



Warehousing Development and Regulatory Authority
(Government of India)

NCUI Building (4th Floor), 3 Siri Institutional Area,
August Kranti Marg, Hauz Khas,
New Delhi – 110016

Guidelines on Empanelment of Assayers / Assaying agencies or Firms

Warehousing Development and Regulatory Authority

Government of India

Dated: 02.12.2020

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CHAPTER I

PRELIMINARY

1. Short title and objectives

- 1) These guidelines may be called the Guidelines on empanelment of assayers/ assaying agencies or firms.
- 2) These guidelines seek to promote well defined assaying activities in warehouses through trained and qualified persons having expertise in assaying of agricultural /horticultural commodities. Accordingly, these guidelines define the responsibilities and obligations of an assayer and process for empanelment of assayers.

2. Definitions

In these guidelines, unless the context requires otherwise:

- a) "Act" means the Warehousing (Development and Regulation) Act, 2007.
- b) "applicant" means an individual/firm/agency making an application to the Authority seeking empanelment as an Assayer under Chapter II of these guidelines;
- c) "Assayer" means an empanelled individual of the authority who shall assay the commodity as per the WDRA prescribed assaying parameters;
- d) "Assaying agency / firm" means an agency /firm formed by qualified and licensed assayers or an agency /firm employ qualified and licensed assayers.
- e) "Authority" means the Warehousing Development and Regulatory Authority established under the Act;
- f) "Empanelment" means to empanel i.e. to select an individual or a group of people for assessment of agri-commodities as per these guidelines;
- g) "grade" means the quality standard of any goods as notified as grade designation by the Central Government under the Agricultural Produce (Grading and Marking) Act, 1937 or any other law for the time being in force;
- h) "guidelines" means these guidelines issued by the Authority and as amended from time to time.
- i) "inspection" means examination of a warehouse in order to assess compliance

with the provisions of the Act, Rules, Regulations and Guidelines/Circulars made there under and includes physical verification of stocks, equipments, examination of records, collection of information including documents, samples, records from one or more warehouses and any other office or premise of a warehouseman.

- j) "negotiable warehouse receipt" means a warehouse receipt under which the goods represented therein are deliverable to the depositor or order, the endorsement of which has the effect of transfer of goods represented thereby and the endorsee for which takes a good title;
- k) "non-negotiable warehouse receipt" means a warehouse receipt other than a negotiable warehouse receipt;
- l) "regulation" means a regulation made under the WDRA Act and these guidelines;
- m) "Schedule" means a Schedule appended to these guidelines;
- n) "Standard Operating Procedure" means a set of step-by-step instructions compiled by an organization to carry out complex routine operations. The purpose of a SOP is to carry out the operations correctly and always in the same manner.
- o) "warehouseman" means any person who is granted a certificate of registration in respect of any warehouse or warehouses by the Authority or an accreditation agency for carrying on the business of warehousing;
- p) "Warehousing business" means the business of maintaining warehouses in storage of goods and issuing negotiable warehouse receipts;

All other words and expressions used in these guidelines, but not defined, and defined herein and defined in the Act, the rules and the regulations framed under it shall have the same meaning respectively assigned to them in the Act, the rules and the regulations, as the case may be.

CHAPTER II

EMPANELMENT OF ASSAYERS / ASSAYING AGENCIES & FIRMS

3. SCOPE OF WORK

The Warehousing Development and Regulatory Authority (WDRA) hereinafter referred as "the Authority", a statutory regulatory body, has been constituted under section 24 of the Warehousing (Development and Regulation) Act, 2007. One of the functions of the WDRA include regulation of warehouses issuing Negotiable Warehouse Receipts(NWRs) by registering such of the warehouses which meet the infrastructure/ organizational standards, standard operating procedures and

compliance to other local laws as specified by the Authority and intend to issue NWRs. The new registrations rules i.e. the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017 has been notified by the Government of India on February 23, 2017 superseding the earlier rules.

