



**AGRICULTURE AND PROCESSED FOODS EXPORT
PROMOTION SCHEME OF APEDA
FOR THE 15TH FINANCE COMMISSION CYCLE
(2021-22 TO 2025-26)**

OPERATIONAL GUIDELINES

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OPERATIONAL GUIDELINES FOR AVAILING
FINANCIAL ASSISTANCE UNDER AGRICULTURE AND PROCESSED
FOODS EXPORT PROMOTION SCHEME OF APEDA

FOR THE 15TH FINANCE COMMISSION CYCLE
(2021-22 TO 2025-26)

1. ABOUT APEDA

The Agricultural and Processed food Products Export Development Authority (APEDA) was established by the Government of India under the Agricultural and Processed food Products Export Development Authority Act, 1985. The primary objective of APEDA is to undertake the development and promotion of export of following products.

- i. Fruits, vegetables and their products,
- ii. Meat and meat products,
- iii. Poultry and poultry products,
- iv. Dairy products,
- v. Confectionary, biscuits and bakery products,
- vi. Honey, jaggery and sugar products,
- vii. Cocoa and its products, chocolates of all kinds,
- viii. Alcoholic and non-alcoholic beverages,
- ix. Cereals and Cereal products,
- x. Groundnuts, peanuts and walnuts,
- xi. Pickles, chutneys and papads,
- xii. Guar Gum
- xiii. Floriculture and floriculture products,
- xiv. Herbal and medicinal plants.
- xv. Cashew kernels, cashew nut shell liquid, kardanol

Following specific objectives have been laid down in Section 10(2) of the APEDA Act:

- i. the development of industries relating to the Scheduled products for export by way of providing financial assistance or otherwise for undertaking surveys and feasibility studies, participation in the equity capital through joint ventures and other reliefs and subsidy schemes;
- ii. the registration of persons as exporters of the Scheduled products on payment of such fees as may be prescribed;
- iii. the fixing of standards and specifications for the Scheduled products for the purposes of export;
- iv. the carrying out of inspection of meat and meat products in any slaughterhouse, processing, plant, storage premises, conveyances or other places where such products are kept or handled for the purpose of ensuring the quality of such products;
- v. the improving of packaging of the Scheduled products;
- vi. the improving of the marketing of the Scheduled products outside India;
- vii. the promotion of export oriented production and development of the Scheduled products;

- viii. the collection of statistics from the owners of factories or establishments engaged in the production, processing, packaging, marketing or export of the Scheduled products or from such other persons as may be prescribed on any matter relating to the Scheduled products; and the publication of the statistics so collected, or of any portions thereof or extracts there from;
- ix. the training in various aspects of the industries connected with the Scheduled products;
- x. such other matters as may be prescribed.

In addition to the above, APEDA has also been entrusted with the task of registration and protection of the Intellectual Property rights in respect of ‘Special Products’ in India or Outside India. As present, the only ‘Special Product’, as listed in the Second Schedule to the APEDA Act, is Basmati Rice. After protracted efforts, APEDA was able to obtain GI registration for Basmati Rice in February 2016.

APEDA is also the Secretariat for National Programme for Organic Production, specifying the accreditation and certification programs for organic production. Organic certification programme covers all agricultural commodities including non- APEDA scheduled products. More than 10 lakh farmers are registered under the programme and the certification is a mandatory requirement for organic products exports.

2. SCHEME COMPONENTS

The Financial Assistance Scheme (FAS) is an export promotion scheme run by APEDA. The scheme aims to facilitate the export of agri-products by providing assistance to exporters. It achieves its objective through the following:

- Understanding the several challenges faced by agri-exporters.
- Acknowledging the need for assistance to successfully navigate through these challenges and achieve objectives of APEDA.
- Financial assistance is provided in three broad areas, namely: Development of Export Infrastructure, Quality Development and Market Development.

i) Development of Export Infrastructure

APEDA recognizes the importance of infrastructure for growth of agro-industries and export of agricultural products in the value chain. The scheme component covers both fresh produce and processed food products. The objective of the scheme is to reduce losses caused due to spoilage and to ensure quality production of agro products. To achieve this, it seeks to set up post-harvest handling facilities. Under this component, assistance is provided for the following:

- Infrastructure such as pack house facilities with packing/grading lines
- Pre- cooling units with cold storages and refrigerated transportation etc.
- Cable system for handling of crops like banana
- Common infrastructure facilities
- Pre-shipment treatment facilities such as irradiation, Vapour Heat Treatment (VHT), Hot Water Dip Treatment (HWDT) for compliance to Phyto-Sanitary requirements of importing countries

- Infrastructure for processing facilities (process food sector) for addressing missing gaps which may include equipment like X-ray, Screening, Sortex, filth / metal detector, sensors, vibrators or any new equipment or technology for food safety and quality requirements

ii) Quality Development

To participate/engage in international trade, it is necessary to comply with Food Safety requirements of different countries. Several importing countries demand adherence to stringent Maximum Residue Levels (MRLs). Some of the developed importing countries have set up MRLs at very low level. For this, high precision equipments are required to be installed by the food testing labs. Under this component, assistance is provided to comply with the prescribed standards of importing countries. Assistance under this component covers the following:

- Installation of quality management systems,
- Laboratory testing equipment,
- Hand held devices for capturing farm level peripheral coordinates for traceability systems and testing of samples etc.
- Testing of water, soil, residues or pesticides, veterinary drugs, hormones, toxins, heavy metal, contaminants etc.

iii) Market Development

This component helps exporters to achieve market access in new markets and help sustain their presence in the existing markets. It covers structured marketing strategies for export of food products, market intelligence for taking informed decisions, international exposure, skill development, capacity building and high quality packaging. The assistance under this component covers the following:

- Participation in International trade fairs
- Exchange of trade delegations
- Organizing buyer seller meets
- Developing packaging standards for new products and upgrading the existing standards

**COMPONENT WISE GUIDELINES FOR THE NEW FINANCIAL ASSISTANCE SCHEME (FAS)
– 2021-26**

I - Development of Export Infrastructure

- Assistance is available for creation of capital assets; integrated pack-house, purchase of insulated refrigerated transport vehicles/mobile pre-cooling unit, single or multiple products processing facilities, cold store/ warehouses, carbon dioxide generators, fumigated stores and Silos etc.
- **All the products covered under traceability system for Organic are also eligible under the Scheme along with APEDA scheduled products.**

1.	ASSISTANCE FOR THE ESTABLISHMENT OF PROCESSING AND SUPPLY CHAIN INFRASTRUCTURE		
	Beneficiaries: APEDA registered Exporters are eligible to apply for assistance under 1(a)-(e) Central, State government institutions and public sector enterprises are eligible to apply for assistance under 1(f)		
	Sub-component	Scope	Pattern of Assistance
a)	Integrated Pack House and processing facilities for addressing missing gaps Facilities include equipment for collection, cleaning, washing, sorting/ grading, pre-cooling, packing, cold storage, Hand held Near-infrared Spectroscopy (NIR) instrument (on pre-harvesting quality evaluation of Mango Fruits), Hot water dip treatment etc. and processing facilities for addressing missing gaps.	Improve compliance of Phyto-Sanitary requirements.	The assistance will be upto 40% subject to a ceiling of Rs 200 lakhs
b)	Purchase of insulated, reefer transport /mobile pre-cooling units including special vehicle for livestock carriers	Cold Chain Strengthening	The assistance will be up to 40% of the total cost subject to a ceiling of Rs. 200 lakhs
c)	Cable handling system for banana and other crops	Quality improvement of Banana and other crops.	The assistance will be up to 40% of the total cost subject to a ceiling of Rs. 200 lakhs
d)	Food processing facilities for addressing missing gaps required for enhancing productivity/ efficiency or quality for value added products which may include facilities like x-ray, Screening equipments, Sortex, IQF, cooking/blanching line, filth / metal	Enhancing productivity, efficiency, and quality for value added products.	The assistance shall be up to 40% of the total cost subject to a ceiling of Rs. 200 lakhs

	detector, sensors, vibrators or any new technology or equipment for food safety and quality requirements.		
e)	Up-gradation of facilities mentioned at (a) to (d) above	Up-gradation and modernization of existing facilities of exporters to enhance the competitiveness	The assistance will be upto 40% of the total cost subject to a ceiling of Rs. 200 lakhs per beneficiary per location
Note : Maximum assistance that can be provided to each beneficiary per geographical location for all the activities mentioned at 1 (a) to (e) above shall not exceed Rs. 200 lakhs with the stipulation that maximum assistance that can be availed under this sub component shall not exceed Rs. 500 lakhs per beneficiary during the five year plan period (2021-26).			
f)	Common infrastructure facilities such as Integrated Pack houses, Processing Units, Laboratories etc. to be set up by Central and State government institutions	Facilitate cluster development, improve productivity and farmers income	The assistance will be up to 90% of the approved cost subject to a ceiling of Rs. 600 lakhs. The funds shall be released against bank guarantee.

