

Expression of Interest (EOI)
for Empanelment of Event Management
Agency with
WDRA for 02 years

Warehousing Development & Regulatory Authority
4th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg,
Hauz Khas, New Delhi, Delhi 110016

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LETTER OF INVITATION

No. T-30015/3/2026-Technical / 381

Dated: 04-05-2026

Warehousing Development and Regulatory Authority (WDRA) invites sealed Expression of Interest (EOI) from eligible applicants for being empaneled as Event Management Agency with WDRA.

The EOI Document containing the details of background and objective, scope of work, eligibility criteria, evaluation criteria, method of evaluation, selection process, submission requirement etc. are as enclosed. The EOI shall follow a single-envelope submission process, wherein the Applicants shall submit documents pertaining only to the Eligibility and Technical criteria, and no financial proposal shall be sought at this stage.

The EOI Document is also available on the WDRA website **www.wdra.gov.in**.

The interested parties may submit their responses in sealed envelopes in prescribed format to the undernoted address, latest by **23-05-2026 up to 18:00 hrs**, at the following address:

Deputy Director (SAO),
Warehousing Development and Regulatory Authority
NCUI Building, 4th Floor, 3, Siri Institutional Area, August Kranti Marg,
Hauz Khas, New Delhi - 110016, E-mail : ddsao-wdra@gov.in

Queries if any may be referred in writing to at the above mentioned address or at E- mail given above.

Applicants are requested to remain updated for any notices/ amendments/ clarifications etc. to the EOI document through the website **www.wdra.gov.in**. No separate notifications will be issued for such notices/ amendments/ clarifications etc. in the print media or individually. Intimation regarding notification on the above shall be updated on **www.wdra.gov.in**.


Jatin Alagh
Deputy Director (SAO)

1. Disclaimer

The information contained in this Expression of Interest (EOI) document (the “EOI”) or subsequently provided to Applicant(s), whether verbally, in documentary form, or any other medium, by or on behalf of Warehousing Development and Regulatory Authority (WDRA), or any of its employees or advisors, is provided to Applicant(s) subject to the terms and conditions set out in this EOI and any other terms and conditions applicable to such information.

This EOI is not an agreement, nor an offer and is issued solely to receive applications for empanelment as Event Management Agency with WDRA. The purpose of this EOI is solely to provide interested parties with information that may assist them in formulating their application for qualification pursuant to this EOI.

WDRA accepts no liability of any kind, whether arising from negligence or otherwise, for any loss or damage resulting from reliance by any Applicant(s) upon the information provided in this EOI. The issue of this EOI does not obligate WDRA to select or shortlist any Applicant(s) for further stages, nor does it commit WDRA to enter into any agreements with shortlisted Applicant(s). WDRA reserves the right to accept/ reject any or all application(s) without assigning any reason whatsoever.

Participation in this EOI is voluntary, and WDRA reserves the right to withdraw or amend any part of this EOI or invite afresh this EOI at its sole discretion without liability and without assigning any reason, without prior notice or explanation.

2. Information Sheet

S.no	Key Information	Details
1	Name of the Work/ Job	Expression of Interest (EOI) for Empanelment of Event Management Agencies with WDRA for Event initiation and planning, Venue selection and Logistics, Vendor management, Event Promotion and Marketing, Registration and attendee management, on-site event management, post-event activities, compliance and permits and event wrap-up, etc. on all India basis.
2	Empanelment Period	02 Years
3	Organization	Warehousing Development and Regulatory Authority (WDRA)
4	Location	New Delhi
5	Date of Publication of the EOI	04-05-2026
6	Pre-Response Meeting Date & Venue	15-05-2026 WDRA, 4th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi, Delhi 110016. Tel. 011-49092978.
7	Last date & time of Submission of Proposal	23-05-2026
8	Presentation on Proposed Concept	Date & Time will be shared via E-mail to shortlisted Applicant
9	Validity of Proposal	06 Months from the last date of Submission of Proposal/Application.
10	Proposal Language	English
11	Details for Submission of Proposal	Deputy Director (SAO), Warehousing Development and Regulatory Authority (WDRA), 4th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi, Delhi 110016. Tel. 011-49092978.

3. Background Information

- 3.1. The Warehousing Development and Regulatory Authority (WDRA) was constituted on 26th October, 2010 under the Warehousing (Development and Regulation) Act, 2007 for implementation of Electronic Negotiable Warehouse Receipt (e-NWR) System in the country. The mission of WDRA is to regulate and ensure implementation of the provisions of the Warehousing (Development and Regulation) Act, 2007 for the development and regulation of warehouses, Regulations of Negotiability of Warehouse Receipts and promote orderly growth of the warehousing business.
- 3.2. WDRA is a Statutory Authority under the Department of Food and Public Distribution, Government of India. The Authority has its Headquarters in New Delhi, invites this Expression of Interest (EOI) from experienced and reputed Event Management Agencies for conceptualizing, planning, and managing an Outreach event organized in different parts of the country for promoting Electronic Negotiable Warehouse Receipt (e-NWR) eco-system and registration of warehouse with WDRA among various stakeholders.
- 3.3. The primary objective of this EOI is to empanel creative and resourceful event management agencies capable of delivering end-to-end services for high-impact events aligned with WDRA Objectives. The empaneled agencies will help promote registration of Warehouses with WDRA & create awareness about the Schemes i.e. e- Kisan Upaj Nidhi (e-KUN) & Credit Guarantee Scheme-NPF, showcase farmer's success stories, and facilitate stakeholder engagement through targeted events and campaigns across urban and rural India.
- 3.4. As part of the process of improving operational efficiency in organizing Outreach events, it has been decided to create a panel of Event Management Agencies for organizing and managing various events on behalf of WDRA, from conception to completion stages as per the requirement. Accordingly, WDRA hereby invites proposals from interested Event Management Agencies (EMAs) in response to this Expression of Interest (EOI) for providing Event Management Services to WDRA.
- 3.5. The date and location of the WDRA outreach event will be communicated to the Event Management Agencies (EMAs) may be by 07 days in advance, allowing sufficient time for necessary arrangements. The Air conditioning venue—such as an auditorium, convention center, or community hall—for hosting the outreach event shall be arranged by the Event Management Agency. The Empanelled Event Management Agencies advised to obtain the approval of the WDRA of the activities before its execution.