- 3.1 In order to facilitate small warehouses, especially those belonging to PACCS/FPOs, which do not have assayers of their own for grading of the Agri commodities, WDRA intends to empanel qualified professionals as assayers, whose service could be utilized by any Warehouseman for the purpose of sampling & grading, categorization and classification of agricultural commodities on an optional basis. While the responsibilities of assaying the agricultural products will remain that of the registered warehouses, this is only to assist those warehouses who wish to use the services of empanelled assayers to fulfil their obligations for assaying before the issue of e-NWR.
 - 3.1.1 Alternatively a firm/agency formed by qualified and licensed assayers or a firm/agency engaged in undertaking assaying work, employing qualified and licensed assayers can also be empanelled.
- 3.2 The current system of assaying by a warehouseman through his own qualified, trained staff, where ever being done, will continue as before. There would be no change in the requirements specified by WDRA for registration of warehouse, as these shall remain as provided in the Act/Rules/Regulations/guidelines already in force.
- 3.3 Therefore, all the laboratory equipments required as per WDRA norms would have to be maintained at the warehouses.
- 3.4 The warehouseman may engage the services of any empanelled Assayer / Assaying Agency or Firm of his choice.
- 3.5 The empanelled list of assayers is only to aid the warehouseman and is not restrictive in any manner.
- 3.6 The empanelled assayers will be required on all India basis in all regions so that they could be called upon to provide their services to the warehouse in their proximity.

4. Call for applications for empanelment of Assayers

The Authority will empanel assayers pursuant to call for applications for empanelment of assayer/assaying agency/firm. The empanelment would be a continuous process and shall take place as and when the application is received upon fulfilling the eligibility criteria for empanelment of an Assayers / Assaying Agencies or Firms as given in schedule 2.

5. Submission of application

- i. The applicant shall submit the application in the format specified in Schedule 1A. For assaying agencies/firms the format specified in Schedule 1B shall required to be submitted.
- ii. The Authority shall treat the application as complete if all of the following requirements are met –
 - a) the applicant submits the application for empanelment in the format and manner specified;
 - b) the applicant submits all documents required under Schedule 1A or Schedule 1B & C; and
 - c) the applicant declares that he is not into warehousing business.
- iii. The Authority may call for additional information from the applicant and the applicant shall furnish such information within such time as may be stipulated by the Authority.

6. Acknowledgement of application

- i. The Authority shall send an acknowledgement to the applicant within one week of receipt of the application.
- ii. Mere submission of the application for empanelment shall not bind the Authority to empanel the applicant as an Assayer / Assaying Agency or Firm under this document.

7. Persons ineligible for empanelment

- i. Any person that has been blacklisted by the Government of India or the Government of any State or any organization associated with such Governments shall be debarred from empanelment as an assayer.
- ii. Any warehouseman or any person associated with the warehousemen registered with the Authority shall be ineligible.
- iii. The applicant shall not be in the business of warehousing of agri commodities.

8. Eligibility of applicants and evaluation of applications

- i. The Authority shall evaluate applications only if they are complete as per clause 5(ii).
- ii. The application shall be evaluated for eligibility on the basis of the criteria laid

in Schedule 2 and the Authority is satisfied that the applicant meets the criteria laid out in Schedule 2.

9. Empanelment of Assayers / Assaying Agencies or Firms

- i. If the Authority decides to empanel an applicant, it shall issue a written or electronic communication to the applicant and ask him to submit a written acceptance and submits an agreement in the prescribed format within a period of 14 working days of issue of such communication or such time as may be allowed by the Authority.
- ii. If the applicant submits the written acceptance and agreement, the Authority shall empanel the applicant as an Assayer for a period of three years subject to renewal on yearly basis from the date of empanelment unless such empanelment is surrendered or cancelled before such period.
- iii. In case, if any agency or firm after the empanelment subsequently needs additional assayer (s) shall submit the application for each assayer in Schedule 1C.
- iv. If any empanelled agency or firm disengages an empanelled assayer, it should submit/inform in writing to the WDRA immediately.

10. Process for rejection of applications

- i. The Authority may reject an application if it finds that the applicant does not fulfill the eligibility requirements under clause 5.
- ii. The Authority may reject an application if any information submitted by the applicant under clause 5 is found to be false.
- iii. The Authority may reject an application if the applicant does not furnish the information required by the Authority within the time period specified under clause 5. iii.
- iv. The Authority may reject an application if it finds the applicant is ineligible under clause 5.
- v. The Authority may reject an application on any other ground, recorded in writing, if it is satisfied that it is necessary to do so.

CHAPTER III

Responsibilities and Obligations of an Assayer/Assaying Agency/Firm

11. Responsibilities and Obligations

- I. Whenever an empanelled assayer is called for assaying by a warehouseman, he shall be required to perform the following activities.
 - a. Draw samples from the stock to be assayed following sampling procedure prescribed under BIS and as per WDRA Standard Operating Procedure (SOP).
 - b. Follow the process for assaying the parameters required as per WDRA specification prescribed for that commodity.
 - c. Analysis may be done for any other parameters as per the requirements of the warehouse to meet the requirements of any other agency such as commodity exchanges / e-NAM platform or other digital platforms or any other channel.
 - d. He would be required to perform physical analysis only. If any chemical analysis is required, the warehouseman will make his own arrangements to get the same organised /performed from any recognised laboratory or agency.
- II. Warehouseman will provide all equipment required for assaying of physical parameters and which he is required to possess at the warehouse as specified by WDRA.
- III. Assayer will carry out all the required analysis and give certificate indicating the details of analysis and final grading arrived at to the warehousemen as well as the depositor. If he/she so desired,he/she may collect and preserve samples as per WDRA SOP. An additional reference sample may be also be collected by the Assayer for his record.
- IV. Fee for any physical analysis/ assaying / grading shall be borne by the warehouseman as this is the primary responsibility of the warehouseman.
- V. The assayer should also certify/undertake that he has completed the analysis as per the SOP/instructions specified by the WDRA and followed the laid down procedure. In the event of any disputes arising out of the said analysis, the reference sample is to be referred to a NABL accredited laboratories, laboratories notified by the FSSAI/Central Grain Analysis Laboratory (CGAL)/WDRA recognized laboratories for quality assessment under joint signature and seal of all stakeholders.
- VI. Whenever warehouseman contacts any assayer he/ she and in case of a firm /agency his qualified and licensed assayer has to report at warehouse at the time agreed upon for sampling and analysis .
- VII. It is supposed that the assayer will draw sample and give final analysis report on same day, under ordinary circumstances.
- VIII. The assayer will not undertake sampling and analysis task if the concerned warehouseman is in his / her blood relation or a relative as defined in Companies

Act 2013, and immediately inform the warehouse manager concerned to enable him to make alternate arrangements.

- IX. The assayer/assaying agency or firm empanelment would be cancelled by WDRA in case it is found that in more than 5% of the cases, the analysis carried out by him is over-stated/under-stated for the grade/category/assessment in any super-check by an appropriate authority subject to permissible changes occurring due to natural causes.
- X. The empanelment will automatically come to an end with the expiry of the weigher, sampler, grader licence issued to him by the competent authority.
- XI. WDRA reserves the right suspend / terminate empanelment of any assayer or all assayers or assaying agency or firm at any time without assigning any reason.
- XII. The assayer/assaying agency or firm shall not outsource the work of Assaying to any other person, and all reports and communications under these guidelines must be under the name and authority of the assayer/assaying agency or firm.
- XIII. The assayer/assaying agency or firm shall have a valid non-disclosure agreement with the Authority preventing him from disclosing any information gathered during assaying under these guidelines, except if required to do so by order of a court, tribunal or law enforcement agency.

CHAPTER IV

PAYMENT FOR ASSAYING

12. Payment to assayer/assaying agency or firm by warehouseman for assaying

Professional fees will be paid by the warehouseman, as agreed upon between the assayer/assaying agency or firm and the Warehouse Man. No other allowance except the specified professional fee would be payable by the warehouseman to the assayer.

CHAPTER V

CANCELLATION AND SURRENDER OF EMPANELMENT

13. Cancellation of empanelment

- 1) The Authority may cancel the empanelment of an assayer/assaying agency or firm for one or more of the following reasons:
 - a. the assayer/assaying agency or firm fails to comply with any of the terms and conditions subject to which the empanelment was granted to it;
 - b. the assayer/assaying agency or firm fails to respond to a communication issued to him under these guidelines.
 - c. has indulged in fraudulent and malpractices;

- d. has in any manner become incompetent to conduct the business of weighing, sampling and grading; and
- e. has failed to comply with any of the conditions of licence or any other provision of the Act or Rules and Regulations made thereunder; or
- f. has failed to get the Weigher, Sampler, grader licence renewed.

**CHAPTER VI
SCHEDULES**

Schedule 1A

Application form for Empanelment of Individual Assayer

Paste Passport
size picture of
the Authorised
person signing
the application

To,

The Director (Administration & Finance)
Warehousing Development and Regulatory Authority (WDRA)
NCUI Building (4th Floor), 3, Siri Institutional Area,
August Kranti Marg, Hauz Khas, New Delhi – 110016

Subject: Application for Empanelment as Assayer for Warehousing and Development and Regulatory Authority for providing the professional / technical support service to the WDRA registered warehouses.

Dear Sir,

I hereby submit my/our application for empanelment as Assayer for the Warehousing and Development and Regulatory Authority in response to your advertisement appearing in (newspaper) dated along with all the requisite documents as under.

1. Name of the Applicant: -

(In block letters)

2. Date of Birth (dd/mm/yyyy):

3. Father's Name: _____

4. Education Qualification (Attach Certificates)

| S. No. | Course | Year of Completion | University/Organisation |
|--------|--------|--------------------|-------------------------|
| | | | |
| | | | |

5. Complete Residential Address:

6. Telephone No. /Mobile No. : _____

7. E-mail ID : _____

8. Details of Weigher, sampler, grader licence (Please attach self attested copy)

i) Licence No. _____

ii) Detail of Issuing authority: _____

iii) State (of operation): _____

iv) Issue date: _____

v) Valid up to: _____

9. Positions held since entry to

service: _____

| S. No. | Designated & Place & Posting, including the name of the office | From | To | Nature of work |
|---------------|---|-------------|-----------|-----------------------|
| | | | | |
| | | | | |
| | | | | |

10. Details of Assaying conducted along with documentary proof / certificate from client / organisation.

| S. No. | Name of Organisation / Client | Type of Assaying with name of Agricultural Products | Remarks |
|---------------|--------------------------------------|--|----------------|
| | | | |
| | | | |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

"The details of the Assaying of 10 samples are given above. I hereby declare that in all I have conducted assaying of 50 or more samples of Agricultural Commodities as required vide Para 2(a) of Schedule 2,."

11. Declaration in the following format, stating that the Applicant meets the requirements for a fit and proper person:

Declaration by applicant stating compliance with requirements for a fit and proper person

I/ _____ (name of applicant), resident of _____ (complete address), hereby declare and certify that I have perused these guidelines, and as per the requirements for eligibility:-

- a) I have not been convicted by a court for any offence, at any time in the preceding five years;
- b) I have not been declared an un-discharged insolvent;
- c) I have not been declared to be of unsound mind by a court.
- d) I am not under ineligibility/banned/ blacklisted by any Regulatory Authority, State or Central Government/ any other Government institutions in India for any reason whatsoever as on the date of submission of the application.
- e) I am not under investigation by any law enforcement agency for unfair practices or any other offence;
- h) I agree to comply with the provisions of the Act, Rules, Regulations and Guidelines/Circulars made thereunder from time to time during the period of my empanelment with the Authority.

Signature of Applicant or Authorized representative

Date:

Place :

12. I hereby declare that:

- a. after selection for empanelment with WDRA. I will disassociate with warehousing business of any warehouse registered or going to be registered with WDRA and/or entities of WDRA
- b. the assaying report will be handed over to the Authorized Representative of the Depositor/Warehouseman and its copy will be

kept in the record and it will not be shared with any other party without consent of the concerned depositor or eNWR/NWR holder.

- c. as and when asked by the WDRA or Authorized Representative WDRA the information as required will be provided.

Date:

Name and Signature
of the Applicant

Place :

Enclosures

- a) Enclose a copy of self-certified ID and Address proof.
- b) Certificates in support of education qualification.
- c) Proof required as per clause (1) (a) (i) of the qualification requirements. If applicable.
- d) Certificate required as per clause (1) (a) (ii) of the qualification requirements. If applicable.
- e) Self attested Copy of the valid Weigher, sampler, grader license as per 8. Above.