II. SPECIFIC REQUIREMENTS AND CONDITIONS FOR INFRASTRUCTURE DEVELOPMENT

The applicant shall ensure compliance of the following specific requirements relevant to the sub-components under Development of Export Infrastructure:

1 (a). Integrated Pack House and processing facilities for addressing missing gaps

- i. The proposals for Pack houses shall minimally to be based on National Council for Cold Chain Development (NCCD) cold chain technical standards as available at the link <http://nccd.gov.in>. Further, the requirements of importing countries have to be complied with, as per directions from APEDA from time to time.
- ii. Beneficiary should possess either land in his name/his company name or Leased land in his/her name or company name with minimum remaining period of 15 years.
- ii. Waxing equipment/machine will be eligible under missing gap of pack-houses.
- iii. Eligibility of Hand held Near-infrared Spectroscopy (NIR) instrument for measurement of mango and other horticulture products.
- iv. Mobile pack-house / post harvest handling system will be covered under this sub component
- v. The financial assistance towards the technical civil work component of the project shall be limited to a maximum of 25% of the total eligible financial assistance of that application

1 (b) Purchase of insulated, reefer transport /mobile pre-cooling units including special vehicle for livestock carriers

- i. The quotation should be on letter head of Original Equipment Manufacturer (OEM) or their authorized distributor/dealer of the equipment, duly signed or digitally signed with validity and other terms and conditions for the following:
 - Chassis with make and model
 - Container with make and model
 - Refrigeration system with make and model
- ii. For merchant exporters maximum 2 vehicles for the entire plan period will be allowed. For manufacturer exporters maximum limit for vehicles for the entire plan period will be 5. In case of Himalayan and land locked State Governments, there will be no ceiling on the number of reefer vans. Payment for smaller units shall be done on pro-rata calculations based upon applicable NCCD guidelines.

1 (c) Cable handling system for banana and other crops

- i. The cable car system shall cover all horticulture crops.

1(d) Food processing facilities for addressing missing gaps

- i. Value addition will include primary processing of products.
- ii. The unit must have the food processing line already established and operational.
- iii. The unit must have Food Safety Management System in place such as HACCP / ISO 22000.
- iv. Food processing line shall cover only equipments and machinery
- v. Also include the implementation of traceability system in the supply chain like block chain technology, artificial intelligence etc.

1 (e) Up-gradation of facilities mentioned at (a) to (d) above

- i. Up-gradation of facilities will include the up-gradation of machineries/ automation of existing facilities as mentioned at (a) to (d) above.

1 (f) Common infrastructure facilities

The Common infrastructure facilities shall include the facilities to be created at the exit points through State/Central institutions.

Following documents are required to be submitted, duly signed by the Competent Authority/ authorized signatory [When original documents are in regional language they should be accompanied by self-certified English/ Hindi translation]: -

- i. Documents such as Detailed Project Report (DPR), Chartered Engineer Certificate etc. in the format given at **Annexure - I**
- ii. A detailed appraisal note, specific to the scheme, from the lending Bank/Financial Institution, if applicable.
- iii. Certificate of incorporation/ registration of the applicant, Memorandum and Articles of Association in case of Company/ Bye laws of the applicant etc.
- iv. Annual reports and Audited Financial Statement of Accounts of the applicant for the

last two years.

- v. Self-attested English/ Hindi version of main facility land documents in support of land title in the name of the applicant or land lease, duly registered with the competent authority for minimum remaining period of 15 years.
- vi. Change in Land Use (CLU) permission for the project for the main facility land from the competent authority.
- vii. Free hold land/ equitable mortgage free from all incumbencies and in possession of applicant is pre-requisite for consideration of assistance. In case any dispute for land at any stage, which results into change in the land status, during execution of the project or thereafter, APEDA shall recover all assistance amount along with interest (as per GFR) and penalty without assigning any reason thereof.
- viii. Three quotations from the suppliers of Plant & Machinery and equipment, etc. for the project except in case of imported/proprietary items.
- ix. The applicant has to submit copies of necessary permissions from Central, State and other statutory bodies for setting up of the facility/ project.
- x. Copy of term loan sanctioned from the bank/financial institution for this project, if applicable, should be attached.
- xi. Drawing/layout diagram of the project duly approved by Chartered Engineer.
- xii. In case applicant/beneficiary is availing loan from any bank/ financial institution, a detailed appraisal note from the bank/financial institution specific to the proposal should be submitted. Detailed Project Report /Techno Economic Viability Report merely stamped or endorsed by the Bank/ FI without detailed appraisal note shall not be considered as valid appraisal note and such proposals will not be considered for financial assistance.
- xiii. In case applicant/beneficiary is not availing loan from any bank/ financial institution, a detailed appraisal note with justification and feasibility of the proposed project, endorsed by the Competent Authority of the applicant organization should be attached.
- xiv. Applicants who have availed or in the process of availing grant from any other agency shall have to intimate APEDA at the time of submission of DPR regarding it and in case grant has been availed for the same component(s) from any other Govt. agency, the applicant shall not be eligible for financial assistance from APEDA for the same component(s).
- xv. APEDA shall charge processing fee (as approved by DoC) on disbursed amount @ 5% + GST (non-refundable under any circumstances) thereon. The processing fee shall be deducted at the time of release of funds to the applicant. The processing fee deducted by APEDA shall form part of project cost.
- xvi. In case, at any stage, any project cannot take off due to any technical or financial reason the beneficiary shall be liable to repay whole assistance amount (including processing fee), interest @ 10% per annum and penalty upto 5% of the disbursed grant.
- xvii. The grant-in-aid will be released in three installments of 40%, 40% and 20% as per followingschedule: -
 - a) 1st installment of 40% of the approved grant under the scheme will be released after

receipt of valid bank guarantee of equivalent amount valid for the entire duration of the project plus 12 months.

- b) 2nd installment of 40% of the approved grant under the scheme will be released after ensuring
- Utilization of first installment of grant released (Appendix IV),
 - CA certificate along with all the bills and bank statement (Appendix V)
 - Physical inspection report recommending release of next tranche of payment. (to be given by APEDA)
 - Any other document specified by APEDA.
- xviii. Final instalment of 20% of the approved grant under the scheme will be released on commissioning of the project along with signing of O&M contract with the end users along with following documents.
- Utilization of second installment of grant released (Appendix IV),
 - CA certificate along with all the bills and bank statement (Appendix V)
 - Physical inspection report recommending release of next tranche of payment. (to be given by APEDA)
 - The grant released shall be kept in a separate Bank account opened exclusively for the proposed project. A copy of the bank account to be submitted.
 - Any other document specified by APEDA.

Implementation Schedule and Penalty:

- i. The implementation schedule for the project would be as per the duration fixed in the MoU. The implementation period shall not be extended without prior approval of the Competent Authority of APEDA.
- ii. In case of non-implementation or deviation of the project as per the IPA/MoU, APEDA may cancel the approval granted for the project and the beneficiary shall be liable to refund the entire amount (including processing fee) with interest @ 10% per annum to APEDA from the date of release of assistance. The Bank guarantee in possession of APEDA will be forfeited.
- iii. APEDA may seek any clarification and/ or any document/ information at any stage of the project.
- iv. If at any point of time, it comes to the notice of APEDA that the grant has been availed by manipulation/ concealment of information/ facts, the same shall be withdrawn immediately and the amount, if any, released shall be refunded along with interest at the rate of 10% per annum.
- v. The assets created wholly or substantially out of the Government Grant shall not be disposed-off or encumbered or utilized for purposes other than those for which the grant has been sanctioned, without obtaining the prior approval of APEDA. In case of non-compliance of this condition, the applicant will be liable to refund the grant with interest @ 10% per annum. In case of the failure of the applicant to refund the grant-in-aid amount with interest, the due amount shall be recovered as an arrear of land revenue as per the relevant law in force.
- vi. The applicant shall submit monthly export returns on APEDA website regularly.

II- QUALITY DEVELOPMENT

2.	IMPLEMENTATION AND CERTIFICATION OF QUALITY AND FOOD SAFETY MANAGEMENT SYSTEMS, STANDARDIZATION, HARMONIZATION WITH
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INTERNATIONAL STANDARDS FOR ADOPTION OF GLOBAL STANDARDS, HANDHELD DEVICES FOR CAPTURING FARM LEVEL PERIPHERAL COORDINATES FOR TRACEABILITY SYSTEMS		
Beneficiaries: APEDA registered exporters are eligible to apply for assistance under 2(a) and 2(c), Certification Bodies accredited under National Program for Organic Production (NPOP) and listed laboratories are eligible for assistance under 2(c)		
Subcomponent	Scope	Pattern of Assistance
a) Implementation and Certification of quality and Food Safety Management Systems for all APEDA scheduled products.	Adherence to Food safety compliance	The assistance will be upto 50% of the total cost subject to a ceiling of Rs. 5 lakh per certification. The assistance will also be applicable for renewal of certifications
b) Standardization, Harmonization with international standards for adoption of International Standards including special cases such as control of fruit fly and/or any other unforeseen outbreaks as per the requirements of international market.	Harmonization with International standards including payment of fee to International auditors / inspectors.	The component would be implemented by APEDA
c) Procuring hand-held devices including cost of software for capturing farm level peripheral coordinates for traceability systems. This will include any electronic management system, software, block chain, Artificial Intelligence (AI), or any other high precision technology.	To ensure traceability of produce at farm level and to comply with the requirements of importing countries	The assistance will be up to 50% of the cost of equipment subject to a ceiling of Rs. 20 lakh per beneficiary
3. STRENGTHENING OF TECHNICAL AND MANAGERIAL SKILLS		
Beneficiaries: For 3(a)-APEDA registered exporters, listed laboratories, Certification Bodies accredited under National Program for Organic Production (NPOP), State Agencies, etc. are eligible to apply For 3 (b)- Organizations such as recognized trade bodies, Chambers of Commerce, Government agencies etc. are eligible to apply		
Subcomponent	Scope	Pattern of Assistance
a) Training and Study Tours in India and abroad.	Capacity building, development of stakeholder,	The assistance will be up to 50% of the travel cost and training fee subject to maximum of Rs. 3 lakh per