4. Invitation of Expression of Interest(EOI)

- 4.1 This Expression of Interest ("EOI") is being issued for the purpose of **empanelment of Event Management Agencies** and shall be governed through a **two-stage process**, as detailed below:

Stage-I: Empanelment Stage

At this stage, interested entities shall submit their responses to this EOI. Such entities shall be referred to as **"Applicants."**

The Applicants shall be evaluated based on the eligibility and technical criteria specified in this EOI. Applicants meeting the prescribed criteria and securing the minimum qualifying marks shall be **empanelled by WDRA**. Upon empanelment, such Applicants shall be referred to as **"Empanelled Agencies" or "Event Management Agencies (EMAs)."**

Stage-II: Procurement of Services

Subsequent to empanelment, WDRA may, at its discretion, invite **limited tenders / requests for proposals (RFPs)** from the empanelled EMAs for specific event-related assignments.

For the purpose of such Stage-II procurement processes, the empanelled EMAs participating in such tenders shall be referred to as **"Bidders."**

The detailed scope of work, deliverables, timelines, and commercial terms for each event shall be specified in the respective Stage-II tender documents. Work shall be awarded to the successful Bidder(s) in accordance with the terms and conditions of such Stage-II process.

It is clarified that **empanelment under Stage-I does not guarantee award of any work**, and WDRA reserves the right to invite bids, allocate work, or not proceed with any assignment at its sole discretion.

- 4.2 Interested applicant's have to submit their applications in offline mode at WDRA office to participate in the above selection process under this EOI.
- 4.3 They may obtain further information regarding this EOI from the registered office of WDRA at the address given on the EOI Information Sheet from 10:00 hours to 17:00 hours on all working days.
- 4.4 For proper submission of the applications to WDRA, it shall be the sole responsibility of the applicants to apprise themselves adequately regarding all the relevant procedures and provisions as detailed in this EOI directly, as and when required, for which contact details are also

mentioned on the Information Sheet. WDRA in no case shall be responsible for any issues related to timely or properly submission of the applications in accordance with the relevant provisions of the EOI Documents.

- 4.5 Applicants should submit their complete applications in all aspect on or before last date and time of Submission as indicated in the Information Sheet.
- 4.6 The applications will be opened & Evaluated by the committee constituted by the Competent Authority for the aforesaid work.
- 4.7 EOI documents which include Eligibility Criteria, Technical Specifications, and Formats etc. can be downloaded from the WDRA website. Any amendment(s)/corrigendum(s)/clarification(s) with respect to this EOI shall be uploaded on WDRA website. The Applicant's should regularly check for any Amendment(s)/Corrigendum(s)/Clarification(s) on the above mentioned WDRA website.
- 4.8 WDRA reserves the right to cancel/withdraw/defer this invitation for responses without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

5. Empanelment Workflow

Steps involved in empanelment Process are as under:

1. Issue of Expression of Interest.
2. Pre-Response Meeting/ Corrigendum (if any).
3. Submission of applications.
4. Screening for pre-qualifications of the applications.
5. Technical Evaluations of the applications.
6. Applicant securing 70% marks in the technical evaluation shall be eligible for empanelment.
7. Notification of Empanelment (NoE).
8. Submission of Performance Bank Guarantee (PBG).
9. Issuance of Letter of Empanelment (LoE).
10. Invitation of Financial quotes/ rates from the Empanelled Agencies.

6. Scope of Work

- 6.1 The Event Management Agency's (EMAs) will be empanelled to provide comprehensive services for the planning, coordination, and execution of events organized by WDRA. The Scope of Work will vary depending on the specific event to be organized. However, the broad scope of work comprising majority of the events envisaged by WDRA shall include, but not be limited divided into 3 parts as following:

A. Pre- event:

- i. Develop innovative themes, concepts, and formats for events, including conferences, seminars, workshops, award ceremonies, foundation day and exhibitions.
- ii. Propose creative designs for event branding, including banners, stage backdrops, invitations, and other promotional materials. Coordinate with WDRA for approvals on event concepts, plans, and designs.
- iii. Preparation & Printing of brochures, posters, pamphlets, booklets, lanyards, Flex, Vinyl printing, outdoor banners and advertising, etc. Display of banners in the catchment area to create awareness about the event.
- iv. Identify, shortlist, and finalize/book suitable venues for events based on WDRA requirements and conduct analysis for Virtual/physical/hybrid mode of event.
- v. Coordinate with venue authorities for booking, layouts, permissions, and logistical arrangements.
- vi. Ensure compliance with all venue-specific safety protocols, including fire safety and crowd management.
- vii. Conceptualization and provision of Venue Décor and Branding Plans, Presentation of Concepts, designs & themes of the event.
- viii. Coordinating, and liaising with speaker/panellists of the event to provide complete logistics which includes boarding & lodging (if required), local conveyance etc. as per the laid down rules/admissible rates and as per the directions received.
- ix. Coordinate with third-party vendors for fabrication, printing, transport, catering services and other services as required.
- x. Design and supply of badges, notepads, pens, bags/ folders and, mementos as per requirement.
- xi. Ensure timely delivery and quality control of all deliverables from vendors.
- xii. Assess the event's theme and audience to determine the need for an emcee and finalize the communication style. Shortlist potential emcees by reviewing portfolios and conducting interviews if needed. Arrange meetings for event-specific briefings, manage contracts, and arrange logistics, including travel and on-site requirements.

- xiii. Develop and execute a marketing and communication plan to promote events, leveraging digital platforms, social media, and traditional media with provision of Regional Language. Design and distribute invitations, e-mailers, brochures, and promotional content including preparation of Backdrop.
- xiv. Handle logistics for event participants, including travel i.e. local transportation. Arrange for welcome desks, concierge services, and transport facilities at event locations.
- xv. Obtain necessary permissions from local administration authorities, licenses, and insurance for the events and Coordination with various government departments for successful execution of event.
- xvi. Mobilization of Participants i.e. Farmers, traders, warehousemen etc. & arranging local transport for them to attend the event.
- xvii. Ensure on-site coordination, provide technical support, and Preparation of a Contingency plan for events.