Schedule 1B

Application form for Empanelment of Assaying Agency or Firm

To,

The Director (Administration & Finance)
Warehousing Development and Regulatory Authority (WDRA)
NCUI Building (4th Floor), 3, Siri Institutional Area,
August Kranti Marg, Hauz Khas, New Delhi – 110016

Subject: Application for Empanelment as of Assaying agency/firm for Warehousing and Development and Regulatory Authority for providing the professional / technical support service to the WDRA registered warehouses.

Dear Sir,

I hereby submit an application for empanelment on behalf of my/our Assaying agency/firm for the Warehousing and Development and Regulatory Authority in response to your advertisement appearing in (newspaper) dated along with all the requisite documents as under.

1. Information concerning the applicant (Assaying agency/firm) —

a) Name of the applicant -

b) Type of person —

- I. Company
- II. PSU
- III. Partnership Firm
- IV. Society
- V. Cooperative society
- VI. Trust

c) Address along with documents required as proof of ID and address (out of documents and listed at Annexure -1)

d) Email address:

e) Telephone number:

f) Photograph of the applicant or authorized representative of the applicant signing the application:

g) if the application is submitted by the authorized representative of the applicant, one of the following must be provided:

i. power of attorney:

ii. board resolution authorizing the representative;

iii. board resolution in favour of the person providing a letter of authorization in favour of the authorized representative; or,

iv. a letter of authorization from the governing body of the trust, society, partnership firm, as the case may be (the governing body shall be the body constituted by such organization under its registered incorporation documents).

h) The address, email, phone number of the authorised representative of the applicant must be provided. Enclose ID and Address proof of the authorized representative out of the documents enlisted at Annexure -1.

2. Documents and other information to be submitted relating to eligibility as per Schedule 2.

3. a) Declaration in the following format, stating that the Applicant meets the requirements for a fit and proper person:

Declaration by applicant stating compliance with requirements for a fit and proper person

I/We, _____ (name of applicant), a _____ (Company/PSU Partnership firm/ Society/ Trust), having my registered office at _____ (complete address), hereby declare and certify that I/We have perused these guidelines, and as per the requirements for eligibility:-

a) Neither I or any of my key managerial persons, have been convicted by a court for any offence, at any time in the preceding five years;

b) Neither I or any of my key managerial persons, have been declared an un-discharged insolvent;

c) Neither I or any of my key managerial persons, have been declared to be of unsound mind by a court.

d) I/We am/are not under a declaration of ineligibility/banned/ blacklisted by any Regulatory Authority, State or Central Government/ any other Government institutions in India for any reason whatsoever as on the date of submission of the application.

e) I/We am/are not under investigation by any law enforcement agency for unfair practices or any other offence;

f) Neither I nor my affiliates are licensed by the Authority to carry out any other function under the Act; and

g) Neither I or any of my key managerial persons have conflict of interest with any of the registered warehouse or the warehouse with respect to which an application for registration is made.

h) I/We agree to comply with the provisions of the Act, Rules, Regulations and Guidelines/Circulars made thereunder from time to time during the period of my empanelment with the Authority.

Signature of Applicant or Authorized representative

Date:

Place :

4. Names of the one or more qualified and licensed assayers either employed by the agency/firm or who are parties/stakeholders of the firm -

a) Name of the assayer 1 -

b) Name of the assayer 2 -

c) Name of the assayer 3 -

Note - Details of individual assayers shall be furnished separately for each assayer in the format given in *Schedule 1C*.

The Authority may ask for additional information from the applicant to verify the information submitted in the application.

Date:

Name and Signature of the

Applicant / Authorized representative

Place :

Proof of identity and address to be submitted along with application for registration

The following will be regarded as valid documents to establish the identity and the address of the applicant and the Authorised Representative –

1. In case individual, an attested copy of any one of the documents listed below;
 - (i) Aadhar card;
 - (ii) Permanent Account Number (PAN) card (Only as identity proof);
 - (iii) Driving license;
 - (iv) Passport; or
 - (v) Current passbook of post office/any scheduled bank having photo.
2. In case of PSU an attested copy of the following
 - (i) Notification of the Government regarding establishment of the entity
 - (ii) PAN Card
 - (iii) Annual Report
3. If the applicant is a company, an attested copy of its —
 - (i) certificate of incorporation;
 - (ii) memorandum of association;
 - (iii) articles of association; and
 - (iv) PAN card
4. If the applicant is a partnership firm, an attested copy of both of the following must be submitted:
 - (i) partnership firm registered deed / statement of the partnership firm/ partnership firm;
 - and (ii) Registration certificate of the partnership firm.
5. If the applicant is a society, an attested copy of both of the following (i) Memorandum of association of the society; and (ii) Registration certificate of the society.
6. If the applicant is a Cooperative society, an attested copy of both the following (i) Bye-Laws of the society; and (ii) Registration certificate of the society.
7. If the applicant is a trust, an attested copy of the registered trust deed of the trust must be submitted.