		adoption of best practices	participant per year. Will be restricted to one participant per organization. 100% in case of APEDA officials
b)	Seminars/workshops/outreach programs etc. organized/sponsored/assisted by APEDA including preparation of manuals, brochures, guidelines etc., wherever required	Stakeholders awareness	The assistance will be up to Rs. 5 lakhs. However in case of APEDA, the same shall be 100%
4. ASSISTANCE TO NATIONAL REFERRAL LABORATORY (NRL) AND OTHER GOVT./PUBLIC SECTOR/INSTITUTIONS FOR RESIDUES MONITORING OF AGROCHEMICALS, PESTICIDES, AFLATOXINS, ETC.			
	Subcomponent	Scope	Pattern of Assistance
a)	Assistance to National Referral Laboratory (NRL) and other Govt./ Public Sector/Institutions for residues monitoring of agrochemicals, pesticides, Aflatoxins, etc. This includes compliance of MRL (Maximum Residue Limit) etc. as per the global standards by assisting National Referral Laboratories/ govt./public sector/institutions for concerned produce.	Scope: Compliance of MRL etc as per the global standards by assisting National Referral Laboratories / govt. / public sector / institutions for concerned produce. Such institutes shall be responsible for the following:- 1. Preparation of annual recommended list of pesticides and contaminants monitored for exports. 2. To develop method of sampling and analysis to be followed by authorized laboratories and harmonized methods of sampling and analysis to be followed by authorized laboratories with	The component would be 100% implemented by APEDA (applicable for all scheduled products)

		internationally accepted methods. 3. To organise sampling and analysis, training of laboratory personnel for each residue or groups of residues, conduct Proficiency Test (PT) programs to assess analytical competence of the laboratories and conduct surveillance visit to labs to ascertain that the laboratories are following prescribed criteria. 4. To review annual analysis data, based on which plan of action for the following year to be prepared.	
5.	TESTING OF WATER, SOIL, RESIDUES OF PESTICIDE, VETERINARY DRUGS, HORMONES, TOXINS, HEAVY METALS CONTAMINANTS, MICROBIAL COUNT, ETC. THIS IS APPLICABLE TO ALL SCHEDULED PRODUCTS THAT ARE MONITORED BY APEDA Beneficiaries: APEDA registered Exporters		
	Subcomponent	Scope	Pattern of Assistance
a)	Testing of water, soil, residues of pesticide, veterinary drugs, hormones, toxins, heavy metal, microbial count etc. in APEDA scheduled products.	Ensuring quality and food safety compliance	The assistance will be upto 50% of the total cost subject to a ceiling of Rs. 5000/- per sample The upper ceiling per beneficiary: Rs. 20 Lakhs during 5 years (2021-22 to 2025-26)
6.	INTRODUCTION OF NEW PLANT / SEED / GERMPLASM VARIETIES FOR EXPORT ORIENTED / VARIETIES SUITABLE FOR PROCESSING FOR POTENTIAL PRODUCE. Beneficiaries: APEDA registered Exporters and institutions of Government of India/State Government		

	Subcomponent	Scope	Pattern of Assistance
a)	Introduction of new plant / seed / germplasm varieties for export oriented / varieties suitable for processing for APEDA scheduled products	Introduction of planting material of new varieties is mandate of Ministry of Agriculture and their research institutions like ICAR. However in order to maintain competitive edge in the international market and to meet the requirements / tastes of international consumers, preferences of such markets need to be kept in mind. Therefore, APEDA proposes to provide assistance for such initiatives to institutions of Govt. of India/ exporters.	The assistance will be upto 90% of the cost of the imported plant material to relevant research institutions and upto 60% to exporters subject to a ceiling of Rs. 50 lakhs. However, aspects related to selection of plants, terms and conditions of import including clearances if any and terms and conditions of royalty, etc. shall be taken care of by the beneficiary.
7.	LABORATORY FOR EXPORT TESTING AND IN-HOUSE LAB EQUIPMENT		
	Beneficiaries: Listed laboratories and APEDA registered Exporters		
	Subcomponent	Scope	Pattern of Assistance
a)	APEDA listed labs for upgradation.	Strengthening laboratory infrastructure for export certification.	The assistance will be up to 50% of the cost subject to maximum of Rs.100 lakhs

b)	APEDA registered exporters for in-house lab equipment	To ensure in-house quality	The assistance will be up to 50% of the cost subject to maximum of Rs.50 lakhs
8. AATAMNIRBHAR BHARAT			
	Subcomponent	Scope	Pattern of Assistance
a)	Support for innovative ideas for infrastructure and quality improvement in agricultural and processed food sector	To encourage new innovative ideas – beneficiaries and amount to be discussed	The selected entity shall be assisted up to Rs. 100 lakhs.
b)	New Sub-component Implementation of special activities to enhance quality of the produce and to meet the SPS requirements of importing countries. These special activities may include application of fruit covers to prevent pest and diseases.	Exporters, FPO, SHG, FPC, Cooperatives, and individual farmers engaged in the production (with supply agreement)	The assistance will be up to 50% of the total cost subject to a ceiling of Rs. 25 lakh per beneficiary.

GUIDELINES FOR QUALITY DEVELOPMENT

I. SPECIFIC REQUIREMENTS AND CONDITIONS:

The applicant shall ensure compliance of the following specific requirements relevant to the sub-components under Quality Development:

I. Certification of Quality and Food Safety Management Systems:

- a. Assistance for implementation and certification of Food Safety Management System (including certification renewal) for food safety management system such as HACCP, ISO-22000/FSSC-22000, BRC, ISO-14001, GAP in house quality control lab equipments would be admissible to manufacturer exporters only. ISO-9001 can be availed both by manufacturer and merchant exporters.
- b. Application shall be submitted for each of the above systems separately since assistance is applicable individually for each system.

II. Training in India and abroad to be implemented by APEDA

- a. Assistance shall be given only for APEDA related activities.
- b. Assistance shall be given for short term executive courses (up to 1 month) relevant to agro industry, quality, marketing, management and doing business short term courses for different countries offered by institutes illustrated in the Annexure 8. The cost of participation fee/ course fee shall only be considered.

III. Testing of water, soil, residues of agrochemicals/pesticide, veterinary drugs, hormones, toxins, heavy metals, microbial count etc. in APEDA scheduled products.

- a) In-principle approval (IPA) is not required for this component.
- b) Laboratory testing charges will be provided to the registered exporters for the products for which testing is mandatory as per the requirement of the importing country's norms or food safety based monitoring system implemented by APEDA for which notification issued by the Government of India in this regard.
- c) The application should be accompanied by following documents:
 - i. Linkage sheet as per annexure 3. In case linkage sheet is submitted offline, the same should be duly certified by a practising Chartered Accountant with UDIN No.
 - ii. CA certificate in the proforma at annexure 5
 - iii. Copy of test report
 - iv. Commercial invoice and other supporting export documents related to the consignment for which test charges are being claimed
 - v. Bank statement reflecting payment made to lab
 - vi. Any other document as sought by APEDA

IV. Laboratory for export testing and in-house lab equipments:

- a) For upgradation of food testing laboratory, the laboratory should be ISO 17025 accredited.
- b) For in house laboratory only equipments will be provided.

- c) Assistance will not be applicable for in process quality control equipments, consumables, glassware, computers, general refrigerators, air conditioners or laboratory furniture and civil works.
- d) Indicative list of testing equipments is placed at Annexure 1
- e) The laboratories assisted by APEDA shall provide rebate to APEDA registered exporters at least 10% on the testing charges

V. Introduction of new plant / seed / germplasm varieties for export oriented / varieties suitable for processing potential produce.

- a) The applicant has to submit a detailed business plan to avail assistance under this scheme.
- b) The farm and subsequent area brought after grafting etc., has to be registered under the HortiNet/GrapeNet/Traceability system of APEDA and details of production and exported quantity has to be reported at the end of the season to APEDA.
- c) Fruit cover mentioned at 8(b) will include fruit care such as bagging etc.

III- MARKET DEVELOPMENT

9.	DEVELOPMENT AND DISSEMINATION OF DATABASE, MARKET INTELLIGENCE		
	Subcomponent	Scope	Pattern of Assistance
a)	Development and dissemination of database, market intelligence.	To build a strong database for taking informed decisions about markets and products and dissemination of such information to various stakeholders. APEDA will facilitate development of online platform/ e-commerce platforms to enable direct linkages among producers / processors and exporters/export markets.	The component would be implemented by APEDA.
10	PARTICIPATION IN FAIRS / EVENTS / BUYER-SELLER MEETS / REVERSE BUYER SELLER MEETS, TRADE DELEGATIONS, PROMOTION OF GI PRODUCTS ETC.		
	BENEFICIARIES- APEDA REGISTERED EXPORTERS		
	Subcomponent	Scope	Pattern of Assistance
a)	Participation in fairs / events / buyer-seller meets / reverse buyer seller meets, trade delegations,	To promote and enhance visibility of Indian	The component would be implemented by APEDA.

	<p>promotion and organizing display galleries of GI products etc. It is also intended to cover products identified under One District One Product (ODOP) and organic promotion.</p> <p>In respect of participation in Trade Fairs, BSMs, the preference shall be given to the new participants. However, the existing exporters will also be encouraged.</p>	<p>products in the international market.</p>	
11	<p>ASSISTANCE FOR PRODUCT DEVELOPMENT, R&D, ENHANCEMENT OF TRACEABILITY, ETC.</p> <p>Beneficiaries- APEDA Registered Exporters</p>		
	<p>Subcomponent</p>	<p>Scope</p>	<p>Pattern of Assistance</p>
a)	<p>Development of standards of packaging, Development of transport protocol (road, rail, air, waterways and sea transport) development of products having Geographical Indication, tagging of animals, R&D etc.</p>	<p>Packaging and transportation protocols to be standardized as per the changing requirements in the international market.</p>	<p>The component would be implemented by APEDA.</p>
12	<p>ASSISTANCE FOR NEW MARKET / PRODUCT DEVELOPMENT THROUGH CONDUCTING FEASIBILITY STUDIES / ASSISTANCE FOR TRIAL SHIPMENT AND REGISTRATION OF BRAND / IPR OUTSIDE INDIA.</p> <p>Beneficiaries: APEDA registered exporters, Central / state Govt. agencies, Trade chambers, Indian missions abroad etc</p>		
	<p>Subcomponent</p>	<p>Scope</p>	<p>Pattern of Assistance</p>
a)	<p>New Market / Product development through conducting feasibility studies.</p>	<p>Identification of potential product / market.</p>	<p>Assistance will be upto 50% of the total cost subject to a ceiling of Rs. 10 lakhs per study per beneficiary.</p> <p>Assistance will be upto 75% of the total cost subject to a ceiling of Rs. 10 lakhs per study per beneficiary if conducted by Trade Associations/Indian missions abroad/ Central / state Govt. agencies/ exporters belonging to North - Eastern States, difficult areas namely Himalayan and land locked states, Island Union</p>

			Territories, SC/ST and women beneficiaries For activities initiated by APEDA the funding shall be 100%
b)	Assistance for trial shipment covering multi-modal transport.	To explore new markets and test market the new products / packaging.	Assistance will be upto 50% of the total cost subject to a ceiling of Rs. 10 lakhs
c)	Registration of Brand / IPR outside India	To elevate brand image in international market	Assistance will be upto 50% of the total cost subject to a ceiling of Rs. 20 lakhs per beneficiary 100% in case of APEDA

GUIDELINES FOR MARKET DEVELOPMENT

II. SPECIFIC REQUIREMENTS AND CONDITIONS:

The applicant shall ensure compliance of the following specific requirements relevant to the sub-components under Market Development:

I. New Market / Product development through conducting feasibility studies

- a. Quotation/proforma invoice on letterhead from reputed consultant clearly indicating the title of study, scope of work, cost, validity of quotation, payment terms etc. Point no.iii under General requirements may also be referred for submission of all relevant documents.
- b. The study proposed should not be a repetition of similar studies conducted in the past.
- c. Clear justification for conducting proposed study should be provided.

II. Assistance for trial shipment covering multi-modal transport

- a. Proposal should be sent to APEDA in advance for seeking in-principle approval.
- b. Assistance is available for exploring new markets and test market the new products / packaging in accordance with priorities set by APEDA from time to time.

III. Registration of Brand / IPR outside India

- a. Proposal should be sent to APEDA in advance for seeking in-principle approval.
- b. Details of the product and brand/IPR in respect of which registration is sought
- c. The country in which registration is sought along with justification for such registration.

- d. Cost estimate / fees from the concerned overseas responsible agency for registration of the brand/IPR.
- e. Clearly indicate if the registration is for Trade Mark / IPR / GI.

GENERAL REQUIREMENTS AND CONDITIONS (across all components)

I. GENERAL CONDITIONS

1. Assistance will be applicable for all APEDA scheduled products.
2. The date of submission of online application in APEDA shall be considered as date of receipt of application for grant of In Principle Approval. The expenditure incurred prior to the date of submission of online application in APEDA shall not be considered for assistance. However, any expenditure incurred after submission of on-line application but before issuance of IPA shall not automatically become eligible for assistance and shall be subject to final decision of APEDA taken in this regard.
3. In case of exporters belonging to North - Eastern States, difficult areas namely Himalayan and land locked states, Island Union Territories, SC/ST and women beneficiaries, the assistance will be up to 75% for all activities. However, overall financial ceiling limits in all cases shall remain the same.
4. Following exporters shall be deemed to fall under SC/ST category :
 - a) In case of proprietary concern, proprietor shall be SC/ST
 - b) In case of partnership firm, the SC/ST partners shall be holding at least 51% shares in the unit.*
 - c) In case of private limited companies/Limited Liability Partnership (LLP)/Farmer Producer Companies (FPCs), at least 51% shares shall be held by SC/ST directors/promoters.*

*The partner/director/promoter should hold at least 51% share in the unit for preceding one year of application for financial assistance and the holdings of SC/ST partner/promoter/director shall remain at least 51% for the subsequent period of at least two years of reimbursement of the financial assistance. In this regard, an undertaking has to be submitted by the applicant.

5. Following exporters shall be deemed to fall under Women Entrepreneur category
 - a) The concern should be in existence for at least one year
 - b) In case of proprietary concern, proprietor shall be woman
 - c) In case of partnership firm/FPOs/FPCs/LLP/Private Limited companies, all the partners/director/promoters shall be women.
6. For organic products, the unit should have scope for processing under the NPOP requirements
7. APEDA shall charge processing fee as approved by the Department of Commerce (DoC), Ministry of Commerce and Industry, Government of India on disbursed amount which is presently 5% + GST as applicable. The processing fee shall be deducted at the time of release of funds to the applicant.
8. The assistance under Financial Assistance Scheme of APEDA is available to registered exporters or other organizations such as Central/State agencies, FPOs etc. for APEDA Scheduled Products.
9. Application should be accompanied with the following documents duly self-certified. It should be submitted physically within 30 days from the date of online application otherwise, the application would be cancelled.

10. For purchase of new equipment, quotation/ proforma invoice/ bills should be obtained from minimum three Original Equipment Manufacturer (OEM) or their authorized distributor/ dealer of the equipment. The quotations shall be sought from minimum 3 suppliers. The applicant is free to place work order at any of the three bidders however, APEDA's assistance shall be computed on the lowest quoted rate.
11. In case of feasibility study the quotation has to be sought from the reputed consulting firms having experience of 5 years in the relevant field.
12. The quotations should clearly show the address, GSTN, TIN and PAN, product description with detailed specification, validity date and item wise cost/unit and total amount. Technical brochure/literature/Pamphlet depicting equipment details in case of infrastructure/laboratory equipment/any other assets etc with clear mention of the utility
13. Wherever civil work is involved assistance by APEDA shall be restricted only to Technical Civil Work required for the project The cost estimate depicting Bill of Quantity, rate/unit and total amount duly certified by a Chartered Engineer or Civil Architect shall be submitted for civil work.
14. The grant will be restricted only to the plant and machinery and technical civil work created after submission of on-line application. The financial assistance towards the technical civil work component of the project shall be limited to a maximum of 25% of the total eligible financial assistance of that application. However, any expenditure incurred after submission of on-line application but before issuance of IPA shall not automatically become eligible for assistance and shall be subject to final decision of APEDA taken in this regard.
15. Training program / schedule / calendar or prospectus of the institutions illustrated in the Annexure 8 shall be submitted along with the application.
16. The exporter shall submit online quarterly export performance from the assisted unit, on APEDA website even if the export is nil.
17. In-Principle Approval (IPA) of APEDA is required for all components of the scheme except for Lab testing charges as mentioned under sub-component 5.
18. Subsequent to issuance of IPA, amendments in the same can be considered on the request of the applicant but within the validity of IPA.
19. The request for extension of IPA may be considered by APEDA case to case basis on merits.
20. APEDA reserves the right to get the projects appraised from an outside agency. In case the project is not found viable, the application shall not be considered. The grant of In-Principle Approval shall be based on eligible items and activities only and any expenditure on ineligible items or activity shall not be considered.
21. APEDA reserves right to intervene in the charges fixed by the agencies that do not commensurate with the services rendered to the exporters.
22. The decision of APEDA relating to admissibility of claim shall be final and mere filing of application shall not provide any right to claim financial assistance
23. Any change in ownership/management of the company shall be the responsibility of the exporter to get the same incorporated in the Registration cum Membership certificate (RCMC) issued APEDA.
24. Reimbursement of eligible assistance from APEDA will be back ended, upon completion and submission of claim by applicant in accordance with terms and conditions of the In Principle Approval letter issued and subsequent physical verifications by APEDA.
25. It is the responsibility of the applicant to file final claim documents complete in all respects well before the expiry of the original or extended validity, if any, of the In-Principle Approval letter.

26. If the applicant/beneficiary has more than one manufacturing unit at different locations, APEDA may consider assistance for each such separate unit. However, such units must be first incorporated in the IEC and APEDA RCMC.
27. The Budgetary allocation to APEDA is given by Department of Commerce. The actual allocation may vary from year to year. Disbursement of assistance is subject to actual budget allocation by the Government. Financial assistance is provided subject to availability of the funds in APEDA and grants by the Government.
28. Financial assistance is provided subject to continuation of the scheme. There shall be no claim by the applicant in carrying forward the application for financial assistance beyond the plan period (2021-26)
29. The applicant has to comply with requirement of Registration / license with Food Safety and Standards Authority of India (FSSAI) and/or any other regulatory authorities
30. The beneficiary getting financial assistance under Integrated pack-house, reefer van, cable car, up-gradation of facility should not sell his/her unit before five (5) years of disbursement of financial assistance.
31. Exporter should submit declaration stating that no financial assistance has been availed from any state/centre agency. If application also submitted to other state/centre agency, then details for it should be submitted in online application.
32. APEDA reserves the right to conduct pre-inspection of the unit and/or site of the applicant before putting up to the Technical Committee.
33. Application will be summarily rejected in case it is found incomplete, unsatisfactory pre-inspection report, and not as per the guidelines prescribed.
34. All matters of dispute arising out of APEDA financial assistance scheme (FAS) shall be governed by Indian law and subject to Court jurisdiction in New Delhi only. Both the party shall make all effort to resolve any dispute by way of reconciliation. In the event of any question, dispute or difference arising under the Scheme in connection therewith remains unresolved, the same shall be referred to Chairman, APEDA and his decision shall be final.

PROCEDURE FOR FILING OF APPLICATION AND DOCUMENT REQUIREMENTS

- i. A detailed proposal containing company profile, nature of the project, existing infrastructure, proposed infrastructure, benefit from the proposed facility in terms of capacity increase / quality up gradation, existing and proposed process flow chart, intended market viability etc. The cost of project should be duly supported by Quotations (for equipment), Bills of quantity (for civil work) etc.
- ii. It is mandatory for the applicant to file the application online for seeking financial assistance through the Submit FAS Application in the Schemes Menu given on APEDA website www.apeda.gov.in
- iii. After successful submission of the online application a Track no. shall be generated through the system. The applicant has to submit print out of the online application submitted and a copy of the electronic acknowledgement sheet bearing application Track No. along with the above mentioned relevant documents within 30 days from the date of online application. Failure to do so shall result in automatic cancellation of online application.

PROCEDURE FOR APPROVAL

- i. The proposals would first be evaluated by an Oversight Committee to ensure:

- a. equitable distribution of assistance disbursed by APEDA, both geographically and in terms of product lines;
 - b. that geographically disadvantaged states (land-locked, hilly and north-eastern states) and smaller/ first-time exporters get preference in disbursement of assistance; and
 - c. that the beneficiary getting assistance from APEDA does not claim assistance under any other scheme of Government of India for the same project/ proposal.
- ii. Composition of the Oversight Committee would be as under:
 - (i) Joint Secretary (EP – Agri), D/o Commerce – Chairman
 - (ii) Chairman, APEDA
 - (iii) Director/ Deputy Secretary (EP – Agri), D/o Commerce
 - (iv) Director, APEDA
 - (v) Secretary, APEDA
 - (vi) HoD, Infrastructure, APEDA
 - (vii) HoD, Fresh/Processed Fruits and Vegetables and Processed Food, APEDA
 - (viii) HoD, Finance, APEDA – Convener
 - iii. The Oversight Committee will meet at least once every month. Presence of 50% of the members would constitute a quorum for the meetings.
 - iv. The Oversight Committee may decide to allow proposals under certain sub-components to be directly processed by APEDA, without being scrutinized by the Committee.
 - v. Financial and technical appraisal of the proposals would be done by APEDA, directly or through a Technical Committee constituted by the Chairman, APEDA.
 - vi. The proposals complete in all respects and recommended by the Oversight Committee shall be processed by APEDA for grant of In-Principle Approval.
 - vii. APEDA or the agency authorized by APEDA may conduct physical verification of the applications related to creation of infrastructure, if required.
 - viii. All eligible applications for financial assistance for creation of infrastructure shall be evaluated by a Technical Committee constituted by APEDA.
 - ix. Subsequently letter containing In- Principle Approval (IPA) shall be issued to the applicant.

SUBMISSION OF FINAL CLAIM DOCUMENTS

1. It is the responsibility of the beneficiary to file final claim documents complete in all respects before the expiry of the original or extended validity, if any, of the In-Principle Approval. For financial assistance in certain sub components where IPA is not required, the final claim documents shall be submitted within a period of three months of the completion of the activity. However, in case where export documents are required to be submitted along with the application, the same shall be submitted within six months.
2. The applicant is required to submit the following documents as applicable for re-imburement of financial assistance, from APEDA:-
 - i. CA Certificate in prescribed format (Annexure 5). The CA firm should mention the registration no. issued by Institute of Chartered Accountants besides name, designation and membership no. of the CA signing the certificate.
 - ii. Bank statement reflecting debit entries of payment released to vendors/ suppliers/ foreign suppliers and such entries must be highlighted.
 - iii. For cash payments exporters/implementing agencies must follow the Government of India's provisions for such payment. Proper receipts from vendors/ suppliers/ agencies must be

submitted. The limit of cash payment as per Income Tax Rules as applicable to be followed. (Rs. 10,000/-, at present).

- iv. Indemnity bond on Rs 100/- Non Judicial Stamp Papers as per proforma given in Annexure 6 for capital assets/ equipments etc.
 - v. For capital / movable assets including civil construction etc., must be showing acknowledgement of APEDA's assistance (APEDA logo in actual colour and design along with words "Assisted by APEDA" shall be painted. It may be noted that stickers are not permitted.
 - vi. Installation certificate from Chartered Engineer for capital assets.
 - vii. For imported equipment relevant documents shall be provided by the applicant.
 - viii. Financial assistance for organic products shall be subject to submission of valid Scope Certificate for processing facility issued by an Accredited Certification Body under NPOP.
 - ix. For laboratory equipment assistance, bio data of the technician shall be submitted.
 - x. Screen shot of laboratory showing entry of payment in accordance with bank statement on the Laboratory Testing software etc. shall be submitted along with claim documents
 - xi. Audit surveillance format for quality management systems (Annexure 4) should be submitted along with final claim documents
 - xii. For seminars/group activities, a statement related to the specific activity for which sanction is granted duly certified by Chartered Accountant / Utilization Certificate in case of Govt. agency.
 - xiii. For seminars/group activities, a detailed report must also be submitted along with photographs.
 - xiv. A copy of the feasibility study report wherever applicable shall be submitted.
 - xv. A certificate from the concerned institute regarding completion of the training along with the fee paid for the training cost shall be submitted in APEDA after completion of the training for claiming financial assistance.
 - xvi. For claim under sub-component 5, the applicant shall submit a declaration stating that the sampling and analysis was carried out for exports. A CA certificate for this shall be submitted along with claim.
3. Upon receipt of claim, APEDA or the agency authorized by APEDA shall conduct physical verification of the capital assets, wherever applicable before disbursement of assistance.

DISBURSEMENT OF FINANCIAL ASSISTANCE

- i. The documents submitted shall be scrutinized in APEDA.
- ii. In case of any discrepancy clarification / required documents shall be sought from the applicant.
- iii. The final claim documents complete in all respects, shall be processed for approval.
- iv. Aadhaar number shall be provided by the beneficiary in all cases i.e. individual, partners, directors as the case may be which is mandatory.
- v. The assistance amount shall be released to the beneficiary, direct in their account as per detail submitted in the application.

ANNEXURE - I

DOCUMENTS SPECIFICALLY REQUIRED FOR COMMON INFRASTRUCTURE UNDER COMPONENT 1(F)

Appendix –I

Template of DPR

1. Name of the applicant/ company / firm with details of registration no. of company / firm along with names of the directors/promoters in the prescribed format:

S No.	Particulars	Details
i.	Name of Applicant	
ii.	Type of organization (Govt. Institution / organisation, NGO, Co-operative)	
iv.	Location of Project (North East States, Himalayan States, Islands & ITDP Areas)	

2. Contact details of the Head of organization & Project handling agency including addresses, telephone, mobile, fax, e-mail, website, PAN etc.

S No.	Name of Promoter(s)/Partner(s)	Address	Telephone No.	Mobil eNo.	E-mail Id	PAN No.	Any other details
1.	Head of organization						
2.	Project handling Agency deputed by Head of Organization (Applicant)						
Please add additional rows, if needed.							

3. Past experience of organization for Common Infrastructure Projects (Agriculture/Food Processing, Cold Chain (Pl. enclose documentary evidence regarding experience and turnover)

S No.	Name of Project	Funding pattern	Status	Remarks, if any

4. Project Details:

- a. Main objective and activity of the project.
- b. Sector of Project (Agriculture, Floriculture, Horticulture, Processed Foods,

Dairy, Meat, Poultry, ready to Eat/Ready to Cook/ Mixed etc.):

5. Land Details.

(i) Proposed Locations of Land for all project facilities and status of their acquisition along with longitude & latitude coordinates

Location of Land	Facility (Distribution Hub/ Farm Level Infrastructure)	Area (Sqm)	Status of possession (Owned/ leased**) (Document Submitted Yes/No)	In case of lease (Period of lease in years **) (Documents Submitted Yes/No)	Status of Land Use Conversion (CLU) (Document Submitted Yes/No)	Connectivity Details. Distance (in kms) from: a. National Highway b. State Highway c. Freight corridor d. Colon Quadrilateral	Distance from Catchment Area (kms)	Coordinate Details (Longitude & Latitude)	Ref Pg no. in DPR*
Land 1									
Land 2									

*DPR should have a detailed chapter on proposed land, raw material production and supply statics for the catchment area and destination for exports along with export business plan.

** In case of leased land, period of lease should be not less than remaining period of 15 years.

6. Proposed facilities

S. No.	Type of facilities proposed to be created (list of machineries)	No. of Units	Total Capacity [MT,Ltrs, MT/Hr., where ever applicable]	No. of Days of operation of each facility in a year
i.				
ii.				
iii.				
iv.				
v.				

7. Proposed Project Financials

a. Estimated Project cost details

Item	Amount (₹ in lakh)
Site Development	
Technical Civil Work (TCW)*	
Other Civil Works	
Plant & Machinery (P&M)**	
Common Utilities like Water/ETP/ STP, etc.***	
Pre-operative Expenses	
Interest During Construction	
Margin Money for Working Capital	
Contingencies	
Add other items not listed above	
Total Project Cost	

* The component wise cost breakup of technical and other civil work and plant and machinery should be provided in the Chartered Engineer certificate in the prescribed format as enclosed as Appendix II

***The cost of common utilities may be provided in Chartered certificate where ever applicable.

b. Means of finance

Item	Amount (₹ in lakh)
(a) APEDA's contribution as grant-in-aid	
(b) Own funds	
(c) Term loan, if any	
Total	

c. Basic Revenue Projections

Item	Year 1	Year 2	Year 3	Year 4	Year 5
Turnover					
Cost of Operations					
Gross Profit					
Earnings Before Interest, Tax, Depreciation and Amortization (EBITDA)					
Profit before taxation					
Profit after taxation					

d. Financial Parameters (as per Bank Appraisal Note)

S No.	Particulars	Details (Ratio/%)
i.	Internal Rate of Return (IRR) [(a) With and (b) without grant]	
ii.	Avg. Debt Service Coverage Ratio (DSCR)	
iii.	Break Even Point (BEP)	
iv.	Debt-Equity Ratio	

8. Availability of Raw Material in the Catchment Area - provide details such as Adequate Volume, Wider Mix of Raw Materials, Days of Operation in a Year along with supporting data for processing and exports.

9. Details of the catchment area of the project.

S.No.	Location of the Catchment (Primary/secondary)	Name Village/Dist./APM C	Commodities to be sourced	Quantities to be sourced (per annum)

*DPR should comprise of detailed chapter on proposed catchment (production and supply statistics).

10. Employment Generation projections

- a. Direct Employment:
- b. Contractual Employment with no. of days:
- c. Indirect Employment (specify):

11. Details of renewable/ alternate energy sources including solar energy, if any, proposed to be used for operating the project including inter alia, details of power generation.

12. Details of adoption of modern technology for reducing the carbon footprints and increasing operational efficiency: -

Sl. No.	Name of technology/ item	Basic cost (excluding taxes etc.)	How the technology will help in reducing carbon footprint and/or increase in operational efficiency

13. Details of O&M agency and its activity profile

Name of O&M Agency	Date of Agreement	Copy enclosed (Yes/NO)

14. Details of Agreement with the exporters for user facility for exports

Name of the exporter	Date of Agreement	Copy enclosed (Yes/NO)

15. Export projections for next five years.

Year	Product description	Quantity (in MTs)	Value (in Rs. Lakhs)	Export destination

10. List of Manufacturers/ Suppliers of plant and machinery (enclose quotations)

(a)

(b)

(c)

Signature of the Applicant authorized by the Organization

Date: _____ **Place:** _____

Note- in case application is signed by authorized person of the organization then authorization letter may be submitted along with the application

**CE Certificate (Civil) Format for Technical Civil Work
and Plant and Machinery :(Letter Head of the CE)**

CE certificate (With membership/registration No. of CE) in the following format:

Date:

Name of Project:

Location with address:

Date of site Visit by Chartered Engineer:

Project Progress: (If project has multiple locations, the location wise details should be submitted in below format for each location)

(a) Civil Works

Sl. No.	Name of Component	Proposed Area (sq.m)	Proposed Cost (₹ in lakh)	Rate/ Unit(₹/ Sqm)
	Total			

(b) Plant and Machinery

Sl. No.	Name of Component	Proposed Quantity	Proposed Cost (₹ in lakh)		Supplier/ Manufacturer (Supported by quotations)
			Basic Cost	Taxes, Freight, installation, insurance	
	Component -1				
	Component -2				
	TOTAL				

Signature and Seal of C.E.

Counter signature of promoter/ authorized signatory of company with Seal

DRAFT OF MEMORANDUM OF UNDERSTANDING (MoU)

This Memorandum of Understanding is executed on this day of the month of20-
- between Agricultural and Processed Food Products Export Development Authority (APEDA), constituted under Agricultural and Processed Food Products Export Development Authority Act 1985 (No.2 of 1986), mandated with the responsibility of export promotion and development of agricultural and Processed food products, having its Head Quarter at Third Floor, NCUI Building, 3 Siri Institutional Area, Opp. Asiad Village, August Karanti Marg, New Delhi-110016 (hereinafter referred to as APEDA)

And

.....(hereinafter referred to as “The Agency”) having its office at

And whereas, “The Agency” is mandated with export promotion of agricultural commodities from the state of..... and has submitted a proposal for

And whereas APEDA has agreed to provide a grant-in-aid of Rs..... (Rupees) hereinafter be called as “Grant Amount”) to the “ The Agency “ for ‘the project’.

Now, therefore, both the parties to the MoU have agreed to set up and strengthen this project and abide by the following.

1. Grant would be released by APEDA to the Agency in three installments of 40%, 40% and 20% as per the following terms:
 - a. 1st installment of 40% of the approved grant under the scheme will be released after receiving bank guarantee of equivalent amount i.e 40% valid for the entire duration of the project plus 12 months.
 - b. 2nd installment of 40% of the approved grant under the scheme will be released after ensuring the
 - (i) Utilization of first installment of grant released (Appendix IV),
 - (ii) CA certificate along with all the bills and bank statement (Appendix V)
 - (iii) Site inspection/physical inspection report recommending release of next tranche of payment. (to be done by APEDA)
 - (iv) Any other document desired by APEDA.
 - c. Final installment of 20% of the approved grant under the scheme will be released on commissioning of the project along with signing of O&M contract with the end users.
 - (i) Utilization of second installment of grant released (Appendix IV),

- (ii) CA certificate along with all the bills and bank statement (Appendix V)
 - (iii) Site inspection/physical inspection report recommending release of next tranche of payment. (to be done by APEDA)
 - (iv) Any other document desired by APEDA.
2. The grant released shall be kept in a separate bank account opened exclusively for the proposed project.
 3. After successful execution of the project after the release of the final installment APEDA role is completed and it is responsibility of the agency to monitor the project to ensure that it runs successfully.
 4. APEDA shall charge processing fee as approved by DoC on disbursed amount (presently 5% + GST as applicable). The processing fee shall be deducted at the time of release of funds to the applicant. The processing fee deducted by APEDA shall form part of project cost. In case, at any stage, any project cannot take off due to any technical or financial reason APEDA shall recover the whole assistance amount including processing fee, interest @ 10% per annum and penalty upto 5% of the sanctioned grant.
 5. The responsibility of running, operation and maintenance of the project and all statutory liabilities (legal or financial) accruing from 'The project' rest with The Agency. The Agency will have to comply with the following terms and condition:
 - a) The funds or facility shall not be diverted or utilized for the purpose other than, for which it is sanctioned.
 - b) The agency shall make effective utilization of the assets only for the purpose as visualized, specified and understood under the Scheme.
 - c) The agency shall maintain the assets in good working condition at all times at the given address of the agency.
 - d) The agency shall furnish to APEDA such statement of account and of performance, or any other information called for by APEDA from time to time.
 - e) The Agency will acknowledge the assistance of APEDA by painting the APEDA logo with words "Assisted by APEDA" at a prominent place at 'The Project'.
 - f) The agency shall comply with any term or condition that may be imposed from time to time by APEDA to ensure to achieve the objective of the Scheme and on such condition, being imposed on the agency by notice in writing, the same shall be binding on the agency.
 - g) The agency shall not sell or transfer or alienate or other part with the possession in whole or part of the assets without prior approval by APEDA.
 - h) The agency shall allow the representative of APEDA to inspect the assets and the place of operation of the agency from time to time; and the agency shall allow such inspection without any hindrance whatsoever.
 6. The charges for utilization of the facility would be decided in consultation with APEDA and will be notified by 'The Agency' in the public domain. These charges will be fixed on a scientific basis after examining the relevant factors including cost of services, maintenance/repairs, cost of hiring labour etc.
 7. A monitoring committee will be constituted by APEDA to monitor the progress and utilization of project.

