

## HELP DOCUMENT FOR VENDOR EMPANELMENT

### Vendor Registration Procedure:

Visit the website [https://gjepec.org/vendor\\_login.php](https://gjepec.org/vendor_login.php) and click on Register for Vendor Empanelment Link . If you are already registered then kindly login with your credentials.

### Vendor Registration

**Company Details**

Company Name (As per GST/PAN No): \*

Address : \*

Company PAN : \*

GST NO :

**Personal Details**

Contact Person Name : \*

Contact Person Mobile : \*

Contact Person Email : \*

**Password**

Password : \*

Conform Password : \*

**Register**

COMPANY NAME

Address

COMPANY PAN NUMBER

GST Number

Contact Name

Contact Number

Contact Email

Password

Confirm Password

### NOTE:

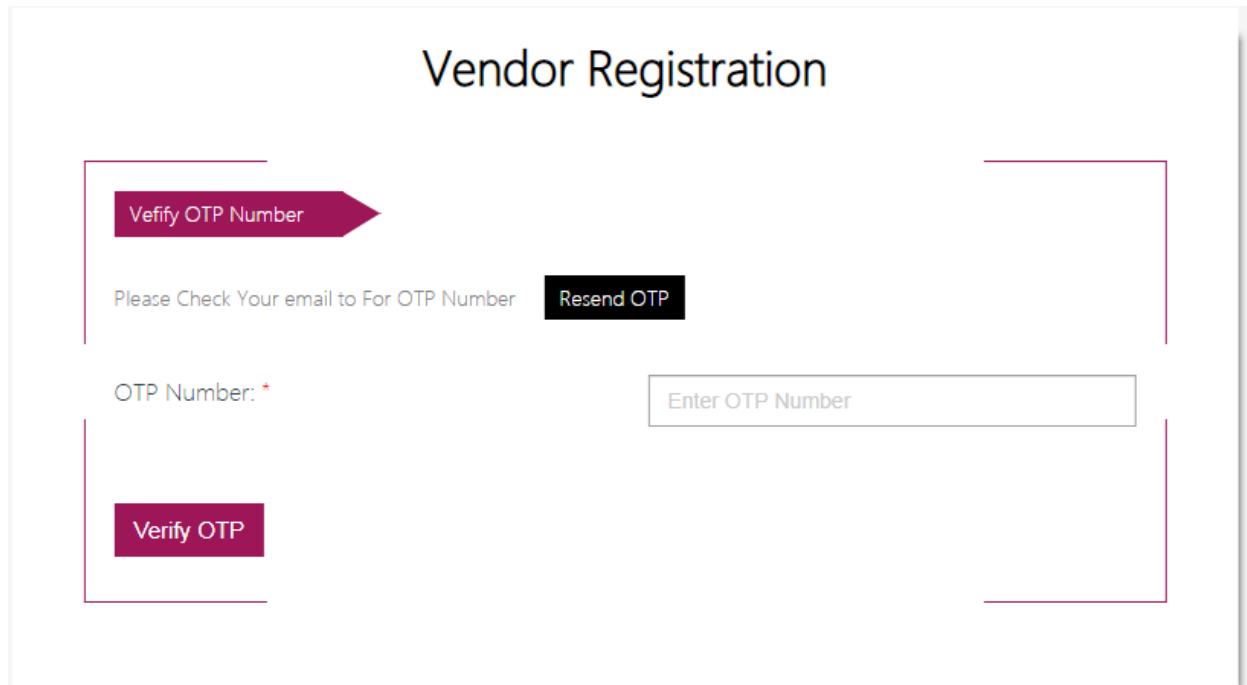
Company Name: As per GST/PAN No ,Address : Your Company Address, Company PAN : Unique Company PAN Number, GST NO: Company GST Number (Not mandatory), Contact Person Name: Company Contact person Name, Contact Person Mobile: Mobile number related to company, Contact Person Email : Please use valid Email id for OTP purpose and Account Activation, Password: Create Your Secure Password use for Login Purpose, Confirm Password: Use same password for password confirmation

**Action:** After clicking on Register button you will receive OTP on your Email-Id.

**Account Activation:**

Enter OTP code and click on verify OTP Button

If the OTP Matches, then Your account will be successfully created.



