

**Invites Quotations For The Execution Of Temporary Stalls, Electrical Works, Fire Safety Works And Related Structures With Event Management For Arranging Exhibition Cum Sale At Various Places Of Gujarat And Other Metro Cities.
Under The Project Hastkala Setu Yojana**

**ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA,
AHMEDABAD**

Tender Bid



Tender No: EDII/ADMN/HSY/2022-2023/06

ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA (EDII)
(Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428 - Dist. Gandhinagar Gujarat - India
Phone: +91-79-6910 4900/4999/5000; Fax: +91 79 23969164; Email: admin@ediindia.org ;
Website: www.ediindia.org

TENDER DOCUMENT FOR
The Execution Of Temporary Stalls, Electrical Works, Fire Safety Works And Related Structures With Event Management For Arranging Exhibition Cum Sale At Various Places Of Gujarat And Other States Under The Project Hastkala Setu Yojana

ABOUT EDII: 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.

About the Project:

“Hastkala Setu Yojana” is a Commissionerate of Cottage and Rural Industry, Government of Gujarat initiated project. This project aims to build a favorable entrepreneurial ecosystem in Gujarat for creating successful grassroot entrepreneurs, primarily focusing on traditional arts and crafts. The project spans across 33 districts of Gujarat and has around 13422 artisans enrolled under it.

The project Hastkala Setu Yojana acts as a bridge between the artisans/ budding entrepreneurs by creating incubating facilities to link them to potential markets. This project envisages designing and implementing an integrated model to enable rural entrepreneurs with entrepreneurial opportunities for their livelihood generation and sustainable development.

Entrepreneurship Development Institute of India (EDII), has been appointed as the knowledge and implementation partner by the Commissionerate of Cottage and Rural Industry to implement the Hastkala Setu Yojana across all the districts of Gujarat. Entrepreneurship Development Institute of India (EDII), a not-for-profit organization, is an acknowledged National Resource Institute for Entrepreneurship Education, Research, and Training & Institutions Building.

Terms of Reference (ToR)

EDII invites sealed quotations from reputed service providers for the “Execution of Temporary Stalls, Electrical Works, Fire Safety Works and Related Structures with Event Management for Arranging Exhibition Cum Sale at Various places of Gujarat and Other States under the project Hastkala Setu Yojana”

The last date to submit tender is Friday, 18th August 2023 by 16.00 hours. Tenders received after the last date of submission will not be considered. The tender document should be addressed to:-

Sr. Manager (Administration),
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. **“Conducting Exhibition under the project Hastkala Setu Yojana.**
 - i) Technical Bid: - should be super scribed with Tender No., title of the tender i.e. **“Tender for Conducting Exhibitions – Hastkala Setu Project”** and word **“TECHNICAL BID”** (prescribed hereinafter).
 - ii) Financial Bid: - should be super scribed with Tender No., title of the tender i.e. **“Conducting Exhibitions – Hastkala Setu Project”** and word **“FINANCIAL BID”** containing rate quoted by the party duly signed by authorized representative.
2. Loose papers shall not be accepted and outright rejected. Hard bound copy only shall be accepted.
3. The Bid documents submitted must be without any overwriting, interlineations, corrections, double typing, etc. The Employer or its appointed committees may however, at its discretion, consider any document with any overwriting or corrections if the same has been duly initialled and dated by the Authorized Representative of the Tenderer.

Sr. No.	Key Information	Details
1.	Bid document available to download	The bid document can be downloaded from 05/07/2023 from website: www.ediindia.org

2.	Last Date and Time for submission of the physical documents	18/08/2023 by 04:00 PM Submitted to: Sr. Manager (Administration) 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 two 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
6.	Validity of the Bid	180 days from the bid submission date
7.	Pre-bid Meeting	Friday, 21 st July 2023 at 2.00pm

Event Brief

Organizing inter/ intra state level exhibitions under Hastkala Setu Yojana. The approximate numbers of exhibitions to be conducted annually are:

S.No.	Location	No. of Exhibitions (Approximate)
1.	National Level	5
2.	State Level	10
3.	District Level/ Block Level	5-7 (each district)

Objective:

The objective of the organizing exhibitions is to provide Hastkala Setu handicraft artisans a platform to generate business opportunities for the craft of Gujarat. Exhibitions which are being organized at State/ National level connect the artisans with prospective buyers.