Schedule 1C

Details to be furnished for each individual assayer to be associated with the Assaying Agency or Firm (Separate form to be filled for each Assayer employed by the Assaying agency/firm.)

1. Name of the Assayer: _____

(In block letters)

2. Date of Birth (dd/mm/yyyy):

3. Father's Name: _____

4. Education Qualification (Attach Certificates)

| S. No. | Course | Year of Completion | University/Organisation |
|--------|--------|--------------------|-------------------------|
| | | | |
| | | | |

5. Complete Residential Address:

6. Telephone No. /Mobile No. : _____

7. E-mail ID : _____

8. Details of Weigher, sampler, grader licence (Please attach self attested copy)

vi) Licence No. _____

vii) Detail of Issuing authority: _____

viii) State (of operation): _____

ix) Issue date: _____

x) Valid up to: _____

9. Positions held since entry to service: _____

| S. No. | Designated & Place & Posting, including the name of the office | From | To | Nature of work |
|---------------|---|-------------|-----------|-----------------------|
| | | | | |
| | | | | |
| | | | | |

10. Details of Assaying conducted along with documentary proof / certificate from client / organisation.

| S. No. | Name of Organisation / Client | Type of Assaying with name of Agricultural Products | Remarks |
|---------------|--------------------------------------|--|----------------|
| | | | |
| | | | |
| | | | |

"The details of the Assaying of 10 samples are given above. I hereby declare that in all I have conducted assaying of 50 or more samples of Agricultural Commodities as required vide Para 2(a) of Schedule 2,."

11. I hereby declare that:

- d. after selection for empanelment with WDRA. I will disassociate with warehousing business of any warehouse registered or going to be registered with WDRA and/or entities of WDRA
- e. the assaying report will be handed over to the Authorized Representative of the Depositor/Warehouseman and its copy will be kept in the record and it will not be shared with any other party without consent of the concerned depositor or eNWR/NWR holder.

Date:

Name and Signature of the Assayer

Place :

Enclosures

- a) Enclose a copy of self-certified ID and Address proof.
- b) Certificates in support of education qualification.
- c) Proof required as per clause (1) (a) (i) of the qualification requirements. If applicable.
- d) Certificate required as per clause (1) (a) (ii) of the qualification requirements. If applicable.
- e) Self attested Copy of the valid Weigher, sampler, grader license as per 8. Above.

Schedule 2

Eligibility criteria for empanelment as an Individual Assayer/Assaying agency or firm

A. Eligibility criteria for empanelment as an Individual Assayer

The applicant must meet the following conditions in order to be considered for empanelment as an assayer (including Individual Natural Person) by WDRA.

Any individual natural person may be the applicant for empanelment as assayer with WDRA for providing the professional/technical services for assaying the goods/commodities to any warehouseman, who wish to utilize his services and should have the following minimum essential qualifications:

- 1) The applicant must be a fit and proper person.
- 2) A minimum graduate degree in science (with biology/biotechnology), agriculture or bio-chemistry or allied sciences for which a necessary certificate should be attached.
- 3) (a) Have experience of at least five years in one or more of the following fields – storage, Research and Development, sampling & grading (categorization and classification) of agricultural goods/commodities or food products, and should have analyzed at least 50 samples of Agricultural Commodities. In this case he shall submit the proof of analyzing at least ten samples of agricultural/ goods/commodities or food products.

OR

- (b) Ex-officials of Central/State Government, PSU, Autonomous Bodies or Agency, National Agriculture Market (eNAM), Central Warehousing Corporation (CWC), Food Corporation of India (FCI), IGMRI, State Warehousing Corporation(SWC), Indian Council of Agricultural Research (ICAR), State Agricultural Universities (SAUs), State department of agriculture, Directorate of Marketing and Inspection (DMI), National Accreditation Board for Testing and Calibration Laboratories (NABL), Bureau of Indian Standards (BIS), International Organization for Standardization (ISO), Hazard analysis and critical control points (HACCP) or any other state or central agency who have experience of analyzing and testing of agricultural goods/commodities or food products. Any proof of having services in these organization for at least a period 5-years along with a copy of PPO or LPC etc, as applicable, may be furnished.