B. During the Event:

- i. Construction of stage for the Speakers to address the audience.
- ii. Flower arrangements/decoration on the stage and venue.
- iii. Arrangement of Lamp Lighting ceremony along with all wherewithal, ushers.
- iv. Provide audio-visual equipment, including projectors, LED screens, sound systems, microphones, lighting, and other equipment's etc.. Arrange for technical support staff to operate and troubleshoot AV systems during the event.
- v. Arrange for high-quality live streaming, recording & Photography of events.
- vi. Deploy a dedicated on-site team to oversee and manage all aspects of the event execution.
- vii. Setting up of physical desk to register participants, Handle attendee registrations, distribution of kits, and badges.
- viii. Organize and manage backstage areas, and holding areas for speakers etc..
- ix. Coordinate with catering services for high-quality food and beverages for attendees.
- x. Ensure smooth flow of program segments, including speaker line-ups and performance schedules.
- xi. Provide logistical support and briefings for emcees, speakers, and performers.
- xii. Arrange logistics for media personnel, such as access passes and seating.
- xiii. Manage protocol requirements, including coordination with dignitaries, and government officials.
- xiv. Coordinate with technical teams for audio-visual setups, cue sheets, and stage transitions.
- xv. Provision of power back-up & air-conditioning at the venue to be ensured for successful execution of the event.
- xvi. Scoping and Provision of service staff for Housekeeping, cleaning and waste

management for the events in discussion. Procurement and supply of the required consumables shall be undertaken by the Agency. The Housekeeping staff should be trained with adequate experience. The selected agency shall bear cost of logistics, food & beverage arrangements, accommodation & their uniforms etc.

C. Post Event:

- i. Identify relevant media outlets and develop press releases and communication materials.
- ii. Coordinate event coverage, including interviews and photo opportunities.
- iii. Facilitate interactions between media and key stakeholders.
- iv. Ensure Printing of brief news in Local daily post Event.
- v. Translation of documents & and simultaneous translation in regional languages if required.
- vi. Ensure high-quality images and videos suitable for post-event marketing and archival purposes.
- vii. Preparation of event analytics and detailed attendance report, Photographs, videos and other records.
- viii. Provide documentation of expenses and deliverables as per WDRA requirements.
- ix. Ensure dismantling and clean-up of the event site post-event execution.

6.2 Target Participants :

- Audience – Farmers, Farmer Producer Organization, Self Help Groups, Traders, Warehousemen, Cooperatives society members.
- Participants: Central Government & State Government officials, Bankers, Repositories officials, Agri- start-ups, Industries representative etc.

- 6.3 While the above mentioned activities are to give an idea on the nature and type of services required, there can be any additional activities of similar nature subject to mutual agreement and within the scope of the Stage-II work order, which the EMA would be required to undertake, based on the requirements from time to time as specified by the WDRA.
- 6.4 Applicant shall be mindful of the fact that the services/items provided during the events shall be of the highest quality/standards befitting the stature of the events.
- 6.5 The detailed scope of work for each event will be specified in the respective Limited Tenders issued under Stage-II from time to time, based on the requirement and discretion of WDRA.

7. Pre- Qualification (PQ) Criteria /Eligibility Criteria

Only Applicants who fulfill the Minimum Eligibility Criteria mention below and provide supporting documents shall be eligible for Technical Evaluation.

S.no	Mandatory Eligibility Criteria	Supporting Documents Required
01	i. The Applicant shall be registered as a Company under the Companies Act 2013 or Companies Act, 1956 or Partnership Firm registered under the Indian Partnership Act, 1932 or LLP registered under the Limited Liability Partnership Act, 2008 or Sole Proprietorship firm or a Society registered under the Societies Registration Act, 1860. ii. Registered with GST Network. iii. Registered with the Income Tax Authorities.	i. Certificate of Registration / Incorporation under the respective Acts in India. The respective Memorandum of Association/Article of Association/Partnership Deed etc. ii. GST Registration Certificate iii. PAN Card
02	The applicant should have a minimum average annual turnover of Rs. 50 lakh in event management service only in the last three financial years (i.e. FY 2022-23, 2023-24 and 2024-25).	Turnover Certificate issued by Chartered Accountant certifying the turnover from Event Management Services. (Annexure - 3)
03	The Applicant Should not be blacklisted by any Government Department, nor shall any criminal case be registered against the firm or its owners/partners anywhere in India. Additionally, the applicant shall not be insolvent, under insolvency proceedings, or declared bankrupt by any	Affidavit of not blacklisting and insolvency. (Annexure - 4)

	competent authority in India.	
04	The Applicant should have undertaken and completed at least three (03) event management works, such as conferences, seminars, exhibitions, etc., each valued at more than INR 10 lakh , for the Government of India, State Governments, PSUs, Autonomous Bodies, Regulatory Bodies in different states during the past three (03) years , ending on the last day of the month prior to the floating of the RFP.	Work order/purchase order/ Invoices/ completion certificate in the name of Applicant issued by the organizer (third party work order will not be considered) (Annexure - 5)
05	The Applicant should have operational office in Delhi/NCR.	Substantial proof of office to be furnished i.e. Rental Agreement/ Latest Electricity Bill/ Telephone /Internet Bill/lease deed etc. as valid proof in the name of applicant

Further Evaluation Shall only be undertaken, if these Eligibility Criteria are met.

8. Technical Evaluation Criteria For Empanelment

Only those Applicant who clear the pre-qualification Criteria/eligibility criteria will be evaluated on technical evaluation criteria. Applicant will be evaluated on the following parameters: **(maximum marks: 100)**. Applicants whose applications are responsive and **score at least 70 marks** in the technical evaluation criteria would be considered technically qualified.

S.no	Criteria	Max Marks	Marks Scored								
1	Minimum annual average turnover (MAAT) of Rs.50 lakh from event management services/work during the last 03 financial years i.e., 2022-23, 2023-24 and 2024-25. <table><tr><th>Minimum Annual Average turnover for three years(Rs.)</th><th>Marks</th></tr><tr><td>Rs. 50 lakhs to 02 Cr.</td><td>10</td></tr><tr><td>02 Cr. to 04 Cr.</td><td>15</td></tr><tr><td>Above 04 Cr.</td><td>20</td></tr></table>	Minimum Annual Average turnover for three years(Rs.)	Marks	Rs. 50 lakhs to 02 Cr.	10	02 Cr. to 04 Cr.	15	Above 04 Cr.	20	20	
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Number of Events	Marks										
03 - 05 Events	10										
Above 05 to 10 Events	15										
Above 10 Events	20										
3	The Applicant should have its offices in different cities across India with at least one office in Delhi NCR.	20									

	No of Offices	Marks		
	01 – 04 cites	10		
	Above 04 to 08 cites	15		
	Above 08 cites	20		
4	Technical Presentation covering the following aspects**: 1. Methodology/planning of the event, backdrop, branding, live streaming, videography, photography, workflow on event management, manpower deployment, statutory compliance. 2. Similar Event Management Work Experience executed by bidder. 3. Awards/ Appreciation letter by any client along with Event details. 4. Core team Structure & In-house technical / logistic capability etc.		40	
7	Overall Composite Score		100	

** The Applicants will be called for a detailed presentation on each of the above aspects, at a date and time provided by WDRA, in order to facilitate a Comprehensive evaluation of the respective proposals. In case of non-attendance of applicants in the presentation, the application shall be given '0' (zero) marks against the technical presentation criteria.

9. Issuance of Notification of Empanelment NoEs and Letter of Empanelment LoEs

- 9.1. The Applicants securing scores 70% marks & above in the Technical evaluation process shall be empaneled. At the end of selection process under this Express of Interest (EOI), Notification of Empanelment (NoE) will be issued by WDRA to the selected Event Management Agency's (EMAs).
- 9.2. The no. of EMAs to be empaneled will be based on the scores secured by the Applicants and at the discretion of WDRA. The above mentioned cut off marks of 70% may be relaxed at the WDRA discretion.
- 9.3. The EMAs are required to submit the PBG as per clause 11 of the EOI within 15 days of issuance of NoE. Subsequent to successful verification of PBG, the Letter of Empanelment (LoE) will be issued to the EMAs.
- 9.4. Each selected EMA shall acknowledge the LoE and return duplicate copy with signature of the authorized signatory of the selected EMA within 15 (Fifteen) days of issue of LoE, failing which it will be deemed to have been accepted by the selected EMA.
- 9.5. In all cases, WDRA decision regarding empanelment of Applicants under this EOI shall be final and binding on all participating Applicants.

10 Debarment from Participating in WDRA Future Tenders

WDRA reserves the right to carry out the performance review of each Applicant from the time of submission of application. In case it is observed that applicant has not fulfilled its obligations in meeting the various timelines envisaged in stage-II process, in addition to the other provisions of the EOI, such applicant may be debarred from participating in WDRA any future tender for a period of 02 years by the competent authority.

11. Performance Bank Guarantee (PBG):

- 11.1. The Empanelled Agencies or EMAs shall submit a **Performance Bank Guarantee (PBG) for a value of Rs. 6, 00,000/- (Rupees Six Lakhs Only)** within 15 days of issuance of NoE. It may be noted that the EMAs shall submit the PBG according to the Format Prescribed in (Annexure-8) with a validity period up to (& including) the date as on 28 months from the date of issuance of NoE. It may be noted that LoE to the Empanelled agencies/EMAs shall be issued only upon successful verification of the PBG submitted by the EMAs. Electronic

Bank Guarantee (e-BG) is also acceptable against PBG under this EOI.

- 11.2. In case of non-submission of PBG within the above deadline, NoE issued will be cancelled by WDRA and the empanelment of the applicant shall stand terminated.
- 11.3. The PBGs are required to be submitted in the name of EMAs. The EMA shall furnish the PBG from an Indian branch of a Scheduled Commercial Bank as listed on the website of Reserve Bank of India, as applicable on the date of issuance of bank guarantee.
- 11.4. The format of the Bank Guarantee prescribed in the (Annexure-8) (PBG) shall be strictly adhered to and any deviation from the above Format shall result in rejection of the PBG and consequently, the Application. In case of deviations in the format of the Bank Guarantee, the corresponding LoE will not be issued.
- 11.5. The Bank Guarantees have to be executed on non-judicial stamp paper of appropriate value as per Stamp Act relevant to the place of execution.
- 11.6. All expenditure towards execution of Bank Guarantees such as stamp duty etc. shall be borne by the EMAs. Any Bank Guarantee or amendment to be submitted as part of the empanelment process including for the work as specified in the subsequent limited tender under Stage-II, if awarded as per applicable process, shall be effective only, when the PBG issuance message is transmitted by the issuing bank through SFMS to State Bank of India, Branch- Asian Games Village, Delhi, IFSC: SBIN0007407, Client Name: Warehousing Development and Regulatory Authority and a confirmation in this regard is received by WDRA". The applicant shall submit copy of SFMS message as sent by the issuing bank branch along with the original bank guarantee.
- 11.7. The PBG shall be returned to the EMAs, within 60 days of completion of the Empanelment Period or extended Empanelment Period, after taking into account any penalties due to delay in execution/ poor performance/ non execution by the Appointed Agency/EMA as per Clause 12 of the EOI.

12. Liquidated Damages Clauses

- 12.1 The Event Management Agency (EMA) shall perform its obligation in a professional and time-bound manner, commensurate to the quality of work as expected by WDRA. In case of delay in execution/ poor performance/ non execution of the assigned work to the Appointed Agency, WDRA may impose penalty as per the performance matrix detailed below:

S. No.	Issues	Penalty as a percentage of PBG amount
1	Non/poor-functioning of the Equipment including but not limited to AV equipment, etc.	30%
2	Poor quality/deviation of furniture/collateral items & Catering supplies, etc.	20%
3	Poor quality/finishing of Event Branding materials comprising banners, standees, pamphlets, invitation cards, etc.	30%
4	Late completion of the work , etc.	30%
5	Refusal to do the work	100%

- 12.2 It is clarified that the Penalties specified herein are genuine pre-estimate of loss and applicant/ Bidder/EMA expressly agrees that in the event of invocation of PBG, WDRA is under no obligation to produce any estimate of loss in this regard.
- 12.3 The Penalty shall be recoverable from the Performance Bank Guarantee furnished by Event Management Agency and/or adjusted against any amounts payable to the EMA under its bills/invoice.
- 12.4 In the event of delay beyond the stipulated timelines or refusal/failure to perform the work, WDRA shall have the right, after giving reasonable notice, to terminate the contract.

Upon such termination, WDRA shall forfeit the PBG as per prescribed in clause no.12.1 above and may get the work executed through any other empanelled agency of its choice.

Any additional expenditure incurred by WDRA on account of such execution, including due to higher rates, shall be recoverable from the Performance Bank Guarantee (PBG) and/or any amounts payable to the EMA.

In the event of any shortfall in recovery, WDRA shall be entitled to recover the same through any other remedies available under applicable law.

- 12.5 WDRA may debar and blacklist the Appointed Agency/EMA for applying in its future empanelment/tendering processes for a maximum period of 2 years from the date of debarment/default for non-performance/poor-performance of the Agency.

13. Duration of Empanelment

The duration of Empanelment under this EOI shall be for **a period of 2 years**. The period of empanelment may be extended further for a period of 1 year depending upon the performance of the Agencies at the sole discretion of WDRA.

