

Expression of Interest (EOI)
For Empanelment of Administrator Warehouse Service Provider

Warehousing Development and Regulatory Authority Government of India

NCUI Building, 4th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz
Khas, New Delhi - 110016, Tel. No. 49536496, 49092978

November, 2025

**Warehousing Development and Regulatory Authority
Government of India**

NCUI Building, 4th Floor, 3, Siri Institutional Area, August Kranti Marg,
Hauz Khas, New Delhi - 110016, Tel. No. 49536496, 49092978

REQUEST FOR EXPRESSION OF INTEREST

WDRA hereby invites Expression of Interest (EoI) from qualified and experienced individuals/ firms for empanelment to act as Administrator Warehouse Service Provider (AWSP) for the purpose of taking control and managing or liquidating the stock or undertaking any specified action in respect of warehouse whose registration has been suspended or cancelled or not renewed or surrendered under the relevant provisions of W(D&R) Act, 2007 or the Authority has decided to take the specific warehouse under its control due to defaults, violations of registration conditions, financial impropriety or failure to perform duties.

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. can be downloaded from the website www.wdra.gov.in

Further details, if any, may be obtained from Deputy Director (SR&R), WDRA during working hours.

Last date for submission of EOI is 28.11.2025 up to 1800 hrs. Sealed envelope marked to the below address, containing "EOI for Empanelment as Administrator Warehouse Service Provider" on the top of the cover. The EoI may be submitted to:

The Deputy Director (SR&R)
Warehousing Development and Regulatory Authority, Government of India
NCUI Building, 4th Floor, 3, Siri institutional Area, August Kranti Marg,
Hauz Khas, New Delhi - 110016, Tel. No. 49536496, 49092978

Applicants meeting the Qualification criteria may be invited for presentation/ proposal before WDRA.

The Deputy Director (SR&R),
Warehousing Development & Regulatory Authority
NCUI Building, 4th Floor, 3, Siri Institutional Area, August Kranti Marg,
Hauz Khas, New Delhi - 1100 I 6, Tel. No. 49536496, 49092978

Note: The EoI is not an offer and is issued solely to receive proposal for empanelment. WDRA reserves the right to accept/ reject any or all proposals without assigning any reason whatsoever. Further, WDRA reserves the right to withdraw/ amend/ cancel /invite afresh this EoI without liability and without assigning any reason. Information provided at this stage is indicative and WDRA reserves the right to amend/add further details in the EOI.

Warehousing Development and Regulatory Authority
Government of India
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LETTER OF INVITATION

No. T-30015/1/2025-Technical

Dated:13.11.2025

Warehousing Development and Regulatory Authority (WDRA) invites sealed Expression of Interest (EOI) from eligible applicants for being empaneled as Administrator Warehouse Service Provider 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 etc. is enclosed.

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 28.11.2025 up to 18:00 hrs, at the following address: -

The Deputy Director (SR&R),
Warehousing Development and Regulatory Authority
NCUI Building, 4th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New
Delhi - 110016, Tel. No. 49536496, 49092978

Queries if any may be referred in writing to Asst. Director (SR&R), WDRA at the above mentioned address or at E- mail: - adsrr-wdra@gov.in

1. BACKGROUND & OBJECTIVE

1.1. The Warehousing Development and Regulatory Authority (WDRA) was constituted under the Warehousing (Development and Regulation) Act, 2007 vide Government of India Gazette Notification dated 26th October 2010. The Act provides for the establishment of the WDRA to exercise the powers conferred on it and to perform the functions assigned to it under the Act, Rules and Regulations for the development and regulation of warehouses, negotiability of warehouse receipts and promotion of orderly growth of the warehousing business in the country.

1.2. WDRA is a Statutory Authority under the Department of Food and Public Distribution, Government of India. The Authority has its Headquarters in New Delhi.

