are not allowed and would be rejected summarily.
- 17.2 Any mis-representation of facts/ withdrawals of bids will lead to forfeiture of EMD.
- 17.3 The bidders shall bear the cost on preparation and submission of bid documents.
- 17.4 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.
- 17.5 The name of the Bidder Agency must be clearly written with full address, Tel: nos., and Email on all Envelopes.
- 17.6 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.
- 17.7 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.

17.8 The duly completed bids are to be submitted in four envelopes as per the following procedure:

ENVELOPE I: This envelope will contain the following documents:

(i) Demand draft of Rs. 17,700/- (Seventeen Thousand, Seven Hundred) including GST in favor of APEDA, payable at New Delhi as Application cum Processing Fee.

(ii) Demand Draft of Rs.5,00,000/- (Rupees Five Lakhs) in favor of APEDA, payable at New Delhi as Interest-free Earnest Money Deposit (EMD),

The envelope should be sealed and marked as “EMD and Processing Fee for Organizing Banana, Groundnut and Processed Food Products Promotion Programme (BGPP) at Moscow on 23-25 December 2024”.

ENVELOPE-II This envelope will contain the following documents:

(i) Annexure 1 (Duly filled in) and supporting documents.

(ii) Annexure-3 (CA Certificate)

(iii) Annexure-4 (Not Black-listed Declaration)

This envelope should be sealed and super-scribed as

Technical Bid for ‘Organizing Banana, Groundnut and Processed Food Products Promotion Programme (BGPP), Moscow 23-25 December 2024’

ENVELOPE III: This envelope will contain

(i) Annexure 2 (Financial Bid) duly filled in.

(ii) Annexure 3 (Quotation for Optional Items)

The envelope should be sealed and super-scribed as “Financial Bid for Organizing Banana, Groundnut and Processed Food Products Promotion Programme (BGPP), Moscow 23-25 December 2024”.

ENVELOPE IV: Master Envelope: This envelope will contain Envelopes I & II & III should be kept inside the Envelope – IV and again sealed. This Master Envelope should be super-scribed as:

“Bid for Organizing Banana, Groundnut and Processed Food Products Promotion Programme (BGPP), Moscow 23-25 December 2024”

and shall be submitted at the following address:

Sh. V .K.Vidyardhi

General Manager

Agricultural and Processed Food Products Export Development Authority (APEDA)

3rd - 4th Floor, NCUI Building, August Kranti Marg, New Delhi - 110 016

IMPORTANT:

(1) Pre bid Meeting will be held on 2nd December 2024 (Monday) at 14:30 Hrs. in APEDA office.

(2) Last date for submission of bids is 10th December 2024 (Tuesday) up to 14:30 Hrs.

**Technical Bid for Organizing Banana, Groundnut and Processed Food Products
Promotion Programme (BGPP) at Moscow 2024**

**Details of Bidder Agency
(on the Letter-Head of the 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 mobile/ telephone no. (Please 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	"Exemption Certificate for exemption from submission of EMD issued by NSIC and MSME (respective authority). (Please attach a self-certified copy)		
11	CA Certificate		
12	Declaration that the agency has not been blacklisted by any Government organization. (Please Attach duly filled in Annexure-5)		

13	Turnover Details (Minimum turnover Rs. 3,00,00,000) (Rs. Three Crores) per year (from Design, Construction and Maintenance of Pavilions on turnkey basis, road shows and promotional programmes/BSM in International Trade events conducted outside India during any of the three years out of the last 5 years) (Please attach CA certificate as per Annexure- 4)	Year	Turnover	
		2019-20		
		2020-21		
		2021-22		
		2022-23		
14	Experience Details (Please attach copies of Work Orders for execution of at least three international trade events for Design, Construction and Maintenance of Pavilion(s) on turnkey basis, road shows and promotional programmes/BSM conducted outside India where (a) at least one pavilion should have been covering an area of 200 sq. mtrs and (b) at least 3 Three events of the value of not less than Rs. 50.00 Lakhs (Rs. Twenty Lakhs) per event	Year	Work Orders	
		2019-20		
		2020-21		
		2021-22		
		2022-23		
		2023-24		

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:

Tel. No.:

Mobile No.:

Seal of the agency

Date:

Place:

Annexure-2

FINANCIAL BID for Organizing Banana, Groundnut and Processed Food Products Promotion Programme (BGPP) at Moscow 2024, Russia

To,

The General Manager
APEDA, New Delhi.

Sir,

We, M/s. (Name of the firm) offer to undertake “**Banana & Groundnut Promotion Programme (BGPP) at Moscow 2024, Russia**” in accordance with the bid notice dated 27th November, 2024. Our Financial Bid against the Scope of Work is submitted hereunder

Sr. No.	Activity/ Component	Amount in Rs.
1	Hiring of Venue, & Setting up APEDA Pavilion etc. As per details mentioned in clause 5.1 of Bid Notice	
2	BSM and Wet Sampling as per clause 5.2 of Bid Notice	
3	Local Transport as per clause 5.3 of Bid Notice	
4	Publicity as per clause 5.4 of bid notice	
5	Other Activities as per clause 6.1 of Bid Notice	
6	Sub-Total of (1) – (5) above	
7	Amount of Applicable GST	
8	Total Amount (with GST)	

Total Amount in words:
Rupees

Signature of Authorized Signatory

(Name of Authorized Signatory)
Designation
Seal of the agency

Date:

Place:

Proforma for CA Certificate**Technical Bid for Organizing Banana, Groundnut and Processed Food Products Promotion Programme (BGPP), Moscow-23-25 December 2024**

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 G S T 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 International events executed outside India	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.

Declaration

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

Counter-signed:**Signature of Authorized Signatory**

Name of Authorized Signatory
Partner/Proprietor / Director
Company Seal

Date:**Place:****Signature:**

Name and designation
Seal of CA firm

ANNEXURE-4

(on the Letter Head of the Agency)

**Technical Bid for Organizing Banana, Groundnut and Processed Food
Products Promotion Programme (BGPP) at Moscow 2024**

To

The General Manager
APEDA,
New Delhi-110016

Subject: Declaration for not being Black-Listed

Sir,

With reference to the bid on the subject cited above, dated 27 November 2024, I, (Name and designation of the Signatory) hereby declare and confirm that ... (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

(Name of authorized Signatory)

Designation:

Seal of the Agency

Date:

Place: