

**INVITING QUOTATIONS FOR EVENT MANAGEMENT AGENCY FOR ORGANISING A FASHION  
SHOW &  
COLLECTION DISPLAY AT RETAIL STORE UNDER  
HASTKALA SETU YOJANA PROJECT**

**ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA (EDII),  
AHMEDABAD**



**Tender No: EDII/ADMN/HSY/2023-2024/**

**ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA (EDII)  
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**TENDER DOCUMENT FOR  
INVITING EVENT MANAGEMENT AGENCY FOR ORGANISING A FASHION SHOW &  
COLLECTION DISPLAY AT RETAIL STORE UNDER HASTKALA SETU YOJANA PROJECT**

**INTRODUCTION:** Entrepreneurship Development Institute of India (EDII), Ahmedabad was set up in 1983 as an autonomous and not-for-profit Institute with support of apex financial institutions – the IDBI Bank Ltd., IFCI Ltd., ICICI Bank Ltd. and State Bank of India (SBI). The Government of Gujarat pledged twenty-three acres of land on which stands the majestic and sprawling EDII Campus. EDII has been recognized as the Centre of Excellence by the Ministry of Skill Development and Entrepreneurship, Govt. of India.

**EDII MISSION**

- To augment the supply of new entrepreneurs through education, training, and research.
- To increase the competitiveness of MSMEs
- To contribute to the dispersal of business ownership and thus expand the social base of the entrepreneurial class
- To institutionalize entrepreneurship development strategy at national and international level

**About the Project:**

As knowledge partner to the Commissionerate of Cottage Industries, Government of Gujarat, EDII is working on conceptualizing, developing, implementing and evaluating an integrated model to strengthen the cottage & rural entrepreneurship ecosystem in the state.

This is the first innovative project to transform rural entrepreneurship ecosystem which helps in reaching out to youths and artisans in the villages to get outcome-based results. To achieve the results, each district has Gujarat Cottage Industries Development Centre (GCIDC) to fulfil various need-based support required for the project.

The project has commenced in all the districts of Gujarat namely Kutch, Surendranagar, Banaskantha, Rajkot, Jamnagar, Ahmedabad, Vadodara, Valsad, Narmada, Dahod, Mehsana, Patan, Junagadh, Anand, Tapi, Gandhinagar, Aravalli, Baruch, Botad, Chotta Udaipur, Dang, Dwarka, Gir Somnath, Kheda, Mahisagar, Morbi, Panchmahal, Porbander, Sabarkantha, Amreli, Surat, Navsari, and Bhavnagar.

**Terms of Reference (ToR)**

EDII invites sealed quotations from reputed Event management Agency for Organizing Fashion Show at a suitable location and collection display at a multi-designer store in the respective city. The **last date for submission of the tender is Sunday, 25<sup>th</sup> February 2024**. Tenders received after the last date of submission will not be considered. The tender document should be addressed to:-

Sr. Manager (Estate),  
Entrepreneurship Development Institute Of India;  
(Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428  
Dist. Gandhinagar Gujarat – India

**Guidelines on Bid submission:**

1. All bids to be submitted in single envelopes containing Technical and Financial bid and super scribed with Tender No. and title of the tender i.e. **“Organising Fashion Show & D2C collection display – Hastkala Setu Yojana Project”**.

i) Technical Bid: - should be super scribed with Tender No., title of the tender i.e. **“Tender for Organising Fashion Show Event & D2C collection– Hastkala Setu Yojana Project”** and word **“TECHNICAL BID”** (prescribed hereinafter).

ii) Financial Bid: - should be super scribed with Tender No., title of the tender i.e. **“Organising Fashion Show Event & D2C collection display – Hastkala Setu Project” at EDII** and word **“FINANCIAL BID”** containing rate quoted by the party duly signed by authorized representative. For more details go through the Annexure – III.

Sr. No.	Key Information	Details
1.	Bid document available to download	The bid document can be downloaded till 15 <sup>th</sup> February’24 from website: <a href="http://www.ediindia.org">www.ediindia.org</a>
2.	Last Date and Time for submission of the physical documents	Sunday, 25 <sup>th</sup> February 2024 till 5:00 pm Submitted to: Mr. Alok Prasad Sr. Manager Entrepreneurship Development Institute of India (Via Ahmedabad Airport & Indira Bridge) P.O. Bhat 382 428 - Dist. Gandhinagar Gujarat – India
4.	Submission of Bid	The bid must be submitted in sealed envelopes as follows: Envelope 1: Technical Bid and Design Concept. The Design Concept must be presented in form of sketches, 3D visualization images, photographs, etc. Envelope 2: The Financial Bid Envelope 3: Keep envelope 1 and envelope 2
5	Pre-Bid Meeting	07 <sup>th</sup> February’24 at EDII Campus at 4.00pm
6.	Validity of the Bid	180 days from the bid submission date
7.	Event Dates	February end/ March 1 <sup>st</sup> week
8.	Event Venue	Yet to be finalized (Will be Ahmedabad/ Gandhinagar)
9.	Tender fees (Nonrefundable)	Rs. 2000/-
10.	Security Deposit (EMD refundable)	Bid Security of the Tender Document in a separate sealed envelope superscribed with the Tender Document. Please enclose EMD amount Rs. 1,00,000/- (One Lakh rupees only) in form of Demand Draft/s drawn in favour of “Entrepreneurship Development Institute of India ”

## Event Brief

Conceptualization, Production, and Execution of a high caliber fashion show of garments and accessories show featuring handloom and handicrafts of Gujarat. This show will be organized in the year 2024 and will be of 90-120 minutes' duration. The expected number of invitees will be 800-1000.

The event would comprise the following:

1.	Fashion Show
2.	Collection Display

## Objective:

The objective of the fashion show is to celebrate and promote the crafts of Gujarat.

Along with the promotion of the crafts, this event will also provide platform to generate business opportunities for the designers and the related artisans by connecting them to the market.

## Scope of Work

The scope of work for the event is as stated below:

### Common Scope of Work

1. Conceptualizing and designing an impressive branding which will be applied to all the required collaterals related to the event in print and digital media.
2. Event marketing, promotion and publicity in print and digital media which includes designing and execution for newspaper advertisements, outdoor banners, social and digital media pre and post event.
  - Publicity in state magazine/newspaper about the fashion show & event
  - Publicity in national magazines (Vogue, Elle, Harper's Bazar, etc.) / newspapers about the fashion show and collection display at identified retail store
  - Press coverage through major news channels
  - Coverage of bytes, reels include interviews, reviews of socialist, influencers, designers, artisans, celebrities, politicians, etc before, during and after the show for further digital platform publicity
3. Work out the layout planning of entire fashion event at the designated venue.
4. Design, production and distribution of the event invites, follow-up by sending reminder to the invited guests a day prior to the event.
5. Compile a guest list in consultation with the EDII project team.
6. Adequate security arrangement at the event venue and guest management team.
7. Event documentation in form of photography and videography. Raw and edited footage of photographs and videos (short length and full length) to be submitted to EDII within a week after the event.
8. Getting all the permits for the fashion show event and D2C event.

9. On boarding a cultural performing folk artist/s for the fashion show as well as D2C event.
10. Design and produce event publication (look book, approx. 1500 nos) under the advice and guidance of Hastkala Setu Yojana team (HSY team)

## **Fashion Show**

The fashion show will be organized in the year 2024. The duration of the show will be 90-120 minutes. The designers and the garment collections will be arranged by EDII. Approximately 8 designers will be showcasing their garment and accessories/ jewellery collection, each collection comprising 10-12 looks. The show may be organized at a raw, open area or an enclosed space.

### **Scope of Work for Fashion Show**

1. Conceiving and visualizing a creative theme for the show that positions traditional crafts in contemporary light, which is high on quality and finesse, and has a global appeal. Fillers may be created which complement the theme of the fashion show.
2. Engaging highly reputed and leading choreographer, female models (24 in nos.) and male models (4 in nos.), hair and make-up stylists, DJ, sound and lighting experts, tech and multimedia experts, photographer/s and videographer/s who have the experience of working on renowned national and/or international fashion shows/fashion weeks. The necessary tools and equipment's shall be arranged by the respective experts.
3. Engaging a compere with proficiency in English/ Gujarati and Hindi with experience of compering fashion shows/weeks of national/international level.
4. Engaging all other required teams/ experts/ assistants (including back-stage assistants) for the production and execution of the Fashion Show.
5. Designing, production and execution of the ramp in tune with the thematic concept of the show. This would include the backdrop graphics, and multimedia projections, project screens, etc. if required.
6. Creating the backstage infrastructure with green room/s for trials/fittings of garments/accessories; hangers, clothes racks, mirrors and ironing facility (including steam irons, tables, etc.); space for hair and make-up for the models/artists.
7. Creating well planned seating arrangement for the audience with comfortable chairs with drapes.
8. Hiring all the required equipment and the supporting peripherals for the fashion show such as the lighting system, sound system, AV system, multimedia projection system including screens, cordless micro phones walkie-talkie, etc.
9. Arrangement for the show inauguration by way of seating arrangement for dignitaries, lighting the metal lamp, flower bouquets to welcome and/or felicitate the dignitaries, designers, artisans, etc.

10. Test fittings and one round of rehearsal to be conducted previous day to the show.
11. The final rehearsal with garments, light, music, compere to be conducted on the day of the show.
12. Arrangement of stay for choreographers, female/male models, sound and lighting experts, all other support staff and their commute from their respective place to the venue.
13. Arrangement of high tea for approx. 800-1000 persons (guests, dignitaries, designers, artisans, EDII/HSY team).
14. Food/refreshment arrangement for the entire fashion show crew before/after the show.
15. Design and print the participation certificates for the designers and artisans.
16. Procure mementos for guests and participating artisans and designers from the artisan sources identified by the HSY team.
17. Closely coordinating with the designers and HSY project team regarding all aspects of the show planning and execution. The list of participating designers will be shared by HSY team.
18. The event management agency will follow all necessary safety measures for the temporary infrastructure created for the show.
19. Design and print invites for the fashion show under the guidance of HSY team.

### **Collection Display**

The garments/ jewellery/ accessory collections presented at the Fashion show will be displayed at a multi-designer store in the respective city for a period of 10-15 days after the show.

### **Scope of Work for Collection Display**

1. Suggest multi-designer retail outlets in the city where the Fashion Show is organised.
2. Setting up a display of the collections developed by the designers who participated in Fashion show at the identified multi-designer store for Market Connect in which prospective customers will be invited.
3. The vendor should support in curating the art installations, visual merchandising of the garments should be done in consultation with HSY team and the retail store.

The curation should have:

- Branding of the garment display inside and outside the store
- Tables and Chairs with covers
- Display racks in case it is not available at the space
- Wooden/bamboo hangers
- Dustbin
- Spotlights
- Power plug points

- Floor length mirrors
  - Temporary changing room, in case it is not provided at the store
4. Design and produce event publication (approximately 1500 nos.) under the advice and guidance of HSY team.
  5. Safely transport the collections presented at the Fashion Show to the identified multi-designer store.

## **Eligibility Criteria**

### **1. Technical criteria**

- The Bidder shall have experience in organizing national and/or international level fashion shows for leading Indian designers along with reputed choreographers and experienced models and super models in last 3 years.
- The Bidder shall be a legally valid entity with GST number and must have requisite certifications for conducting the event.
- The Bidder should not be blacklisted by any Government Department, Organization, Corporation, or any other body.
- In the event of any breach of scope of work specified in the tender, the Bidder assumes responsibility for legal proceedings.
- The lowest bid shall not be the sole criteria for selection of the bidder. The bid shall be evaluated on the basis of – i) the creative theme (as stated in point no. 1 under the scope of work for the fashion show) along with the technical and financial bid and ii) previous experience of having worked on high calibre events.
- Brief profile and background of the agency's team associated with the event.

### **2. Financial criteria**

- Income Tax Return of last 3 financial years
- Average annual turnover of the Bidder for the last 3 years should be at least 2.5 times of the Estimated Bid value.
- The Bidder should not be loss making in the last 3 years
- Net worth should not be in negative in last 3 years
- CA certificate containing Turnover, Net profit/loss & Net worth for last 3 years to be obtained

## **Proposal Ownership**

The bid and all supporting documentation submitted by the bidders shall become EDII property and it reserves the right to accept or reject any request made by any bidder to return or destroy the bid and accompanying documentation.

## **Indemnity**

The selected Bidder shall indemnify, protect and save EDII and its personnel against all claims, losses, costs, damages, expenses, action suits, and other proceedings.