1.3. Total capacity of registered warehouses with WDRA is in excess of 540 LMTs, with more than 7000 no. of warehouses registered all over India. The registered warehouses store different types of notified goods including cereals, pulses, oil seeds, horticulture crops, cash crops, non-agricultural commodities etc.

1.4. Rule 35 of The Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017 states that if the Authority determines that a warehouseman is not likely to make adequate efforts or has communicated his inability to preserve the quantity and quality of goods against which negotiable warehouse receipts have been issued by either relinquishing custody or control of deposited goods, or in any other manner, and such act or omission is likely to cause loss to the quantity and quality of goods against which negotiable warehouse receipts have been issued, the Authority may, for the purpose of preserving the quantity and quality of such goods, immediately take control of and manage, or take control of and liquidate the goods, as it may deem fit.

2. SCOPE OF WORK

2.1. In cases where the Authority decides to take control of the Warehouse under Rule 35 of the W(D&R) Registration Rules 2017, it would do so through the appointment of Administrator Warehouse Service Provider (AWSP). The appointed AWSP shall be required to manage the affairs of the taken over warehouses which may include but not limited to the following tasks:

- a. Custody & Control - Act as a custodian of eNWR stocks in the warehouses that are taken up for control. Taking immediate physical and documentary control of the warehouse, inventory and records.
- b. Inventory Management – Conducting a comprehensive audit and verification of stored goods (quality and quantity) and reconciling them with the issued eNWRs. Ascertain and verify claims of eNWR holders, and identify/ segregate the stocks based on eNWRs.
- c. Preservation – Ensuring the proper preservation and protection of goods stored in the warehouse
- d. Liquidation or management – Implementing a plan for:
 - a. Orderly management of the goods ensuring quality and proper storage
 - b. Delivery of the goods to the eNWR holder (or)
 - c. Sale of the goods if delivery is not taken by eNWR holder within stipulated time (or)
 - d. Sale of the goods on an immediate basis if the quality of the goods is observed to have been reduced or is expected to reduce drastically.
 - e. Safe and proper disposal of the goods if none of the above steps are feasible.
 - f. Any other action that may be deemed necessary by the Authority with regards to the goods under eNWR.
- e. Documentation – Meticulous maintenance of records, accounts and reports as required by the Authority and submission of reports from time to time as required by the Authority.
- f. Liaison – Coordinating with depositors, eNWR holders, banks/ FI, other Authorities and WDRA, Distribution of sale proceeds as per procedure stipulated by WDRA.
- g. Any other work that may be assigned by WDRA.
- h. The applicant must have arrangements for providing services anywhere in India, as and when required.
- i. Applicant must possess sufficient resources including manpower, equipment etc to operate the taken over warehouse as per Standard Operating Procedure of WDRA.

3. ELIGIBILITY CRITERIA

3.1 The applicant must satisfy the following minimum criteria.

S. No	Eligibility Criteria	Description	Supporting document	Compliance
1	Legal Status	Individual, Registered firm, LLP, Company, PSU/ Corporations registered in India.	Self-declaration in support of the same with details such as CIN No., Service Tax No. etc.	
2	Professional Experience	5 years' experience in warehouse management	1. Work order/ Contract copy/Work Performance certificate for 5 years. The documents shall be from minimum of 3 different firms/ organizations.	
3	Financial Stability	Minimum average turnover of Rs. 2 crore in last three financial years. Should have net profit and positive net worth in the last financial year.	Self-declaration in support of the same with details such as year wise turnover, net profit and net worth.	
4	Integrity	Applicant or any of its key personnel must not have been convicted of an offense or debarred/ blacklisted by any regulatory authority i.e. WDRA, RBI, SEBI, IBBI, as also by IBA and any other Govt organization.	Self-declaration in support of the same.	
5	Key Personnel experience	Key Management personnel to have minimum experience and qualification as detailed in para below.	Following details in respect of each key management personnel shall be provided: a. Name, DOB, Contact No., educational and professional qualification b. Details of Training/ diploma/ degree certificates relevant to Warehousing c. Specific experience details – warehouse administration, commodity handling, regulatory compliance, inventory/ audit.	
6	Pan-India presence	Applicant should be operating in atleast two zones of India as defined under Schedule 2, Part A, 1(f) of the Guidelines on empanelment of inspection agencies	Address proof or utility bills in support of address of operational office or warehouse in each zone.	