14. Payment Terms and Schedule

- 14.1 The selected EMA (i.e. the Appointed Agency), under the Stage-II tender, shall complete the work as specified in the respective limited tender under Stage-II.
- 14.2 Subsequent to the completion of work, the EMA shall be required to raise the invoices within 15 working days of the successful completion of the work.
- 14.3 GST shall be payable as per actual and on submission of the proof of GST payment.
- 14.4 Transportation and Accommodation of EMA's personnel will be the responsibility of EMA during advance visits and actual events at its own risk and cost.
- 14.5 Generally, no advance payment shall be given to the selected EMA. However, in circumstances which require 100% upfront payment for booking of any artists and/or cultural troops, WDRA may pay the advance payment at its discretion.

15. Instructions to Applicants

- 15.1 Applicants are advised to study all instructions, forms, requirement and other information in the EOI documents carefully. Submission of the application shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.
- 15.2 While every effort has been made to provide comprehensive and accurate background and requirements and specifications, Applicant must form their own conclusion needed to meet the requirements. Applicants and recipients of this EOI may wish to consult their own legal advisers in relation to this EOI.
- 15.3 Failure to comply with the requirements of this paragraph may render the application non-compliant and the application may be rejected.

Applicant must

- i. Include all documentation specified in this EOI;
 - ii. Follow the format of this EOI and
 - iii. Respond to each element in the order as set out in this EOI.
 - iv. Comply with all requirements as set out within this EOI.
- 15.4 No applicant shall submit more than one (01) application in response to this EOI. In case more than one application is received from the same applicant, both the applications will be summarily rejected.
- 15.5 The Applicant shall bear all the costs associated with the preparation and submission of the applications. WDRA will not be responsible and liable for any costs, regardless of the conduct or outcome of the empanelment process.
- 15.6 Notwithstanding anything contained in this EOI, WDRA reserves the right to accept or reject any application and to annul the empanelment process and reject all the applications, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.
- 15.7 WDRA reserves the right to reject any application if:
- i. At any time, a material misrepresentation is made or discovered, or
 - ii. The Applicant/s do/does not respond promptly and diligently to request for supplemental information required for the evaluation of applications.
- 15.8 The application and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Applicants with the application may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the Purpose of interpretation and evaluation of the application, the English language translation shall prevail.
- 15.9 The Currency of the purpose of the application shall be the Indian National Rupee (INR).
- 15.10 The applications received, will be opened by the committee constituted for the purpose.
- 15.11 No deviation to the EOI conditions shall be accepted whatsoever.
- 15.12 The court of Competent Jurisdiction at Delhi, shall have exclusive jurisdiction in regard to all disputes in respect of this EOI.
- 15.13 The Applicant shall indemnify WDRA against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him.
- 15.14 All statutory taxes/TDS at the prevailing rates as applicable from time –to-time shall be deducted from Applicant's bills as per rules.
- 15.15 Applicants are advised to visit the WDRA official YouTube channel at <https://www.youtube.com/@WDRAofficial1/streams> to familiarize themselves with the format of the Outreach events. The applicants are expected to make similar arrangements/ any other work under this EOI.
- 15.16 If the Applicant conceals any material information or makes a wrong statement or misrepresents facts or makes a misleading statement in its response to EOI, in any manner whatsoever, WDRA reserves the right to

reject such response to EOI and/or cancel the Letter of Empanelment, if issued, and the Bank Guarantee provided up to that stage shall be encashed. Applicant shall be solely responsible for disqualification based on their declaration in the submission of response to EOI.

- 15.17 All documents of the response to EOI (including EOI and subsequent Amendments/ Clarifications/Addenda) submitted offline must be signed by the person authorized as per Annexure-6/7.
- 15.18 Response to EOI that are incomplete, which do not substantially meet the requirements prescribed in this EOI, will be liable for rejection by WDRA.
- 15.19 Response to EOI not submitted in the specified formats shall be liable for rejection by WDRA.
- 15.20 The response to EOI submitted by the applicant along with the documents submitted offline to WDRA shall be scrutinized to establish as "Responsive of the EOI". Each applicant's response to EOI shall be checked for compliance with the submission requirements set forth in this EOI. If response to EOI not received by due date and time of submission then it will be categorized as "Non-Responsive" & shall not be considered evaluation process.
- 15.21 The Applicant should be directly involved in providing services in organizing the event and should not outsource this responsibility to another company or partner on royalty or commission basis or any other such arrangement.
- 15.22 WDRA will examine all the documents submitted by the Applicants and ascertain meeting of eligibility conditions prescribed in the EOI. During the examination of the applications, WDRA may seek clarifications/additional documents to the documents submitted etc. from the Applicants if required to satisfy themselves for meeting the eligibility conditions by the Applicants. Applicants shall be required to respond to any clarifications/additional documents sought by WDRA within 07 (seven) days from the date of such intimation from WDRA. All correspondence in this regard shall be made through email only. The Applicant may provide an additional email id of the authorized signatory in the covering letter. It shall be the sole responsibility of the Applicants to remove all the discrepancies and furnish additional documents as requested. WDRA shall not be responsible for rejection of any bid on account of the above.

16. Validity of the Response to EOI

The Applicant shall submit the response to EOI which shall remain valid up to the date as on 6 months from the last date of application submission ("Application Validity"). WDRA reserves the right to reject any response to EOI which does not meet the aforementioned validity requirement.

17. Clarifications/ Pre-Response Meeting/ Enquiries/ Amendments

17.1 Clarifications/ Doubts, if any, on EOI document may be emailed.

17.2 WDRA will make effort to respond to the same in the Pre- Response Meeting to be held as mentioned in the Information Sheet.

17.3 A Pre- Response Meeting shall be held as mentioned in the Information Sheet (Venue will be WDRA Registered address).

18 Method of Submission of Response to EOI by the Applicant

18.1 The Applicant should take into account any corrigendum/Addendum to this EOI document that may have been published before the submission of Applications.

18.2 The applicant should submit a single application containing the original of the following documents duly signed and stamped on each page by the Authorized Signatory as mentioned below:

- a. Annexure-1
- b. Annexure-2
- c. Annexure-3
- d. Annexure-4
- e. Annexure-5
- f. Annexure-6/ Annexure-7
- g. Annexure-8

18.3 All attachments elaborated in Clause 07/08 of the EOI, supporting documents regarding meeting the eligibility criteria.

18.4 Signed and stamped copy of all Pages of original EOI documents including amendments, clarifications if any.

18.5 The applicants will be required to submit all the above-mentioned documents, either in person or through post, at the office of WDRA until the application submission deadline.