## **Force Majeure**

“Force Majeure” means an event beyond the control of the select Bidder and not involving the vendor’s fault or negligence and not foreseeable. Such events may include but are not limited to, Acts of God or public enemy, acts of Government of India in their sovereign capacity, acts of war, fire, floods, strikes, lockouts, and freight embargoes.

If a Force Majeure situation arises, the select Bidder shall promptly notify EDII in writing of such conditions and the cause thereof within 30 calendar days. In such a case, the time for performance shall be extended by a period not less than the duration of such delay. If the duration of delay continues beyond a period of three months, EDII and the select Bidder shall hold consultations with each other in an endeavor to find a solution to the problem.

## **General Conditions:**

1. The designers for developing the collections will be identified and onboarded by the HSY team.
2. Event Management company will be responsible for the complete execution of the fashion event based on the common scope of work, scope of work for the Fashion show, Collection Display at retail store.

Over and above, the event management company will bear the following:

- Travel, stay and local conveyance of choreographer’s team, models, hair and make-up artists, light and sound experts, tech experts, videographers, photographers, and any other local/outstation individuals.
  - Food charges for the entire crew of the fashion show.
  - Any other expenses required to be incurred for successful execution of the event.
  - Charges for the Gen Set.
3. The event management company must ensure strict adherence to fire, structural, and all other safety norms required by law.
  4. The event management company shall procure necessary permissions and NOCs required for conducting the show from competent authorities.
  5. Use copy-righted music controlled by the Phonographic Performance Ltd. (PPL) for the fashion show and submit the copyright document at EDII to avoid any discrepancy



6. The vendor should agree to indemnify and hold harmless Customer (EDII) from all damages, costs, and expenses, including reasonable attorneys' fees arising out of any infringement or claim of infringement of patents, trademarks, or copyrights arising out of the use of any Products that are the subject of this Agreement.
7. The vendor shall be solely responsible for any breach of IPR if arising thereto. The Vendor shall indemnify and hold the Customer harmless of any and all breach of IPR and/or any claims arising thereto.
8. The event schedule, date, and venue may be subjected to change due to unforeseen circumstances.
9. Break-up of rates must be given for each of the expenses as per expense head i.e. fashion show, collection display at the multi-designer store.
10. The competent authority of this Institute reserves the right of placing order for all work as per requirement to one or more contractor at the approved lowest rates.
11. No increase in quoted price will be allowed during the validity of the bid.
12. Taxes applicable will be deducted as per rules
13. The responsibility for delivering the photographs/ videography related to the event should be submitted to the EDII within seven days by the agency.
14. The deputed photographer/videographer of the agency has to reach of on his/her own at the destination / place for photo/video coverage. No separate payment will be made for transport vehicle & materials.
15. All the photographs, DVD, RAW files, etc. will be the property of the Institute. The photographs/video footage are strictly not allowed to be used for any other purpose without the knowledge and written approval of EDII.
16. The competent authority of this office shall not be responsible for any loss/damage caused to cameras/operators.
17. The rate is to be quoted including the transportation, lodging and boarding expenses for the photographers.
18. From the time the bids are opened, and the contract is awarded, the bidders should not contact the employer on any matter related to its technical and/or financial Bid.
19. Any effort by the bidder to influence the employer in the examination, evaluation, ranking of Bids and recommendations of award of contract may result in the rejection of the bidders' bid
20. Any bid received by EDII after the last date for bid submission will be rejected.
21. The Bidder shall bear all costs associated with the preparation, submission of its bid at EDII.
22. Payment terms:
  - 40% advance on confirming the work order issued by EDII. Balance 60% after the conclusion of the Fashion Show and the collection display at the multi-designer store, and submission of all the deliverables to EDII, One month after submission of the bill.
  - The rates quoted should be all-inclusive including GST. Submit a copy of Goods and Services Tax Registration documents along with your offer.
  - The original invoice is to be submitted for release of payment. The invoice should contain invoice no., date, and GST number of both parties along with GST bifurcation, seal, and sign