		and inspection of warehouses dated 24.02.2025	
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4. EVALUATION CRITERIA AND METHOD OF EVALUATION:

4.1. Screening of EOIs shall be carried out as per qualification conditions mentioned in this document and based on verification of testimonials submitted, past experience, strength of manpower and financial strength of the applicant.

4.2. Evaluation Matrix

S.No.	Experience	Item	Marks to be allotted	Total Marks
1	Technical experience and track record	Warehousing operations (Min 5 Years)	a.20 b. Extra 10 marks- if proven experience of 5 years in logistics or commodity finance or insolvency/ liquidation or audit of warehouses c. Extra 10 marks if having previously worked or currently working as a registered Warehouseman of WDRA.	40
2	Key personnel strength	a. 2 Key management personnel to be Graduate in any Biological Science and each having minimum 5 Years of relevant experience b. 2 key management personnel to be MBA with each having minimum 5 Year experience in Warehousing/ Logistics/ Supply chain/worked as Warehouse Manager in a reputed organization	a. 20 b. Additional 5 marks if each of the 4 key management personnel have more than 5 years relevant experience c. Additional 5 marks if a legal officer/ advocate with more than 5 years' experience dealing with cases related to warehousing is employed/ engaged with the applicant	30
3	Pan-India presence	a. Have operations in multiple states of India.	a. Gujarat – 04 marks b. Rajasthan- 04 marks c. Maharashtra- 03 marks	20

			d. Madhya Pradesh – 02 marks e. Uttar Pradesh- 02 marks f. Andhra Pradesh- 02 marks g. Telangana- 01 marks h. Tamil Nadu- 01 mark i. Having office in more than 2 states (out of rest of the states of India)- 01 mark	
4	Financial stability and soundness	Minimum turn-over of two Crore for last 3 years	a. 05 b. 10 if turnover is more than 02 crores for the last 3 years	10
		TOTAL		100

4.3. Presentation and Interview as may be required.

5. SUBMISSION REQUIREMENT:

5.1. Interested applicants must submit their Expression of Interest clearly demonstrating how they meet the eligibility criteria. The submission must include:

- i. Cover letter as per Format – 1 signed by authorized representative referring the EoI No.
- ii. Profile of the Applicant as per Format - 2 with detailed background, organization structure and core competencies.
- iii. Proof of experience – Details of relevant work order/ contract undertaken (minimum of 3 references) particularly in warehousing
- iv. Financial Document - Audited Financial statements (profit and loss and Balance sheets) for the last 3 years.
- v. Key management personnel – Details pertaining to at least 4 key management personnel highlighting relevant qualification and experience.
- vi. Declaration – A self-declaration regarding no conviction, debarment, blacklisting or conflict of interest.
- vii. Declaration as per Format – 3
- viii. Nomination of one of the Key management personnel as an Authorized Representative.

5.2. The proposal, in its complete form in all respects as specified in the EOI, must be submitted to WDRA at the address specified herein earlier. WDRA at its discretion may extend the deadline for submission of proposals.

5.3. The application in Format-1 shall be submitted in a SEALED ENVELOPE super scribing “EOI for empanelment as Administrator Warehouse Service Provider.” The application shall include all documents in support of the qualification of the applicants.

