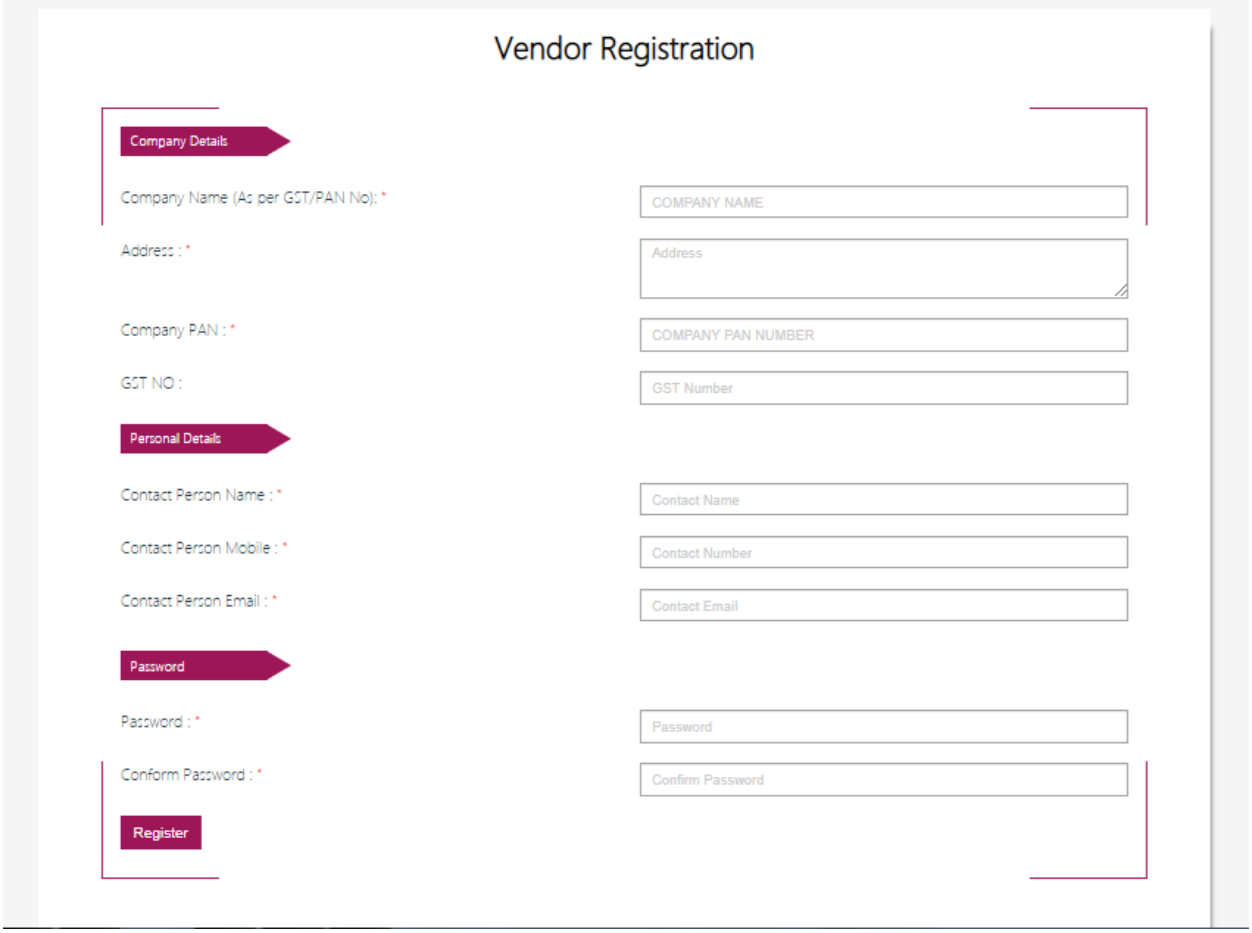
HELP DOCUMENT FOR VENDOR EMPANELMENT

Vendor Registration Procedure:

Visit the website https://gjepc.org/vendor_login.php and click on Register for Vendor Empanelment Link . If you are already registered then kindly login with your credentials.