23. The Agency should sign all the pages of the tender documents before submission, as a token of having read & accepted the terms and conditions.
24. Any effort by the bidder to influence the employer in the examination, evaluation, ranking of Bids, and recommendations of award of contract may result in the rejection of the bidders' bid
25. The Tenderer shall not sub-contract the work to any sub-contractor without the prior approval of the Institute. In case the contractor is found engaging the subcontractor without prior approval, the Institute reserves the right to terminate the contract.
26. The Contract rates shall remain firm for the entire duration of the Contract. No revision of the rate or adjustment of the Contract price shall be allowed on any account. The Contract rates are deemed to include the effect of all fluctuations in the cost of execution of Works during the duration of the Contract and completion of Works
27. The tenderer who has downloaded the tender from the Institute's website [www.ediindia.org](http://www.ediindia.org) shall not tamper/modify the tender form including the downloaded price bid template in any manner. In case the same is found to be tempered/ modified in any manner, the tender will be completely rejected and EMD/Bid Security would be forfeited
28. Amendments to Notice Inviting Tender (NIT), if any, would be published on the website only, and not in the newspaper.
29. Intending tenderers are advised to visit again the Institute's website <https://www.ediindia.org/the-institute/tenders/> at least 3 days prior to the closing date of submission of tender for any corrigendum/addendum/ amendment
30. The Tenderer shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, and expenses associated with any demonstrations or presentations which may be required by the Institute or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Tenderer and the Institute shall not be liable in any manner whatsoever for the same or any other costs or other expenses incurred by a Tenderer in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.
31. Interested Tenderers should carry out an independent assessment and analysis of the requirements of the information, facts, and observations
32. Not more than one tender shall be submitted by one contractor or contractor having a business relationship. Under no circumstance will the father and his son(s) or other close relations who have a business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
33. **The Institute will NOT ACCEPT ANY TENDERS THROUGH EMAIL.**
34. Persons tendering are informed that no erasures or alterations by them in the text of the document sent herewith shall be allowed and any such erasures or alterations shall be disregarded. If there is an error in writing, no overwriting should be done, the wrong word or figure should be struck out and the correct one written above or neat it in an unambiguous way.
35. Any dispute, difference, or objection about any matter relating to this contract shall be referred to the Sole Arbitration of any person appointed by the Director-General at the time of reference. The decision of the Arbitrator so appointed, shall be final and binding on both the parties.

36. Institute shall have the right to reject tender without assigning any reason and will have the discretion to award the work to more than one firm for the expediency of work. Therefore, EDII reserves the right to choose one or more parties or cancel the tender at its sole discretion.
37. EDII reserves the right to terminate the contract if the services are not found satisfactory, by giving one months' notice and if the Agency wants to terminate the contract, they will be required to give one months' notice in writing giving reasons thereof.
38. Jurisdiction for all legal matters will be at Gandhinagar, Gujarat State.

Sd/-  
Authorized Signatory

## AGENCY INFORMATION SHEET

1.	Name of the Agency	:	
2.	Address of Registered Office/Head Office: (With telephone no.)	:	
3.	Contact Person/Mobile No.	:	
4.	Email address	:	
5.	Year of Establishment	:	
6.	Constitution of the Firm: (Public Ltd./Private Ltd./Partnership/ Proprietorship, etc.)	:	
7.	Name of the Proprietor/Partners/ Directors: (Strike out whichever is not applicable)	:	
8.	PAN card No.	:	
9	GST Registration No.	:	
10.	Experience in a number of years in handling various accounts	:	
11.	Is the Agency empanelled with Educational Institutions? If yes, name of the Institutes: (Attach separate sheet, if required)	:	
11.	Annual Turnover of the firm during the last financial year. Attach a copy of the certified audited statement of accounts or a certificate of the agency's Chartered Accountants.	:	
12.	Infrastructure available in Ahmedabad and other cities in India	:	
13.	Attach a statement and resumes of employees, including technical and administrative staff, etc.	:	
14.	Attach a statement showing list of clients (Names, address, contact person's name and phone nos., etc.) <i>(please refer Annexure –II)</i>	:	

**DETAILS OF WORK EXPERIENCE CERTIFICATES**

Sr. No.	Name, Address, Contact Person & Phone No. of the Client	Date and No. of Completion Certificate	Date of Start	Date of Completion	Cost of Work on Completion	Reference and Page No. of Documentary Proof of the detail missing in completion certificate