5.4. EOI Documents have been posted on the website “www.wdra.gov.in” which can be downloaded from the website. The applicants are expected to examine all instructions, forms, terms and other details in the EOI carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the applicant’s risk and may result in rejection of the proposal document

6. SELECTION PROCESS:

- 6.1. All EoI will be screened based on eligibility and submission requirement.
- 6.2. All applicants scoring more than the minimum score would be considered for empanelment. Financial aspects including pricing and payment terms would be taken up with such eligible applicants in the next stage.
- 6.3. Based on the scores obtained as per the evaluation matrix, presentation/ interview and financial terms, the panel of AWSP shall be empaneled for a period of 3 years.
- 6.4. WDRA reserves the right to seek clarification or call applicants for a presentation/ interview.
- 6.5. Prior to empanelment, an agreement would be entered into with the selected applicants which would include all terms and conditions of appointment, payment terms etc.
- 6.6 The appointment for a specific warehouse assignment will be made from the panel based on Authority assessment of suitability/ capacity, specific expertise and proximity.

7. CONFLICT OF INTEREST:

7.1. AWSP or its key personnel should not have been associated with the management, ownership, auditing or in any material operation with the taken over warehouse

7.2. Where there is any indication that a conflict of interest with the applicant, parties, key personnel exist or may arise, it shall be the responsibility of the Applicant to inform WDRA, detailing the conflict in writing as an attachment to this offer or at the time of assignment.

7.3. WDRA will be the final arbiter in cases of potential conflicts of interest. Failure to notify WDRA of any potential conflict of interest will invalidate any verbal or written agreement.

8. CONDITION UNDER WHICH EOI IS ISSUED:

8.1. The EoI is not an offer and is issued solely to receive proposal for empanelment. WDRA reserves the right to accept/ reject any or all proposals without assigning any reason whatsoever. Further, WDRA reserves the right to withdraw/ amend/ cancel /invite afresh this EoI without liability and without assigning any reason. Information provided at this stage is indicative and WDRA reserves the right to amend/add further details in the EOI.

9. LAST DATE OF SUBMISSION OF EOI:

9.1. The last date of submission of EOI is: 28.11.2025 (18:00 Hrs.)

9.2. All submissions must be addressed to:

The Deputy Director (SR&R),
Warehousing Development and Regulatory Authority
NCUI Building, 4th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New
Delhi - 110016, Tel. No. 49536496, 49092978

9.3. Copies of the application may be submitted at adsrr-wdra@gov.in.

FORMAT – 1

APPLICANT'S EXPRESSION OF INTEREST

The Deputy Director (SR&R),
Warehousing Development and Regulatory Authority, Government of India
NCUI Building, 4th Floor, 3, Siri Institutional Area, August Kranti Marg,
Hauz Khas, New Delhi - 110016, Tel. No. 49536496, 49092978

Sub: Submission of Expression of Interest for Empanelment of Administrator Warehouse Service Provider with WDRA.

Dear Sir/Madam,

In response to the Invitation for Expressions of Interest (EOI) published on 13.11.2025 for the above purpose, we would like to express our interest to carry out the above proposed task. As instructed, we attach the following documents:

1. Organizational Details (Format-2)
2. Declaration (Format-3)
3. Authorization letter on letterhead of applicant designating the Authorized Signatory with long and short signatures of Authorized person.

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT - 2

S.NO.	ORGANIZATIONAL CONTACT DETAILS	
1.	Name of Organization	
2.	Type of Organization (Individual, Registered firm, LLP, Company, PSU/ Corporations registered in India.)	
3.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
4.	Address of registered office with telephone no. & fax	
5.	Authorized Person with telephone no. & e-mail ID along with authorization letter in favour of the authorized person.	

Enclose: -

1. Any document supporting proof of registration with WDRA

Signature of the applicant

Full name of the applicant

Stamp & Date

Note: This is to be furnished on the letter head of the organization.

FORMAT – 3

DECLARATION
We hereby confirm that we are interested in competing for Empanelment as an Administrator Service Provider (AWSP) registered with WDRA. All the information provided herewith is true and authentic to the best of my knowledge and belief. Authorized Person's Signature. Name and Designation: Date of Signature: Note: The declaration is to be furnished on the letter head of the organization.