NOTE:

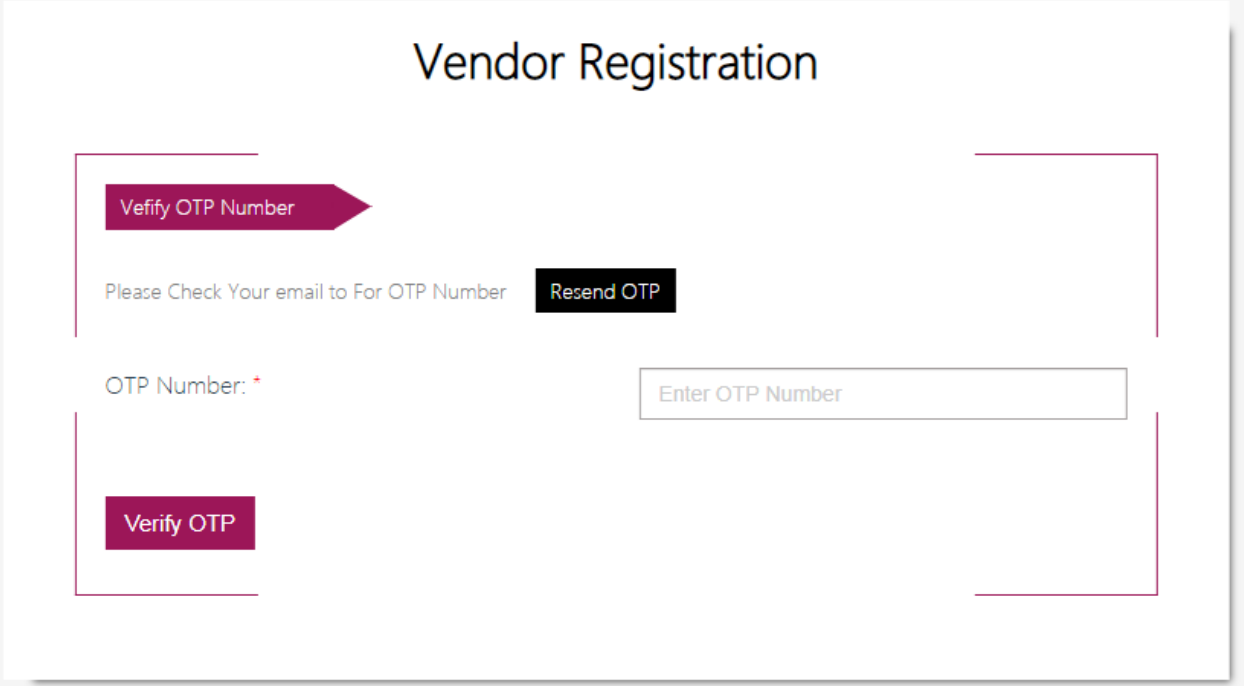
Company Name: As per GST/PAN No ,*Address* : Your Company Address, *Company PAN* : Unique Company PAN Number, *GST NO*: Company GST Number (Not mandatory), *Contact Person Name*: Company Contact person Name, *Contact Person Mobile*: Mobile number related to company, *Contact Person Email* : Please use 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.



Login Procedure:

Visit the website - https://gjepc.org/vendor_login.php in order to login.

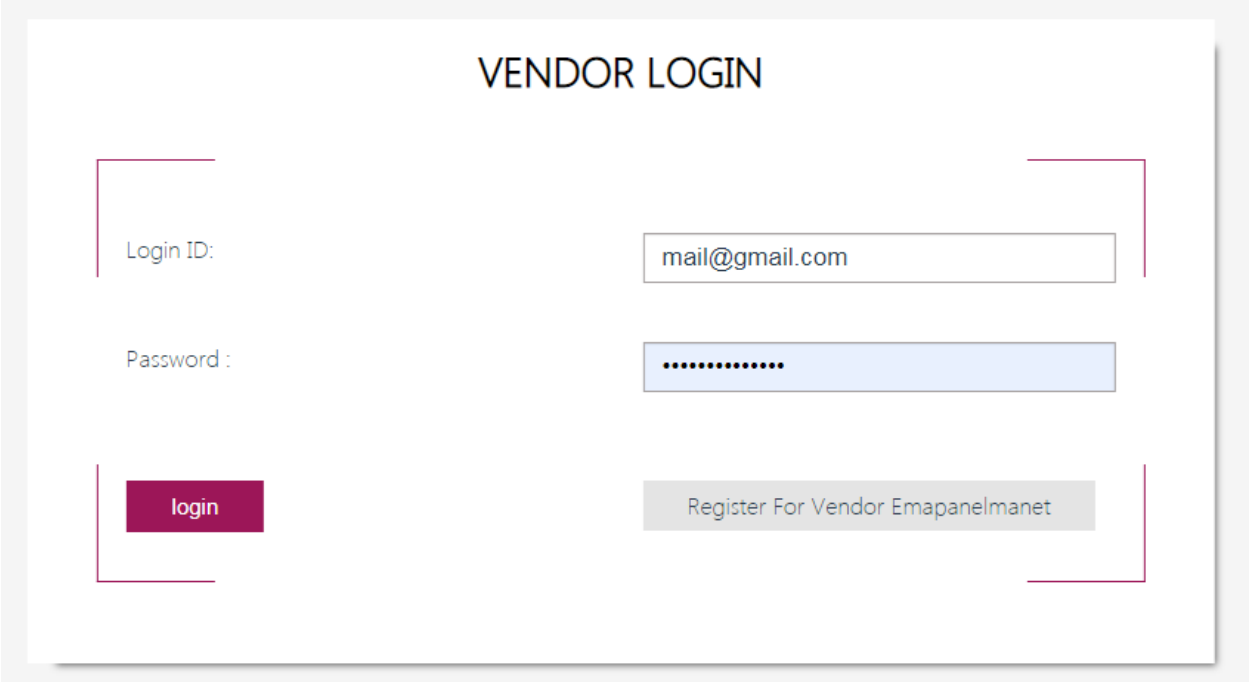
NOTE:

Login ID: Registered Email -Id

Password: Password Created during registration Process

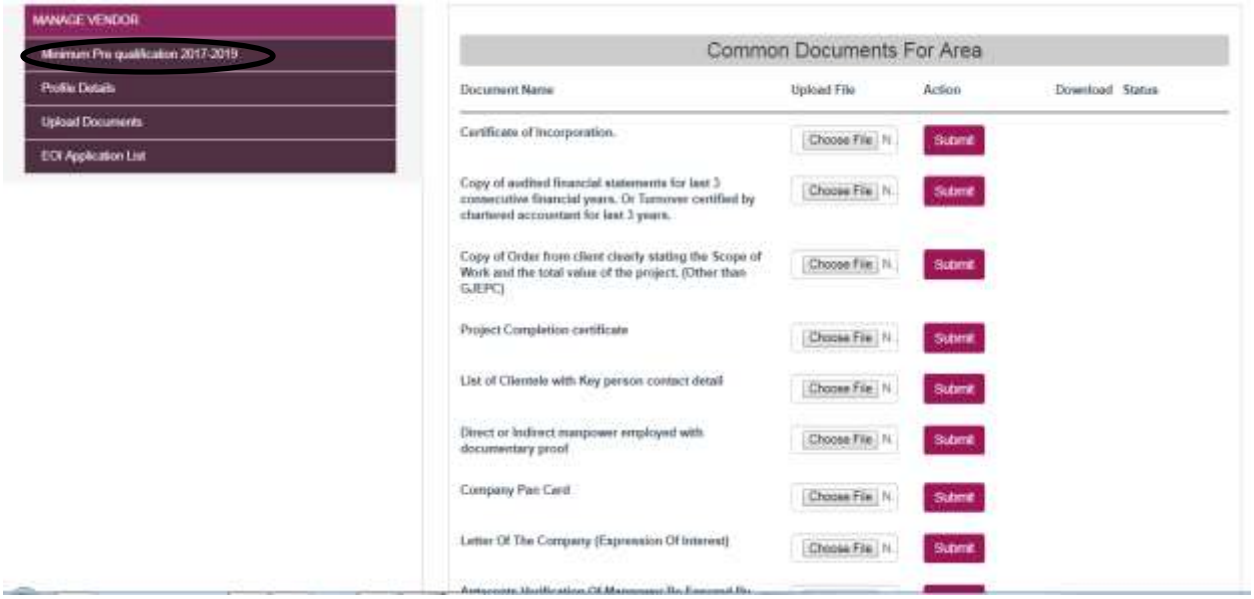
ACTION: After providing the Login Id and password click on Login.