The screenshot shows a web page titled "Vendor Registration". At the top, there is a purple arrow pointing right with the text "Veffiy OTP Number". Below this, the text "Please Check Your email to For OTP Number" is displayed next to a black button labeled "Resend OTP". Underneath, the text "OTP Number: \*" is followed by a text input field containing the placeholder "Enter OTP Number". At the bottom left, there is a purple button labeled "Verify OTP".

**Login Procedure:**

Visit the website - [https://gjepec.org/vendor\\_login.php](https://gjepec.org/vendor_login.php) in order to login.

NOTE:

Login ID: Registered Email -Id

Password: Password Created during registration Process

**ACTION:** After providing the Login Id and password click on Login.

**RESULT:** Display vendor dashboard contains Your All Information which is submitted in your registration process.

## VENDOR LOGIN

Login ID:

Password:

**Documents Required:** For Document details please download pdf (Minimum Prequalification2019-2021)

**Click on Minimum pre-qualification 2019 – 2021 to check the criteria & Document required for the area you want to apply.**

**MANAGE VENDOR**

- Minimum Pre qualification 2017-2019
- Profile Details
- Upload Documents
- EOI Application List

### Common Documents For Area

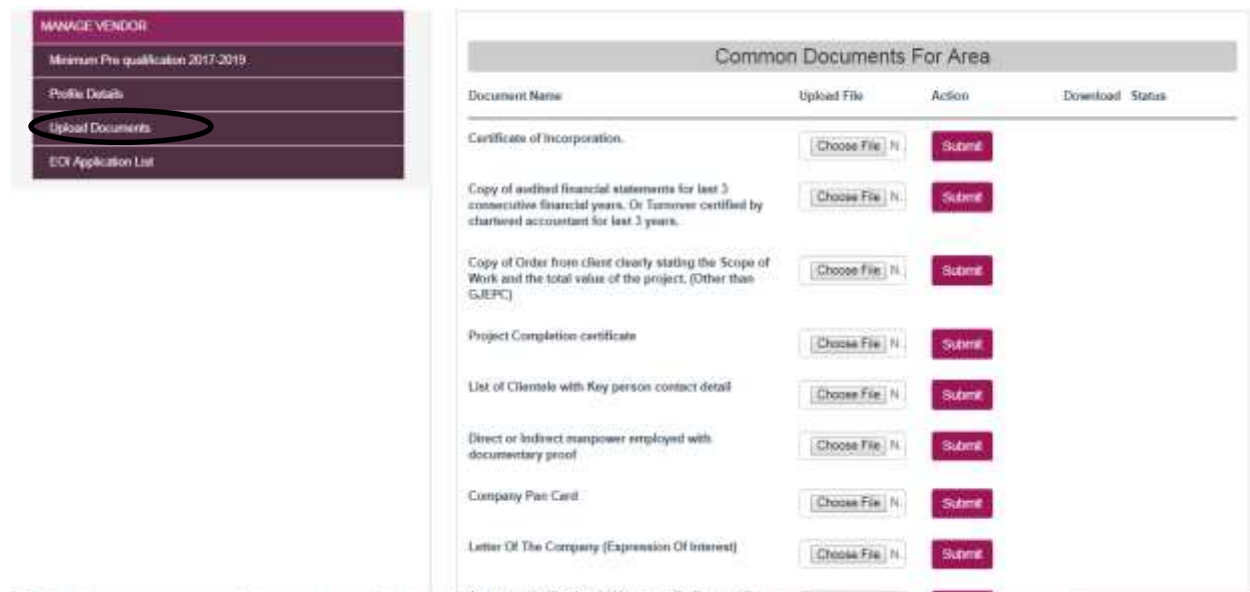
Document Name	Upload File	Action	Download	Status
Certificate of Incorporation.	<input type="button" value="Choose File"/> N	<input style="background-color: #800040; color: white; border: none;" type="button" value="Submit"/>		
Copy of audited financial statements for last 3 consecutive financial years. Or Turnover certified by chartered accountant for last 3 years.	<input type="button" value="Choose File"/> N	<input style="background-color: #800040; color: white; border: none;" type="button" value="Submit"/>		
Copy of Order from client clearly stating the Scope of Work and the total value of the project. (Other than GJEP)	<input type="button" value="Choose File"/> N	<input style="background-color: #800040; color: white; border: none;" type="button" value="Submit"/>		
Project Completion certificate	<input type="button" value="Choose File"/> N	<input style="background-color: #800040; color: white; border: none;" type="button" value="Submit"/>		
List of Clients with Key person contact detail	<input type="button" value="Choose File"/> N	<input style="background-color: #800040; color: white; border: none;" type="button" value="Submit"/>		
Direct or indirect manpower employed with documentary proof	<input type="button" value="Choose File"/> N	<input style="background-color: #800040; color: white; border: none;" type="button" value="Submit"/>		
Company Pan Card	<input type="button" value="Choose File"/> N	<input style="background-color: #800040; color: white; border: none;" type="button" value="Submit"/>		
Letter Of The Company (Expression Of Interest)	<input type="button" value="Choose File"/> N	<input style="background-color: #800040; color: white; border: none;" type="button" value="Submit"/>		