Scope of Work

All the work related to organizing exhibition cum Sale at any location inside state or outside state in the metro cities of India i.e. Mumbai, Pune, Delhi, Ahmedabad, Surat, Chennai, Kolkata, Bangalore, and Hyderabad.

- Selection of place, as per planning of event (Mela calendar) prepared by EDII or as per instruction.
- Preparation of plan, Layout, Design of Venue.

- Ground Booking, Electricity Connection, fire, and safety and all required legal permission to be obtained on behalf of concern Authority.
- Arrangements for gathering the target audience for increasing the footfall in the event.
- Pre & Post advertising for the event.
- Inauguration related all work.
- For publicity of events proper publicity/Media plan must be provided by the agency which including Advertisement in News Paper, Radio, SMS, Pamphlets, Hoardings, Social media etc.
- The Final Report of the Completion of the event has to be submitted by the Agency to EDII with all required documents and Photographs album, Videography CD/DVD, Digital Photographs and Digital Videography and Third Party Inspection report before producing the bill of the event.
- Each stall will require a display space admeasuring approximately 9 sq. mts.(depending upon the space availability). Each stall should have the following:
 - Branding of the project
 - Tables with table cover
 - Two chairs
 - Display racks
 - One dustbin
 - Spotlights
 - Power plug points
- Execute the work with due respect to aesthetics, safety, theme consistent with best of industry practices within given time and approved budget.
- Modify the conceptual design incorporating required changes as may be suggested by the Hastkala Setu project team. All the decorations must be done considering the theme and brand guidelines of the Hastkala Setu project team.
- Bidder will provide regular supervision and inspection as may be necessary to ensure that works are being executed in accordance with the concept, design, working drawing and specification.
- Bidder shall undertake to complete their professional services by the previous day of the event, in accordance with the instruction by EDII. Bidder shall furnish the schedule of implementation to the EDII so that systematic and timely monitoring of the project can be done.
- The Bidder shall clear the site on possession and hand over back the site in a satisfactory manner as received before the event once the event is over in to pre-event condition within three days of the completion of event.
- Preparation of required documents and certificates to obtain approvals from

Government / Local Self Government / other agencies and overall coordination and follow-up with agencies for getting approvals, certificates.

- Preparing drawing necessary for submission to statutory bodies for sanction. The Bidder shall arrange/liaison for all necessary approvals like for electricity, fire fighting, police department, loud speakers etc. and shall abide by all statutory rules and regulations as may be applicable. In case any fees are to be paid in connection with the said approval, the same shall be reimbursed by EDII.
- If required, the bidder could be instructed to organize cultural program.
- **Bidder shall comply and obtain all statutory approvals, clearances & License from Labour department as required by Law.**

Eligibility Criteria

1. The Bidder shall be a legally valid entity with GST no. and all requires all certifications for conducting the event.
2. The Bidder should not be blacklisted by any Government Department, Organization, Corporation, or any other body.
3. The Bidder shall have experience in organizing national and/or international level exhibitions.
4. Electrical License: It is compulsory for bidder to have license for electrical work given by competent authority. The overall responsibility regarding electrical work will be the successful bidder. The bidder shall enclose a true copy of the valid Electrical License issued to his own company by Licensing Board under the Office of Chief Electrical Inspector, Government of Gujarat. Such License should have been issued in the name of the own Company is Five years old as on date of publication of this tender.
5. The bidder must submit hard copies of all supporting documents required for technical qualification after putting his signature as per the instructions given elsewhere in this document. All pages submitted shall be properly signed by the authorized person and company's/firm's seal shall be affixed on each page.
6. The Bidders shall furnish along with his bid the resume of the key personnel associated for this event for the construction of the works, duly signed by the concerned person.

Responsibility of the Bidder

- a) Information, material etc. borrowed by the Bidders, if any, shall remain the property of EDII and may be provided by the EDII for information, solely for the purpose of execution of this Contract. All such borrowed material shall be sole property of the EDII and shall be returned to EDII after submission of the bids.