8. The project shall be commissioned by the Agency within a period of months from the date of signing of MoU.
9. The Agency has committed to set up the project within a period of months from the date of signing of MoU. In case of any delay, a penalty of 1% will be imposed for each month delay subject to a maximum of 5% of the project cost.
10. In case of any dispute arising on any of the matter, both the parties agree to settle the dispute amicably. In case the issue is not settled within a period of 3 months of issue of matter then all disputes arising between the parties as to the interpretation, operation, or effect of any clause in this deed or any other difference arising between the parties, which cannot be mutually resolved shall be referred to Courts/ Tribunals having jurisdiction over Delhi only.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum on the day, month and year first above written and concluded it at Pune.

For and on behalf of APEDA

For an on behalf of

Witness 1.....

2.....

Utilization Certificate as per GFR 2017

S. No.	Letter No. & Date	Amount
1.		

Certified that out of ₹_____of grant-in-aid sanctioned during the year_____in favour of _____under this Ministry/ Department letter No. given in the margin and ₹_____on account of unspent balance of the previous year, a sum of ₹_____has been utilized for the purpose of_____for which it was sanctioned, that the balance of ₹_____remaining unutilized at the end of the year____ has been surrendered to Government (vide No. ____dated____) / will be adjusted towards the grants-in-aid payable during the next year_____.

2. Certified that I have satisfied myself that conditions on which the grant-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:

- 1.
- 2.

Signature of Promoter/ Authorized signatory of Company with seal _____

Date _____

Counter signature of
Chartered Accountant with
CA Registration No. with
UDIN

**CA Certificate Format
(Letter Head of the CA)**

Date:

CA certificate (With membership No. and firm registration No. of CA) in the following format:-

The certification is based on the verification of books of accounts, bills, invoices, work orders, bank statements, etc. related to the _____ (name of the project).

i. Project Cost: (₹ in lakh)

Sl. No.	Name of the Component/Item	Cost approved by APEDA	Actual expenditure incurred as on -----		
			Basic	Taxes etc.	Total
1.	Land/development charges				
2.	Civil works — Technical civil works — Other civil works				
3.	Plant & Machinery				
4.	Misc. Fixed Assets				
5.	Others				
	TOTAL				

ii. Means of Finance: (₹ in lakh)

Sl. No.	Item	Means of finance approved by the APEDA	Actual expenditure incurred as on -----
1	Promoter's Equity		
2	Term Loan		
3	Grant from APEDA		
4	Unsecured loan*		
5	Others		

*Details of unsecured loans along with PAN No. of lenders, if any, duly certified by CA.

*Details of advance payment should be provided separately in Annexure

Signature and Seal of C.A and UDIN

Counter signature of promoter/ authorized signatory of company with Seal

Annexure to CA certificate certifying details of payments made for Plant & Machinery and

Sl. No.						
Name of Party						
Components						
Voucher /Billno.						
Date of Voucher/Bill						
Basic Cost						
Taxes, freight, installations, insurance costs						
Total Cost						
Date of Payment as per bank statement						
Mode of Payment						
Amount paid as per bank statement						

Annexure II

Indicative list of equipments for chemical and microbiology disciplines
for commercial and in house laboratories

Sr. No.	Details of laboratory Equipments	Target usage for sample preparation and analysis
1.	LC-MS/MS	Residues of antibiotics, drugs, organic acids, vitamins
2.	GC-MS/MS	Residues of pesticides, volatile compounds
3.	ICP-MS, ICP-OES, ICP-AES, AAS	Heavy metal contents
4.	HR-GC	Dioxins, PCP analysis
5.	NMR	Identification of product origin
6.	HR-MS, CHN analyzer	Carbon foot printing, carbon, hydrogen, nitrogen estimation
7.	UHPLC, HPLC-UV, RI, PDA, FLD, Kobra Cell, etc.	Aflatoxin contents analysis
8.	GC-NPD, ECD, etc.	Pesticides residue analysis
9.	DNA Sequencer	DNA identification
10.	RT PCR, PCR	GMO analysis
11.	Visco meter	Viscosity measurement
12.	FTIR	Proximate profiling
13.	Spectrophotometer	Proximate profiling
14.	UV Visible spectrometer	Proximate profiling
15.	Analytical weighing balances	Sample, CRM, chemical, weighing
16.	Conductivity meter	Conductivity measurement
17.	Centrifuge/high speed centrifuge/refrigerated centrifuge	Sample extraction and centrifuge
18.	Wet & dry grinder, mill, desiccators, vortex, homogenizer	Sample preparation and homogenisation
19.	pH meter	pH level measurement
20.	Extraction, Heating mantles	Sample extraction and heating
21.	Distillation, Digestion unit, Microwave Digestion	Water & sample distillation and digestion
22.	Polarimeter	Polarity measurement
23.	Binocular microscope/3D microscope	Microscopy counting and imaging
24.	Membrane filtration apparatus	Sample filtration
25.	TLC, Eliza reader and scanner	Rapid scanning method
26.	UV Cabinet	Sample extraction
27.	Water bath	Water bath
28.	Melting point apparatus	Heating
29.	Quartz Water Distillation	Water distillation
30.	Laminar Air Flow	Sample extraction
31.	Hot Air Oven	Heating and moisture analysis
32.	Muffle furnace	Sample preparation
33.	Autoclave (horizontal, vertical)	Sterilization of apparatus, glassware, media, disposable
34.	Fume hoods	Sample extraction

35.	Incubators	Sample incubation
36.	Stomacher	Sample preparation
37.	Moisture Meter/Digital moisture meter	Moisture level measurement
38.	Magnetic Stirrers	Sample extraction
39.	Solid Phase Extractor	Sample extraction
40.	Burners	Aseptic work and other burning
41.	Refractometer/ Digital refractometer	TSS measurement
42.	Hunter Lab	Colour measurement
43.	Stability Chambers	Shelf life studies
44.	Deep freezer (Minus 20°C)/Lab scale Refrigerator	CRM storage
45.	Automatic soxhlet apparatus	Fat extraction
46.	Kjeldahl apparatus	Protein estimation
47.	Electrophoresis	Protein identification
48.	Solvent extractor	Extraction of compounds from food samples
49.	Colony counter	Bacteria colonies counting
50.	Bio-safety cabinet	Sample extraction
51.	Thermometer/Digital thermometer	Temperature measurement
52.	Bomb Calorimeter	Measuring calorific value
53.	CO ₂ incubator	Sample incubation
54.	Rotary evaporator	Sample concentration
55.	Lab scale decorticator, husker, shaker, sieves, whiteness tester, hand held moisture meter, calipers, etc.	Proximate analysis

Format of Fee Structure for HACCP/ISO and Food Safety Management System implementation to be obtained by exporters from APEDA recognized agencies

(I) Tentative fee structure to be provided to registered exporters of APEDA for HACCP, FSMS, ISO implementation (to be submitted by implementation agency alongwith application)

Cost in Rs.

- (A) Establishing and assembling in-house team
- Describing product
- Identifying intended uses
- Establishing flow diagram
- Confirming flow diagram
- Establishing GMPs, GHPs, and sanitations
- Listing potential hazards, conducting hazard analysis and any measures to control
- Determining Critical Control Points CCPs
- Establishing critical limits for each CCP
- Establishing monitoring system for CCPs
- Establishing corrective actions
- Establishing verification procedures
- Establishing documentation and record keeping
- Preparation of SOPs

- (B) Awareness/Training
- (C) Tentative travel & hospitality expenses (not more than 25% of implementation cost)
- (D) Taxes

TOTAL

DATE:
SIGNATORY
PLACE:

AUTHORISED
NAME & DESIGNATION

(II) Tentative fee structure to be provided to registered exporters of APEDA for HACCP, FSMS, ISO certification (to be submitted by certification agency alongwith application)

Cost in Rs.

(A) Registration fee

Audit fee

Accredited Certification fee

(B) Tentative travel and hospitality expenses (not more than 25% of certification cost)

(C) Cost of periodic surveillance for 3 years with periodicity (D) Taxes

TOTAL

DATE:
SIGNATORY
PLACE:

AUTHORISED
NAME & DESIGNATION

LINKAGE SHEET

**Consolidated Statement of Firm registration no/Invoice Contains details of
Payment/Phyto no./Container no. & Test Reports**

S. N o	Farm Registr ation No.	Invoi ce No. & Date	Laboratory Payment Details							Phytosa nitary certifica te no. & Date	Con tain er no.
			Name of Labor atory (Regis tered Labor atory of APED A	Bill Amo unt	TDS Amo unt	Net Amo unt	Che que No. & Date	Labor atory Certifi cate/ Test Report no.	Test Rep ort Res ult		

FORMAT OF UNDERTAKING FOR SURVEILLANCE

(To be submitted with reimbursement claim)

(Name of the exporter)

(address of the unit)

(products for which certification has been

granted) shall undertake surveillance conforming to certification procedures for the full period of validity of the certificate as mentioned in the certificate or for three years. The periodicity of the surveillance would be as per the scope of the certification programme. We also agree to furnish the surveillance reports, non-conformities and compliances thereof on completion of the surveillance to APEDA. In case the surveillance is not undertaken by us (the exporter) our registration with APEDA may be cancelled along with recovering financial assistance provided by APEDA.