- 3) Must be a trained and licensed/certified/accredited assayer. He should also be certified as an assayer as per the laws of the state.
- 4) Should possess good IT Skills.

B. Eligibility criteria for empanelment as an Assaying agency or firm

- 1) The applicant must be a fit and proper person.
- 2) The Agency / firm applying for the registration should either be formed by individuals meeting all the criteria for individual assayer given in A above or should be employer of one or more assayers meeting the criteria specified in A above.

Schedule 3

AGREEMENT FOR EMPANELMENT AS ASSAYER/ASSAYING AGENCY OR FIRM FOR THE WAREHOUSING DEVELOPMENT AND REGULATORY AUTHORITY

(To be executed on non-judicial Stamp Paper of Rs.100/- and attested by Notary Public)

This Agreement is made this day of , 2020 by and between Warehousing Development and Regulatory Authority and _____ (the “Assayer/Assaying agency or firm”).

WHEREAS, the Assayer/Assaying agency or firm is permitted to perform limited services for Registered warehouses, subject to the terms and conditions of Assayer’s empanelment with WDRA;

AND WHEREAS, the WDRA desires that the Assayer/Assaying agency or firm to undertake different Assaying assignments at the request of the Warehouses Registered with the Authority and assistance to the Authority in his/ her area of expertise;

NOW, THEREFORE, the Assayer/Assaying agency or firm agrees to the following Terms and Conditions for engagement as an assayer in WDRA

1. The Assayer/Assaying agency or firm shall carry out the work related to its empanelment requirement and as assigned by the accredited warehouseman and WDRA.
2. Assayer/Assaying agency or firm shall not undertake any work which involves entering into financial commitments to exercise powers on matters which are likely to bind the Authority.
3. The agreement shall automatically stand terminated at the end of the empanelment period unless extended by WDRA on the same terms and conditions by issuing a fresh order(s) thereof.
4. Assayer/Assaying agency or firm should maintain confidentiality of the work carried out by them. Assayer/Assaying agency or firm shall not divulge WDRA information to any third parties that they may acquire in the course of their work, other than as specified under Section 2, Responsibilities of an Assayer/Assaying agency or firm.
5. Assayer shall execute and perform the works assigned to them with due diligence, sincerity and according to the best of their intelligence, skill and ability for all such work/assignment as the terms of empanelment with WDRA will require them to do in such capacity.
6. The **Assayer/Assaying agency or firm**, at all times, shall conduct himself / herself and behave honestly, faithfully and properly in the course of discharge

of their duties and as necessary for maintaining office decorum and office protocols.

7. The empanelment does not grant the assayers any right for future employment in WDRA or any benefits admissible to the employees of the WDRA.
8. The **Assayer/Assaying agency or firm** hereby irrevocably agrees to indemnify the WDRA in the event of any action taken by any third party / office with respect to his acts during the empanelment with the WDRA, in the event of any loss, damages or claims and any third party claims arising out of any violations of applicable guidelines.
9. It is agreed to and undertaken by the Assayer/Assaying agency or firm to safeguard the interests of the WDRA and protect the WDRA against any claims or demand made or proceedings initiated by any one against him/her and indemnify the WDRA in that regards including loss, damages, interest or cost thereof.
10. The services of the **Assayer/Assaying agency or firm** can be terminated on a notice of 30 days by either side at any time during the period of engagement.
11. In case, the services rendered by the **Assayer/Assaying agency or firm** are found to be not satisfactory or if there is any breach of the terms of the agreement, the WDRA shall have the right to terminate the services of the Assayer with immediate effect without issuing a notice thereof and the decision of the Competent Authority thereon shall be final and binding.
12. Competent Court in Delhi alone will have jurisdiction to decide the dispute arising out of this empanelment.

Witnesses

1.

2.

Witnesses

1.

2.

Assayer/Assaying agency or firm

WDRA, New Delhi