- b) The bidder shall utilize optimally the land available for installation/construction of various facilities/components of the Event and cost all components and allied works of the Event. The details of the costing shall form part of the proposal. The bidder shall provide a detailed scheme of event, installation & commissioning, operation and maintenance.
- c) The bidder shall take into consideration all aspects of the Event at the time of bidding, namely, though not restricted to:
- Execution and management by construction of temporary structures as per scope
 - Procurement
 - Civil Works including site, development and toilets if required
 - Installation, testing and commissioning of electrical works under the scope.
 - Quality control
 - Environmental and social safeguards
 - Security and risk coverage
 - Site Clearance
 - Water and Sanitation
- d) The bidder has to bear in mind that if selected for the award of contract he shall have to ensure that in any case no damage is caused to the environment while executing the Event.
- e) The bidder if selected, shall ensure that while excavating operation for execution of various works, habitat animals are not disturbed.
- f) Necessary barricading and other necessary safety measures shall be the responsibility of the Contractor at no extra cost. Any loss of human/cattle or damages or so, shall be the responsibility of the bidder including any liability and/or compensation to be paid towards the life lost damages so caused.
- g) All infrastructure works covered in the contract shall be so managed and executed that they maintain safe distance from the public roads and other existing structures, services and sensitive areas like forest, sanctuaries, historical places, national monuments, schools, hostels and residential areas.
- h) Cutting of trees shall not be permitted.
- i) Once the Event is completed, the debris and other waste materials shall be removed and shifted to safe place, as directed without any extra cost within 72 hours of the event completion.
- j) The workmanship shall be of high order and quality so as to prevent accidents and damaging the environment and surroundings.
- k) No Damage in any case shall be caused to the any existing structure in vicinity. The selected bidder shall be held responsible in occurrence of any such incident and will be responsible for the cost of required rectifications.

- l) Site shall be returned to the supplier as it was in the original condition and completely free of any garbage and temporary structures.
- m) The Bidder shall get all his resources insured compulsorily. If any damage occurs to the property of the bidder or any loss of life occurs to the staff member, due to earthquake, cyclone, fire, rains or rains like natural calamities and communal riot/disturbances, terrorism like manmade calamities, he shall be held responsible and no compensation or claims will be entertained EDII.
- n) It will be the total responsibility of bidder to maintain cleanliness in the exhibition area as well as lavatory and bathroom daily during the period of fair. Before and after the fair, the ground shall be cleaned completely within prescribed time limit and the ground shall be handed over back in clean condition for which no separate charge will be paid.
- o) The lodging and boarding arrangement of the contractor's men, wiremen, helper, electrician etc. shall be made by the contractor.
- p) The additional facilities shall be provided to the stall holders by the contractor at the price approved in the tender.
- q) It is compulsory for bidder to have license for electrical work given by competent authority. The overall responsibility regarding electrical work will be the successful bidder. The bidder shall enclose a true copy of the valid Electrical License issued to his own company by Licensing Board under the Office of Chief Electrical Inspector, Government of Gujarat. Such License should have been issued in the name of the own Company is five years old as on date of publication of this tender.
- r) The Contractor shall give the address of his registered office and go down (especially with stock list), e-mail, Land line numbers, Fax, Mobile numbers and total staff on permanent pay-roll with address and phone numbers. The contractor must give the name, landline number and mobile number of his manager who is going to look after the day to day event of fair.
- s) The successful bidder shall make his own arrangements for all the materials, power and water required for all purposes in connection with the construction and execution of the works.
- t) The guidelines issued by the Gujarat State Disaster Management Authority (GSDMA)/ respective State Government and Central Government for event management shall be strictly followed.
- u) The theft/criminal incidents, if any occur in the fair, it will be the responsibility of the contractor and security to file police complaints.
- v) Contractor shall provide all the finer details of the work executed and manpower deployed in order to assess the work.
- w) The supervision work at site will be done constantly by the qualified staff employed by Contractor and no extra payment on such recruitment of staff will be charged or payable by the EDII.

Financial Eligibility

Criteria:

- The Average Annual Financial Turnover for the last 5 years shall be at least 50% of the estimated cost put to tender. The requisite turnover shall be duly certified by a Chartered Accountant with his Seal/signatures and registration number.
- The net worth of the company/firm as of 31st March of the previous financial year should be positive.
- The Tenderer should not have incurred any loss in more than two years during available last five consecutive balance sheets.
- The Tenderers are required to submit a summarized page of the Balance Sheet of the last financial year (audited) and also a summarized page of the Profit & Loss Account (Audited) for the last five years.

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.

Confidentiality of tender submissions:

The Contractor shall strictly treat and maintain the Employer's Confidential Information as "Confidential Information".

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, lock-outs, 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 agency must ensure strict adherence to fire, structural, and all other safety norms.