The application envelope shall contain the following sticker & shall be properly sealed:

EOI for Empanelment of Event Management Agencies with WDRA for 2 years	
Eoi Reference No.	No: T-30015/3/2026-Technical
Submitted by	(Enter Full name and address of the Applicant)
Authorized Signatory	(Signature of the Authorized Signatory) (Name of the Authorized Signatory) (Stamp of the Applicant)
Application Submitted to	DD (SAO), Warehousing Development and Regulatory Authority 4th Floor, NCUI Building, 3, Siri Institutional Area August Kranti Marg, Hauz Khas New Delhi-110016. Email – ddsao-wdra@gov.in

19 Liability and Indemnity

The Applicant agrees to defend, Indemnify and hold harmless WDRA and their respective officials and agents (collectively the Indemnified Persons) and its associated companies from and against any and all claims, actions, damages, expenses, costs and other liability arising out of or in connection with WDRA arising out of any breach of terms of this EOI or any subsequent contract or any negligence or warranty or any other wrongful act, violation of applicable law or default on the part of applicant, its employees, agents , representatives etc.

COVERING LETTER

(The Covering Letter should be submitted on the Letter Head of the applicant)

Ref. No. _____

Date: _____

From:

(Insert name and address of Applicant)

Contact Details -E-mail address & Mobile No.

To,

Deputy Director (SAO),
Warehousing Development and Regulatory Authority,
4th Floor, NCUI Building, 3, Siri Institutional Area,
August Kranti Marg, Hauz Khas, New Delhi-110016

Sub: Response to EoI No. Dated for Expression of Interest
for Empanelment of Event Management Agencies with WDRA for
providing Event Management Services for 2 years.

Dear Sir,

We, the undersigned [Insert name of the 'Applicant'] having read,
examined and understood in detail the EOI including Eligibility Criteria
Requirements in particular, hereby submit our response to EOI.

We confirm that in response to the aforesaid EOI, neither we nor any of
our Ultimate Parent Company/ Parent Company/ Affiliate/ Group Company
has submitted response to EoI other than this response to EoI, directly or
indirectly, in response to the aforesaid EoI.

We are submitting our response to the EoI for empanelment with WDRA for
providing Event Management Services for various events.

1. We give our unconditional acceptance to the EoI, dated [Insert date
in dd/mm/yyyy], issued by WDRA. In token of our acceptance to the
EoI along with the amendments and clarifications issued by WDRA,
the same have been signed by us and enclosed with the response to
EoI.

2. We have submitted our response to EoI strictly as per Instructions/guidelines & Formats of this EoI, without any deviations, conditions and without mentioning any assumptions or notes in the said Formats.
3. Familiarity with Relevant Indian Laws & Regulations: -
We confirm that we have studied the provisions of the relevant Indian Laws and Regulations as required to enable us to submit this response to EoI, in the event of our selection as Selected Agency.
4. We are submitting our response to the EOI with formats duly signed as desired by you in the EOI for your consideration.
5. It is confirmed that our response to the EOI is consistent with all the requirements of submission as stated in the EOI, including all clarifications and amendments and subsequent communications from WDRA.
6. The information submitted in our response to the EOI is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our response to the EOI.
7. We confirm that all the terms and conditions of our application **are valid upto the date as on 6 months** from the last date of submission of response to EOI for acceptance.
8. We have neither made any statement nor provided any information in this application which to the best of our knowledge is materially inaccurate or misleading. Further, all the confirmations, declarations and representations made in our application are true and accurate. In case this is found to be incorrect after our selection as Selected Agency, we agree that the same would be treated as our event of default.

Dated the _____ day of _____, 20....

Yours faithfully

Name, Designation, Seal and Signature of Authorized Person in whose name
Power of Attorney/ Board Resolution/ Declaration.

(Appendix-I to Covering Letter)

APPLICANT'S GENERAL INFORMATION

(Format should be submitted on the Letter Head of the Applicant)

S.No	Description	Remarks
1.	Name of the Applicant	
2.	Status of the Firm (Type of the applicant i.e Company, LLP, Partnership, Sole Proprietorship Firm etc.)	
3.	Applicant Registered in India	Yes/No (if yes, please provide the copy of registration certificate)
4.	Mailing Address of Registered Office	
5.	Mailing Address of Operation Office in Delhi/NCR	
6.	Authorized Contact Person (as per PoA/ Board Resolution) with Name, Designation, Address and Mobile Phone No., E mail address / Fax No. to whom all references shall be made.	
7.	Year of Incorporation	
8.	Permanent Account Number (PAN) of the Applicant (Copy of PAN Card to be enclosed)	
9.	GST Certificate Number (Proof to be submitted –GST No acknowledgement OR Email from GoI)	
10.	GSTN Address	
11.	PF Registration Number with Details (Copy of Registration to be enclosed)	
12.	ESI Registration Number with Details (Copy of Registration to be enclosed)	
13.	Whether company is MSME as on the bidding date. (Certificate, if any)	

(Signature & Name of Authorized Signatory)

Undertaking regarding agreement of all terms of EOI

(Affidavit on Rs. 100 non-judicial stamp paper duly signed and stamped by authorised notary)

To,

Deputy Director (SAO),
Warehousing Development and Regulatory Authority,
4th Floor, NCUI Building, 3, Siri Institutional Area,
August Kranti Marg, Hauz Khas, New Delhi-110016

Dear Sir,

- 1) Having examined the EOI, including all Annexures, Forms and Appendices, the receipt of which is hereby duly acknowledged, we, the undersigned confirm that we meet the prescribed eligibility criteria and hereby submit our response to this EOI for empanelment. We agree to provide the services in conformity with the requirements set out in this EOI.
- 2) We confirm that the corrigendum(s) issued from time to time by WDRA have also been taken into consideration, while submitting this undertaking letter.
- 3) We confirm that we have the in-house capabilities to complete the assignment mentioned under this EOI and any subsequent Stage-II processes, on our own and not through any associate.
- 4) We confirm that we have the necessary technical expertise, resources, and organizational capability to fulfil all requirements stipulated in this EOI and any subsequent Stage-II tender(s) requirement, as may be issued by WDRA.
- 5) We hereby certify that we have provided all the information requested by WDRA in the Prescribed format. The information provided is correct and true to the best of our knowledge. In case at any stage, it is found that the information given by us is false/not correct or in a different format, WDRA shall have the absolute right to take any action as deemed fit without any prior intimation to us.
- 6) We agree to abide by the terms of this EOI from the date fixed for receiving the same or agreed extended period and it shall remain binding upon us and may be accepted at any time before the expiry of the period.
- 7) In the event of our empanelment under Stage-I process, we agree to participate, as and when invited, in the Stage-II procurement processes as a Bidder, and submit bid in accordance with the terms and conditions of the respective tender document.
- 8) We further undertake that, in the event of award of any work under Stage-II, we shall perform and complete the services strictly in accordance with the scope of work, timelines, and contractual terms specified in the relevant tender/work order.