Place:

Date:

Authorized Signatory

Name of the exporter

**PROFORMA OF CHARTERED ACCOUNTANTS CERTIFICATE FOR
CLAIM (on the letterhead of the Chartered Accountant)**

Certified that an expenditure of Rs. _____ (in words _____) has been incurred by M/S _____ during the period from _____

(Date of Sanction letter) _____ to _____ towards _____ (Project)

The following are the payment particulars: Bill No. _____ and date (claimed by the agency through which the project was executed _____)

Amount (Rupees) :

Particulars of payment made by the exporter have been crosschecked with bank statement and are duly verified:

Cheque	Date	Name of the Party	Payment Towards Invoice No.	Date of Clearance of Cheque	TDS Deducted & Deposited (Rs.)	Net Amount Paid (Rs.)

Dated:

Signatures of Chartered Accountant
Along with UDIN and Seal.

TO BE SUBMITTED IN CASE OF REIMBURSEMENT OF GENERATION OF ASSETS (ON ₹100 NON-JUDICIAL STAMP PAPER)

	<p>BOND made this day of , Two Thousand Eighteen in favour of AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT AUTHORITY, an Authority established by an Act of Parliament, the Agricultural and Processed Food Products Export Development Authority Act, 1985 having its Office at 3rd Floor, NCUI Building, 3 Siri Institutional Area, August Kranti Marg, (Opp. Asiad Village), New Delhi – 16 (hereinafter referred to as “APEDA” which expression shall, unless repugnant to the context, include its successors and assigns) of the One Part.</p>
INDIVIDUAL	<p>* By Shri son of Shri Resident of (hereinafter called ‘the Beneficiary’, which expression shall, unless repugnant to the context, include his heirs, legal representatives, executors, administrators, successors and assigns)</p>
SOLE PROPRIETOR	<p>* Shri Sole Proprietor of M/S, having place of business at ,(hereinafter called the Beneficiary, which expression shall, unless repugnant to the context, include his/her, legal representatives, executors, administrators, successors and assigns.</p>
PARTNER SHIP FIRM	<p>* M/S , a partnership firm duly registered under the Indian Partnership Act, 1932 having its place of business at throughit s registered Partner Shri/Smt. (hereinafter called the Beneficiary, which expression shall, unless repugnant to the context. Include all the Partners of the Firm and their heirs, legal representatives, executors, administrators, successors and assigns)</p>

COMPANY

* M/s _____, a Company registered under the companies Act, 1956 having its registered Office at _____ (hereinafter called 'The beneficiary which expression shall, unless repugnant to the context, include its successors and assigns of the Other Part.

WHEREAS APEDA has evolved and announced a Scheme known as _____ (specify name of the scheme) (hereinafter called 'the scheme') on such terms and limitations as contained in the Scheme.

-
- Strike off whichever is not applicable

AND WHEREAS the Beneficiary has been registered himself/itself for availing the benefits under the scheme as per the relevant norms, conditions and eligibility criteria therefore.

AND WHEREAS APEDA announced a project to provide financial assistance for _____ (Specify the nature of assistance/activity)

AND WHEREAS the Beneficiary has implemented the project and in the process generated the assets, namely _____ (Specify the assets) (the assets so generated shall hereinafter be called the assets)

AND WHEREAS the Beneficiary has incurred expenditure on the project under the scheme towards procurement of the assets; and further submitted a report on the

activities proposed to be undertaken, the aims and objects and the benefits expected to accrue therefrom, with the procurement/generation of the Assets; with proof of incurring of expenditure to the tune of Rs.

(Rupees _____ only) **(Here the exporter has to fill the total expenditure incurred on execution of the project as per the CA Certificate).**

AND WHEREAS in terms of the Scheme, **APEDA has agreed to subsidise the expenditure incurred by the Beneficiary as per the In-Principle-Approval (IPA) letter issued by APEDA in this regard** subject to the Beneficiary executing necessary bond valid for a period of three years assuring and ensuring proper implementation of the Scheme and effective utilisation of the assets.

NOW, THEREFORE, THIS BOND WITHNESSETH as follows :

In consideration of reimbursement by APEDA of expenditure incurred under the Scheme and in generating the assets, of Rs. _____ (Rupees _____ Only) **(Here the exporter has to fill the sanction amount of financial assistance as per the IPA letter issued by APEDA in this regard)** the Beneficiary shall and both hereby agree and undertake to be bound by the terms of this bond hereinafter appearing.

1.	It is the term of this bond that
EFFECTIVE UTILISATION.	1. The Beneficiary shall make effective utilisation of the assets only for the purpose as visualised, specified and understood under the Scheme.
GOOD WORKING CONDITION AT GIVEN ADDRESS.	2. The Beneficiary shall maintain the assets in good working condition at all times at the given address of the Beneficiary;
STATEMENT OF ACCOUNT AND PERFORMANCE.	3. The Beneficiary shall furnish to APEDA such Statement of Account and of performance, or any other information called for by APEDA from time to time;
ACKNOWLEDGEMENT OF ASSISTANCE.	4. The Beneficiary shall ensure that every report or asset produced under the Scheme shall acknowledge that the same was produced with the financial assistance of APEDA;
COMPLIANCE OF FURTHER TERMS.	The Beneficiary shall comply with any term or condition that may be imposed from time to time, by APEDA to ensure to achieve the objectives of the Scheme; and on such condition, being imposed on the Beneficiary by notice in writing, the same shall be binding on the Beneficiary;

NOT TO PUT
TO
COMMERCIAL
USE.

5. The Beneficiary shall not put the assets to commercial use or to a purpose other than the one under and for the implementation and promotion of the Scheme.

NOT TO SELL
ETC.

6. The Beneficiary shall not sell or transfer or alienate or otherwise part with the possession in whole or part of the assets.

NOT TO
VIOLATE
TERMS.

7. The Beneficiary shall not violate any of the terms of this bond on the Scheme during a period of three years from the date of execution of this bond ; and

INSPECTION

8. The Beneficiary shall allow the representative of APEDA to inspect the assets and the place of operation of the Beneficiary from time to time; and the Beneficiary shall allow such inspection without any hinderance whatsoever.

2.

In case of breach of any of the terms of this bond, or the terms that may be imposed by APEDA from time to time as aforesaid and/or the terms of the Scheme, the decision in this regard of the Chairman of APEDA shall be at liberty to

recover the full amount of reimbursement together with interest thereon @ 12% per annum; and shall be at liberty to take any Civil and Penal action as may be advised including cancellation of the Registration-cum-Membership Certificate of the Beneficiary with APEDA, black-listing of the Beneficiary as an exporter by public notice or otherwise, and to informing the same to the Financial Institution, Banks and the Chief Controller of Exports and Imports.

If any dispute or difference arises between APEDA and the Beneficiary in connection with, arising out of or touching the terms of this Bond, and/or the Scheme or in relation to the interpretation of the terms thereof, the same shall be referred to the Sole Arbitration of the Chairman of APEDA: or at his discretion, to an officer appointed by him: and the decision of the Sole Arbitrator shall be final and binding on APEDA and the Beneficiary. The provisions of Arbitration Act, 1940 shall be applicable to such Arbitration; and the venture shall be New Delhi.

Subject to clause 3 above, the jurisdiction to deal with the disputes, claims and heights of the parties, has agreed to be confined to the Courts in Delhi only, and no other Court shall have jurisdiction to entertain the same.

IN WITNESS WHEREOF the Beneficiary has executed this bond in NEW DELHI on the day, month and year first above written.

SIGNED, SEALED AND EXECUTED.

By the
above described

M/s.....

Through
In the presence of

WITNESSES

1. Name :

Address :

**Signature of the
Witness**

2. Name

Address

**Signature of the
Witness**

(THIS BOND NEEDS TO BE NOTARIZED WITH DATE. EACH PAGE OF THIS BOND ALSO NEEDS TO BE NOTARIZED BY THE NOTARY AND SELF CERTIFIED BY THE EXPORTER WITH COMPANY SEAL)

Annexure 8

Indicative list of institutes where exporters can select training programmes for strengthening of technical and managerial skills.

1	ICAR institutions
2	Central / state govt. Agriculture Universities
3	Indian Institute of Foreign Trade
4	NIFTEM, Kondli, Haryana
5	CFTRI, Mysore
6	ICRISAT, Hyderabad
7	Defence Food Research Laboratories
8	Indian Institute of Technology (IITs)
9	Indian Institute of Management (IIMs)
10	National Institute of Agricultural Extension Management (MANAGE), Hyderabad
11	National Institute of Agricultural Marketing, Jaipur
12	NIRD, Hyderabad
13	Indian Institute of Banking Management, Pune
14	Organizations under United Nation for the development of Agriculture sector, UNCTAD- Empretec
15	Any other reputed National and International institute providing training in development, quality management and export in Agriculture and Processed food sector.
16	International Rice Research Institute (IRRI)