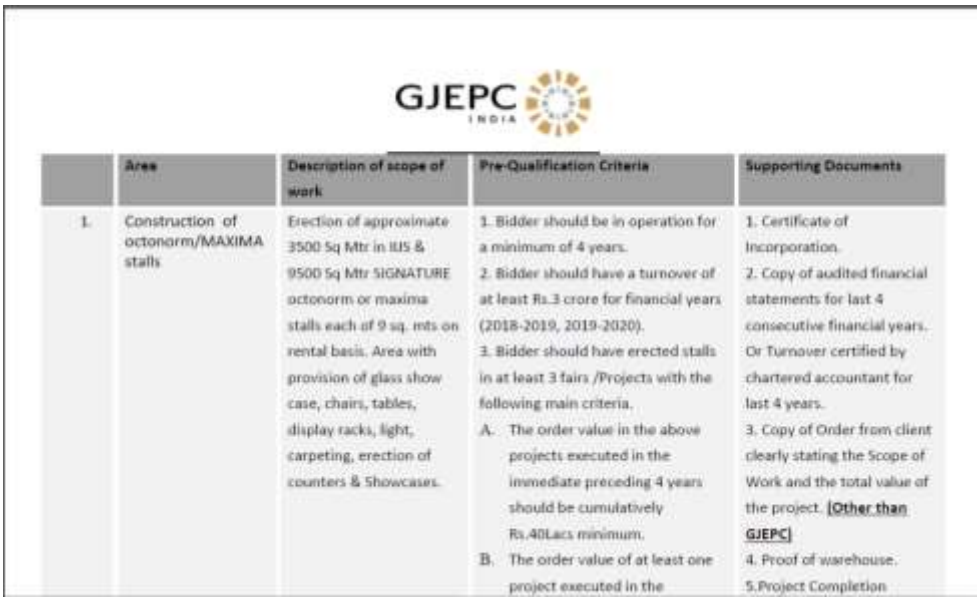
RESULT: Display vendor dashboard contains Your All Information which is submitted in your registration process.



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.



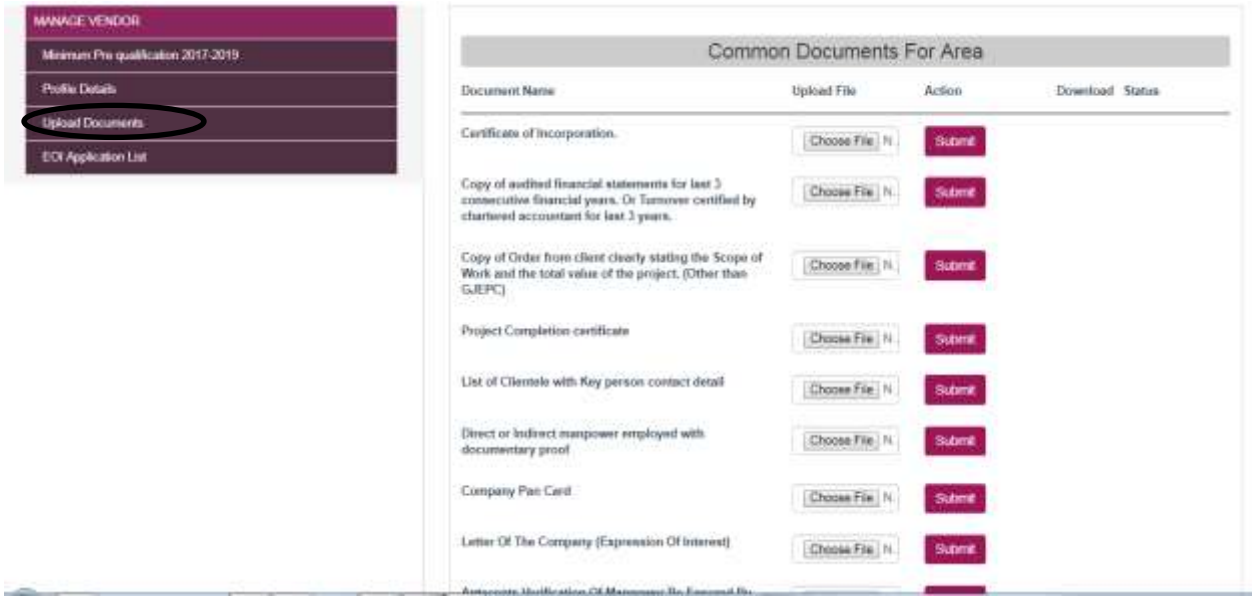


	Area	Description of scope of work	Pre-Qualification Criteria	Supporting Documents
1.	Construction of octonorm/MAXIMA stalls	Erection of approximate 3500 Sq Mtr in IUS & 9500 Sq Mtr SIGNATURE octonorm or maxima stalls each of 9 sq. mts on rental basis. Area with provision of glass show case, chairs, tables, 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. (Other than GJEPC) 4. Proof of warehouse. 5.Project Completion