**FINANCIAL DETAILS**

Sr. No.		1 <sup>st</sup> FY	2 <sup>nd</sup> FY	3 <sup>rd</sup> FY	4 <sup>th</sup> FY	5 <sup>th</sup> FY
		Rs. (In Lacs)	Rs. (In Lacs)	Rs. (In Lacs)	Rs. (In Lacs)	Rs. (In Lacs)
		a	b	c	d	e
1	Profit / Loss					
2	Gross Annual Turnover of Previous 5 Financial Years ending as on 31st March of last FY					
3	Average Annual Turnover for previous 5 financial years(Rs in Lacs) = $(a+b+c+d+e) / 5$					
4	Net Worth (paid up capital + reserves) as on 31st March of last FY					

Signature of Tenderer with Seal

**Undertaking by the Service Provider**

I/We have gone through the tender terms and conditions, and they are acceptable to us.

Place:.....

Date:.....

Name: .....

Address:.....

.....

Signature:.....  
(Signature of Authorized Person of Agency / Company with Official Seal)

Email:..... Mobile:.....

## Financial Bid

Sr. No	Description	Unit	Qty	Rate	Amount
1.	Fashion show production (stage, backdrop, ramp, side wing, black masking, console, banquet chairs, leather sofa, photographer riser, etc.)				
2.	Green Room (Racks, hangers, steam irons with helpers, tables for hair and makeup, mirror tall, mirror with lights, plug points, lights, fans, masking and green room covering etc.)				
3.	Talent (Choreographer, female model, male model, backstage model, hair & make up, sound engineer, light designer, back stage assistant, back stage runner & helpers, live music, anchor, photographer & videographer, etc.)				
4.	Boarding & lodging (Flights, hotel accommodation- 2 days, Meals – 2 meals for 2 days, backstage food arrangements, local transport, etc.)				
5.	Technical (lights, sound as per requirement, cabin manager, transport, generator/s, change over switch & DP & cabling				
6.	Others (kit with pad, pen and carry bags, PPL/ IPRS/ NOVEX, Security, lamp, flower bouquet, etc.)				
7.	Collection display				
	Management Fees				
	Total amount for conducting the fashion show including all points from scope of work				
	GST (bifurcation is compulsory)				
	Grand Total (Rs.)				

Signature:

Seal:

Name of the Company:.....

Email id:.....

Phone No.:.....

Address:.....





## VENDOR REGISTRATION FORM

### ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA

(Via Ahmedabad Airport & Indira Bridge),  
P.O. Bhat 382 428, Dist. Gandhinagar, Gujarat, India.

1	Name of the Vendor/Client (Please submit valid proof for the same)	
2	Type :	<input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> Proprietorship <input type="radio"/> Trust                      Others Please Specify _____
3	Status of Vendor :	<input type="radio"/> Manufacturer <input type="radio"/> Authorised Dealer <input type="radio"/> Service Provider <input type="radio"/> Stockist/Traders    Others Please Specify _____
4	Registered Address :	
5	State	
6	Name Of Contact Person :	
7	Designation Of Contact Person :	
8	Contact Number:	
9	Official E Mail Address :	
10	PAN ( Please attach copy for the same) :	
11	Status of Vendor under GST :	<input type="radio"/> Registered <input type="radio"/> Un-registered
12	GST No./Provisional ID Number : (Please attach copy for the same)	
13	Payment Terms	

14	Are you associated or having relationship with any of the EDII employee?	<input type="radio"/> Yes <input type="radio"/> No
15	If YES, please provide the relationship details :	
16	Have you ever worked with the EDII before :	<input type="radio"/> Yes <input type="radio"/> No
17	If YES, please provide the reference of transaction done :	
18	Name of the Bank :	
19	Address of the Branch :	
20	Beneficiary Name : (The Bank account to which any payment will be made, preferably, should not be on Individual's name. In case of proprietorship proper KYC should be submitted where name must match with the name provided in 1st row)	
21	Bank Account No. :	
22	Bank Account Type :	
23	IFSC Code for RTGS/NEFT :	
	List of Documents to be provided	
	1. Copy of PAN	
	2. Copy of GST registration Certificate (All 3 pages) - If registered under GST	
	3. Cancelled Cheque / Bank Passbook 1st page containing Bank details	
	4. If Company, Certificate of Incorporation	
	5. If Partnership firm / LLP, List of Partners	

Date: \_\_\_\_\_

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Approved by