GJEPC INDIA				
Area	Description of scope of work	Pre-Qualification Criteria	Supporting Documents	
1. Construction of octonorm/MAXIMA stalls	Erection of approximate 3500 Sq Mtr in IIS & 9500 Sq Mtr SIGNATURE octonorm or maxima stalls each of 9 sq. mts on rental basis. Area with provision of glass show case, chairs, tables, display racks, light, carpeting, erection of counters & Showcases.	1. Bidder should be in operation for a minimum of 4 years. 2. Bidder should have a turnover of at least Rs.3 crore for financial years (2018-2019, 2019-2020). 3. Bidder should have erected stalls in at least 3 fairs /Projects with the following main criteria. A. The order value in the above projects executed in the immediate preceding 4 years should be cumulatively Rs.40Lacs minimum. B. The order value of at least one project executed in the	1. Certificate of Incorporation. 2. Copy of audited financial statements for last 4 consecutive financial years. Or Turnover certified by chartered accountant for last 4 years. 3. Copy of Order from client clearly stating the Scope of Work and the total value of the project. <b>(Other than GJEPC)</b> 4. Proof of warehouse. 5. Project Completion	

Click on Upload documents to upload necessary documents as per the area you are interested in.

**Common Documents Upload:** Vendor must Upload all the documents stated in ‘Common Documents for Area’ section Which are supported for all areas. Also vendor can update document before approval

**Note:** Once the document is submitted successfully, then the status will be displayed as ‘Pending’. Likewise after approval status will be displayed as ‘Approved’ and when document is rejected by admin status will be ‘Rejected’ along with the reason for the same.



The screenshot shows the 'MANAGE VENDOR' sidebar on the left with the 'Upload Documents' option circled. The main content area displays a table titled 'Common Documents For Area' with columns for Document Name, Upload File, Action, and Download Status.