- 9) We agree that empanelment under Stage-I shall not create any contractual relationship or confer any right to award of work. A binding contractual relationship shall arise only upon issuance of a Letter of Award/Work Order by WDRA under Stage-II and its written acceptance submitted by empanelled EMA to WDRA.

Upon such acceptance, the terms and conditions of the relevant Stage-II tender documents, including all corrigendum's, together with our proposal and the Letter of Award/Work Order, shall constitute a binding contract between WDRA and us, pending execution of a formal agreement, if any.

In the event of any inconsistency, the terms of the Letter of Award/Work Order shall prevail.

- 10) We acknowledge that WDRA reserves the right to accept or reject any or all responses/proposals, at any stage, without assigning any reason.
- 11) We understand that WDRA shall not be liable to reimburse any costs or expenses incurred by us in the preparation or submission of this response to EOI or any subsequent proposal.
- 12) We understand that WDRA has the right, without assigning reasons thereof, to
- i. Reject, amend, and modify any condition contained in the EOI.
 - ii. Terminate this EOI.
 - iii. Not award the assignment to any of the Applicant and / or recommence the entire process.
 - iv. Modify the requirements and terms of this EOI and request revised applications from some or all of the Participants.

Signature of Authorized Person of Applicant
Full Name& Designation of Authorized Person

(Annexure - 3)

Format for Turnover Certificate

(This should be submitted on the letter Head of the Applicant)

	Average Annual Turnover (from services pertaining to Event Management)				
Name of Applicant	FY 2022-23	FY 2023-24	FY 2024 - 25	Total	Average Turnover

Certificate from the Chartered Accountant

This is to certify that (name of the applicant) has received the payments shown above against the respective years on account of business fees from services pertaining to Event Management

Seal and Signature of Chartered Accountant:
Name and Address:
Member ship No:
Regn. No. of CA 's Firm:
UDIN:

Note: The Applicant should provide the Financial Capability based on its audited financial statements. Financial Capability of the Applicant parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Applicant.

(Signature & Name of Authorized Signatory)

Format for Affidavit Certifying that Entity, Director/s / Partner/s of Entity are not Blacklisted and Insolvent

(On Non – judicial stamp paper of Rs 100/- or such equivalent document duly Attested by notary public)

I, M/s _____ (Applicant), having its registered office at _____, hereby certify and confirm that neither the Applicant nor any of its promoter(s), director(s), or partner(s) is barred, debarred, or blacklisted by any Central Government, State Government, department, agency, or PSU in India from participating in any project as on date.

We further certify that the Applicant is not insolvent, has not been declared bankrupt, and is not undergoing any insolvency, liquidation, winding-up, or similar proceedings under the Insolvency and Bankruptcy Code, 2016 or any other applicable law in India, nor has any such proceeding been initiated or is pending against the Applicant or its promoter(s), director(s), or partner(s).

We further confirm that we are aware that our Application for the captioned Project shall be liable for rejection if any material misrepresentation or concealment is made or discovered with respect to the requirements of the EOI at any stage of the shortlisting or empanelment process.

Name of the Applicant

.....
.....

Signature of the Authorised Signatory

.....
.....

Name of the Authorized Signatory

(Annexure - 5)

Details of Completed Works of Similar Nature

S.No.	Name of the Event	Name of the Client	Brief Description of the Event including area/number of participants	Date, Duration & Place of Event.	Value (Rs.)

Note: Please attach supporting documents with Work order/purchase order/contracts/ Invoices/ completion certificate for the above furnished information.

Name of the Applicant
.....
.....

Signature of the Authorised Signatory
.....
.....

Name of the Authorized Signatory

FORMAT FOR POWER OF ATTORNEY

(Applicable Only in case of LLP/Partnership)

(To be stamped in accordance with Stamp Act, the Non-Judicial Stamp Paper of Appropriate Value)

KNOW ALL MEN BY THESE PRESENTS THAT, we.....(name and address of the registered office of the applicant) do hereby constitute, appoint and authorize Mr./Ms..... (name and address) who is presently employed with us and holding the position of..... as our true and lawful attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our application for the "Empanelment of Event Management Agencies" with WDRA for 2 years for providing event management services for various events in response to the EOI No dated..... issued by WDRA, New Delhi including signing and submission of the application and all other documents related to the application including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which the WDRA may require us to submit.

The aforesaid Attorney is further authorized for making representations to the WDRA, New Delhi and providing information/ responses to WDRA, New Delhi representing us in all matters before WDRA, New Delhi and generally dealing with WDRA, New Delhi in all matters in connection with application till the completion of the empanelment process as per the terms of the above mentioned EOI.

We hereby agree to ratify all acts, deeds and things done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall be binding on us and shall always be deemed to have been done by us.

All the terms used herein but not defined shall have the meaning ascribed to such terms under the EoI

Signed by the within named.....(Insert the name of the executant company) through the hand of Mr.

(Insert the names of partners in LLP/Partnership).

Dated this day of

Accepted

.....

Signature of Attorney

(Name, designation and address of the Attorney)

Attested

..... (Signature of the Partners of
LLP/Partnership Firm)
(Name, designation and address of the Partners)
.....

Signature and stamp of Notary of the place of execution

Common seal ofhas been affixed in my/ our presence.

WITNESS

1(Signature)

Name.....

Designation.....

2(Signature)

Name.....

Designation

Notes:

The mode of execution of the power of attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and the same should be under common seal of the executant affixed in accordance with the applicable procedure. Further, the person whose signatures are to be provided on the power of attorney shall be duly authorized by the executant(s) in this regard.

FORMAT FOR BOARD RESOLUTIONS

(This should be submitted on the Letter Head of the Applicant)

(Applicable in case of Company)

The Board, after discussion, at the duly convened Meeting on [Insert date], with the consent of all the Directors present and in compliance of the provisions of the Companies Act, 1956 or Companies Act 2013, as applicable, passed the following Resolution:

1. RESOLVED THAT Mr./ Ms., be and is hereby authorized to do on our behalf, all such acts, deeds and things necessary in connection with or incidental to our response to EoI No. issued by WDRA for Empanelment of Event Management Agencies for a period of 2 years for providing event management services for various events, including signing and submission of all documents and providing information/ response to the EOI to WDRA, representing us in all matters before WDRA, and generally dealing with WDRA in all matters in connection with our application for the said empanelment

2. FURTHER RESOLVED THAT pursuant to the provisions of the Companies Act, 1956 or Companies Act, 2013, as applicable and compliance thereof and as permitted under the Memorandum and Articles of Association of the Company, approval of the Board be and is hereby accorded to invest total equity in the Project.