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

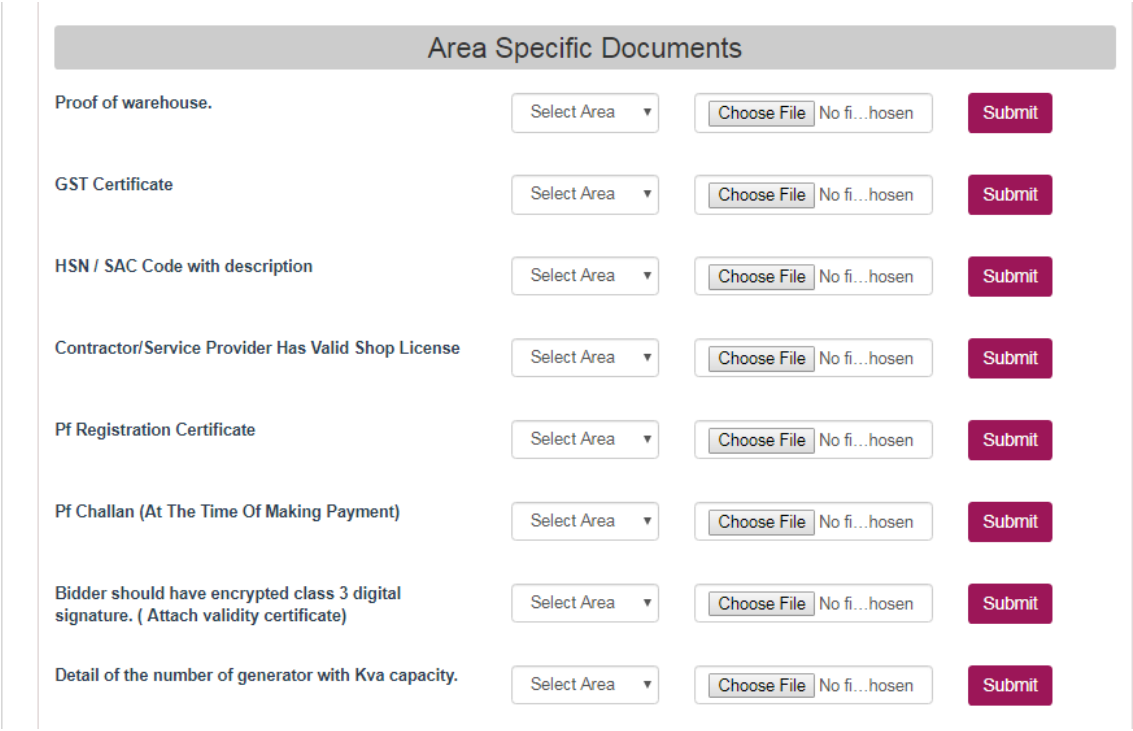
Common Documents Upload: Vendor must Upload all the documents stated in '**Common Documents for Area**' section Which are supported for all areas. Also vendor can update document before approval

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.

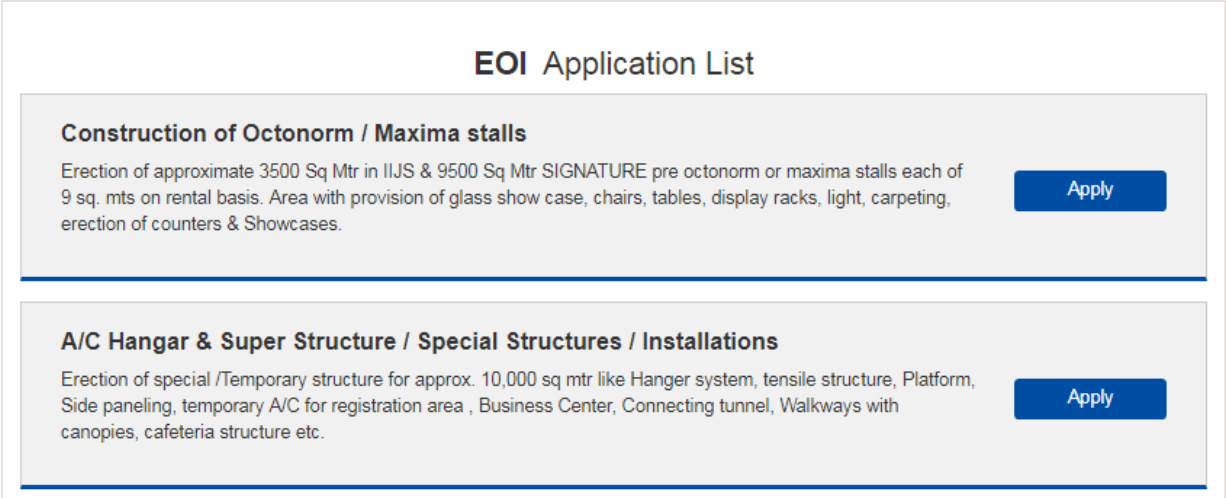


Area Specific Documents Upload: For upload area specific documents first vendor have to select area and then choose document and submit. Also vendor can update document before approval.

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.



EOI Application List: This list contains all areas where vendor can 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 Commmon 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