Document Name	Upload File	Action	Download Status
Certificate of Incorporation.	<input type="button" value="Choose File"/> N	<input type="button" value="Submit"/>	
Copy of audited financial statements for last 3 consecutive financial years. Or Turnover certified by chartered accountant for last 3 years.	<input type="button" value="Choose File"/> N	<input type="button" value="Submit"/>	
Copy of Order from client clearly stating the Scope of Work and the total value of the project. (Other than GJEPC)	<input type="button" value="Choose File"/> N	<input type="button" value="Submit"/>	
Project Completion certificate	<input type="button" value="Choose File"/> N	<input type="button" value="Submit"/>	
List of Clients with Key person contact detail	<input type="button" value="Choose File"/> N	<input type="button" value="Submit"/>	
Direct or indirect manpower employed with documentary proof	<input type="button" value="Choose File"/> N	<input type="button" value="Submit"/>	
Company Pan Card	<input type="button" value="Choose File"/> N	<input type="button" value="Submit"/>	
Letter Of The Company (Expression Of Interest)	<input type="button" value="Choose File"/> N	<input type="button" value="Submit"/>	

**Area Specific Documents Upload:** For upload area specific documents first vendor have to select area and then choose document and submit. Also vendor can update document before approval.

**Note:** Once the document is submitted successfully, then status will be displayed as 'Pending'. Likewise, after approval status will be displayed as 'Approved' and when document is rejected by admin status will be 'Rejected' along with the reason for the same.









Area Specific Documents			
Proof of warehouse.	Select Area ▼	Choose File No fi...hosen	Submit
GST Certificate	Select Area ▼	Choose File No fi...hosen	Submit
HSN / SAC Code with description	Select Area ▼	Choose File No fi...hosen	Submit
Contractor/Service Provider Has Valid Shop License	Select Area ▼	Choose File No fi...hosen	Submit
Pf Registration Certificate	Select Area ▼	Choose File No fi...hosen	Submit
Pf Challan (At The Time Of Making Payment)	Select Area ▼	Choose File No fi...hosen	Submit
Bidder should have encrypted class 3 digital signature. ( Attach validity certificate)	Select Area ▼	Choose File No fi...hosen	Submit
Detail of the number of generator with Kva capacity.	Select Area ▼	Choose File No fi...hosen	Submit

**EOI Application List:** This list contains all areas where vendor can apply.

EOI Application List	
<p><b>Construction of Octonorm / Maxima stalls</b></p> <p>Erection of approximate 3500 Sq Mtr in IJJS &amp; 9500 Sq Mtr SIGNATURE pre octonorm or maxima stalls each of 9 sq. mts on rental basis. Area with provision of glass show case, chairs, tables, display racks, light, carpeting, erection of counters &amp; Showcases.</p>	Apply
<p><b>A/C Hangar &amp; Super Structure / Special Structures / Installations</b></p> <p>Erection of special /Temporary structure for approx. 10,000 sq mtr like Hanger system, tensile structure, Platform, Side paneling, temporary A/C for registration area , Business Center, Connecting tunnel, Walkways with canopies, cafeteria structure etc.</p>	Apply

**Vendor Area Registration Procedure:** If vendor have uploaded all common document and area related documents then he/she can apply for multiple area and confirmation mail will be sent on registered email ID.

**Required Common Documents : \***

- 1.Certificate of Incorporation. 
2. Copy of audited financial statements for last 3 consecutive financial years. Or Turnover certified by chartered accountant for last 3 years. 
3. Copy of Order from client clearly stating the Scope of Work and the total value of the project. (Other than GJEPC) 
- 4.Project Completion certificate 
- 5.List of Clientele with Key person contact detail 
- 6.Direct or Indirect manpower employed with documentary proof 
- 7.Company Pan Card 
8. Letter Of The Company (Expression Of Interest) 
- 9.Antecents Verification Of Manpower Be Ensured By The Service Provider 

**Required Area Specific Documents : \***

- 1.Proof of warehouse. 
- 2.GST Certificate 
- 3.HSN / SAC Code with description 
- 4.Contractor/Service Provider Has Valid Shop License 
- 5.Pf Registration Certificate 
- 6.Pf Challan (At The Time Of Making Payment) 
- 7.Bidder should have encrypted class 3 digital signature. ( Attach validity certificate) 
- 8.Esic Registration Certificate And Registration Number 
- 9.Detailed Inventory of stock. 

**Agree: \***

( Are You agree with above terms and condition )

**Submit**