Certified True Copy

.....

(Signature, Name and Stamp of Company Secretary/Director)

DIN No./ CS registration No.....

Notes:

- 1) This certified true copy should be submitted on the letterhead of the Company, signed by the Company Secretary/ Director.
- 2) The contents of the format may be suitably re-worded indicating the identity of the entity passing the resolution.
- 3) This format may be modified only to the limited extent required to comply with the local regulations and laws applicable to a foreign entity submitting this resolution. For example, reference to Companies Act, 1956 or Companies Act, 2013 as applicable may be suitably modified to refer to the law applicable to the entity submitting the resolution. However, in such case, the foreign entity shall submit an unqualified opinion issued by the legal counsel of such foreign entity, stating that the Board resolutions are in compliance with the applicable laws of the respective jurisdictions of the issuing Company and the authorizations granted therein are true and valid.

FORMAT FOR PERFORMANCE BANK GUARANTEE (PBG)

(To be stamped in accordance with Stamp Act, the Non-Judicial Stamp Paper of
Appropriate Value)

Reference:
Bank Guarantee No.:
Date:

To,
Director (Admin. & Fin.),
Warehousing Development and Regulatory Authority
4th Floor, NCUI Building,
3, Siri Institutional Area
August Kranti Marg, Hauz Khas
New Delhi-110016.

OUR LETTER OF GUARANTEE No.:

1. In consideration of the _____ **[Insert name of the applicant]**
(herein after referred to as 'selected Event Management Agency' or 'EMA') submitting
the response to EoI No. issued by Warehousing Development and Regulatory
Authority (hereinafter referred to as WDRA) for "Empanelment of Event
Management Agency" for providing Event Management Services on all India basis
and WDRA considering such response to the EoI of **[Insert name of the
Applicant]** (which expression shall unless repugnant to the context or meaning
thereof include its executors, administrators, successors and assignees) and
empanels the said Event Management Agency and may during the empanelment
period (including the extended period, if any) invite the EMA to participate in
subsequent Stage-II processes for providing Event Management Services as per
terms of EoI and the same having been accepted by the empaneled EMA.
2. WHEREAS, as per the terms of the EoI, the **_[Insert name & address of Bank]**
hereby agrees unequivocally, irrevocably and unconditionally to pay to WDRA at
[Insert Name of the Place from the address of the WDRA] forthwith on demand in
writing from WDRA or any Officer authorized by it in this behalf, any amount up
to and not exceeding Indian Rupees
[Total Value] only,
on behalf of M/s _____
[Insert name of the selected EMA].

This guarantee shall be valid and binding on this Bank up to and including and
shall not be terminable by notice or any change in the constitution of the Bank or
the term of contract or by any other reasons whatsoever and our liability hereunder
shall not be impaired or discharged by any extension of time or variations or
alternations made, given, or agreed with or without our knowledge or consent, by or
between parties to the respective agreement. Our liability under this Guarantee is
restricted to INR __ (Indian Rupees only).

Our Guarantee shall remain in force until..... WDRA shall be entitled to invoke this Guarantee till

3. The Guarantor Bank undertakes to pay to the WDRA any money so demanded notwithstanding any dispute or disputes raised by the EMA in any suit or proceeding pending before any court or Tribunal relating thereto, the bank's liability under this present being absolute and unequivocal. The payment so made by bank under this bond shall be a valid discharge of bank's liability for payment thereunder and the EMA shall have no claim against WDRA for making such payment.
4. The Guarantor Bank further agrees that the guarantee herein contained shall remain in full force and effect during the empanelment period i.e 28 months (including the extended period, if any) that would be taken for the performance of the terms and conditions of the EOI and subsequent agreements /contracts entered between WDRA and the EMA as per stage -II process of EOI. That it shall continue to be enforceable till all the dues of the WDRA under or by virtue of said agreement/contracts have been fully paid and its claims satisfied or discharged or till the WDRA certifies that the terms and conditions of the said Agreements have been fully and properly carried out by the EMA and accordingly discharges this guarantee.
5. The Guarantor Bank hereby agrees and acknowledges that WDRA shall have a right to invoke this BANK GUARANTEE in part or in full, as it may deem fit.
6. The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand by WDRA, made in any format, raised at the above mentioned address of the Guarantor Bank, in order to make the said payment to WDRA.
7. The Guarantor Bank shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by _____ **[Insert name of the Selected EMA]** and/ or any other person. The Guarantor Bank shall not require WDRA to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against WDRA in respect of any payment made hereunder.
8. This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at New Delhi shall have exclusive jurisdiction.
9. The Guarantor Bank represents that this BANK GUARANTEE has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.
10. This BANK GUARANTEE shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank.
11. This BANK GUARANTEE shall be a primary obligation of the Guarantor Bank and accordingly WDRA shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against the selected EMA, to make any claim against or any demand on the selected EMA or to give any notice to

the selected EMA or to enforce any security held by WDRA or to exercise, levy or enforce any distress, diligence or other process against the selected EMA.

12. The Guarantor Bank acknowledges that this BANK GUARANTEE is not personal to WDRA and may be assigned, in whole or in part, (whether absolutely or by way of security) by WDRA to any entity to whom WDRA is entitled to assign its rights and obligations under the EoI.

13.Notwithstanding anything contained hereinabove, our liability under this Guarantee is restricted to INR _____ (Indian Rupees _____ only) and it shall remain in force until We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if WDRA serves upon us a written claim or demand. WDRA shall be entitled to invoke this Guarantee till _____.

Signature:

Name:

For _____[Insert Name and Address of the
Bank] _____

Contact Details of the Bank:

E-mail ID of the Bank:

Banker's Stamp and Full

Address. Dated this _____day of
_____, 20_____

Witness:

1.
Signature
Name and Address

2.....
Signature
Name and Address

Notes:

1. The Stamp Paper should be in the name of the Executing Bank and of appropriate value.
2. The Performance Bank Guarantee shall be executed by an Indian branch of a Scheduled Commercial Bank listed on the website of Reserve Bank of India (RBI), as applicable on the date of issuance of Bank Guarantee