2. The event schedule, date, and venue will be provided on the basis of the upcoming events.
3. The responsibility for delivering the photographs/videography on any other related jobs to the office within the required period will be that of the firm. No separate payment will be made for transport vehicle & materials. The deputed photographer/videographer of the firm has to reach of his/her own at the destination / place for photo/video coverage.
4. The competent authority of this office shall not be responsible for any loss/damage caused to cameras / operators
5. All the photographs, DVD, RAW files etc. will be the property of the Institute. The photographs are not allowed to use for anything other purpose without the knowledge of the Institute. Written approval is to be taken for usage of photographs for any other purpose.
6. Agencies would require delivering the photographs at the Head Office within given time of the assignment covered.
7. The rate is to be quoted including the transportation, lodging and boarding expenses for the photographers.
8. 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.
9. 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.
10. The event management company shall procure necessary permissions and NOCs required for conducting the show from competent authorities.
11. Use copy-righted music for the entire event inside Gujarat and outside Gujarat Exhibitions.
12. 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.
13. 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
14. Any bid received by EDII after the last date for bid submission will be rejected
15. The Bidder shall bear all costs associated with the preparation and submission of its bid at EDII.
16. Payment terms: 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, GST number of both the parties along with GST bifurcation, seal and sign.
17. The Tenderer shall be responsible for the taxes, duties, cess, fees, and other impositions payable by it under the Applicable Laws.
18. 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 reserve the right to terminate the contract.
19. 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
20. The Agency should sign all the pages of the tender documents before submission, as a token of having read & accepted the terms and conditions.
 21. The Employer also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Tenderer.
 22. The tenderer who has downloaded the tender from the Institute's website 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
 23. Amendments to Notice Inviting Tender (NIT), if any, would be published on the website only, and not in the newspaper.
 24. 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.
 25. Interested Tenderers should carry out an independent assessment and analysis of the requirements of the information, facts, and observations
 26. 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
 27. 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.
 28. 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.
 29. **The Institute will NOT ACCEPT ANY TENDERS THROUGH EMAIL.**
 30. Any dispute, difference, or objection with regard to 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.
 31. 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.

32. EDII reserves the right to terminate the contract if the services are not found satisfactory, by giving one month's notice, and if the Agency wants to terminate the contract they will be required to give one month's notice in writing giving reasons thereof.
33. 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.	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 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 st FY	2 nd FY	3 rd FY	4 th FY	5 th 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					

- Summarised page of Audit Profit & Loss Amount of previous five Financial Years duly certified by the chartered account, is to be submitted.
- Summarised page of Audited Balance Sheet of last Financial Year (ending 31st March of preceding FY) duly certified by the chartered account, is to be submitted.

Note: This Form -C is to be submitted in original

Signature of Tenderer with Seal

Signature of Chartered Accountant 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**a. Quote for Inside Gujarat Exhibitions**

Sr. No	Description	Unit	Qty	Rate	Amount
1.	Cost of designing branding plan including event marketing, promotion and publicity in print and digital media which includes designing and execution for newspaper advertisements, outdoor banners, Event documentation in the form of photography and videography, Closely coordination with HSY project team regarding all aspect of the event planning and execution, setting up of stalls, each stalls required :branding of the project, two tables with table cover, two chairs, display racks, wooden/bamboo hangers, one dustbin, spotlights, power plug points. Travel, stay and local conveyance of the videographers, photographers and any other local/outstation individuals, any charges related to fire and safety or any other norms, any other expenses required to be incurred for the successful execution of the event	Days	10		
	Total amount for organizing the exhibition				
	GST (bifurcation is compulsory)				
	Grand Total (Rs.)				

Signature:

Seal:

Name of the Company:.....

Email id:.....

Phone No.:.....

Address:.....

b. Quote for Outside Gujarat Exhibitions

Sr. No	Description	Unit	Qty	Rate	Amount
1.	Cost of designing branding plan including event marketing, promotion and publicity in print and digital media which includes designing and execution for newspaper advertisements, outdoor banners, Event documentation in the form of photography and videography, Closely coordination with HSY project team regarding all aspect of the event planning and execution, setting up of stalls, each stalls required :branding of the project, two tables with table cover, two chairs, display racks, wooden/bamboo hangers, one dustbin, spotlights, power plug points. Travel, stay and local conveyance of the videographers, photographers and any other local/outstation individuals, any charges related to fire and safety or any other norms, any other expenses required to be incurred for the successful execution of the event	Days	10		
	Total amount for organizing the exhibition				
	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:_____

Prepared by

Approved by