



SHABH CREATIONS PRIVATE LIMITED

Partner & Vendor Empanelment Pack

Terms of empanelment · Qualification checklist · Registration form

Fire & Life Safety · Electrical · MEP · HVAC · ELV · IT & Critical Power · Interiors

sales@shabhcreations.com | +91 89630 00015 | www.shabhcreations.com

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1. Why partner with Shabh Creations

Shabh Creations is a single-window turnkey project and maintenance company. We win and manage the client; our empanelled specialist partners execute the work. If you are a capable contractor in your trade, partnering with us means:

- A steady pipeline of turnkey and AMC work — one relationship, repeat orders.
- Professional project management — clear scope, drawings and coordination, so you focus on execution.
- On-time, milestone-linked (back-to-back) payments.
- Room to grow with us across fire, electrical, MEP, HVAC, ELV, IT and interiors.

Domains we empanel

Fire & Life Safety	Electrical & Panels	HVAC & AHU	Plumbing & MEP
ELV — CCTV, Access, PA/AV	BMS / IBMS	IT, Server Rooms & Cabling	UPS & Critical Power
Clean-agent & Suppression	Interiors, Furniture & Glass	Civil & Fit-out	STP / WTP & Utilities

2. Qualification checklist — the first filter

A partner is empanelled only after meeting the criteria below. **Mandatory** items are essential; **Preferred** items strengthen your profile and rate. Thresholds scale with project size.

A. Business & legal

Criterion	Requirement	Meets?
Registered firm (Proprietorship / Partnership / LLP / Pvt Ltd) with valid proof	Mandatory	
GST registration (active GSTIN)	Mandatory	
PAN of firm and proprietor/partners	Mandatory	
Business bank account in the firm's name	Mandatory	
Udyam / MSME registration	Preferred	

B. Statutory & labour compliance

Criterion	Requirement	Meets?
EPF & ESI registration (where workforce requires)	Mandatory	
Labour / contractor licence (if engaging 20+ workers)	Mandatory	
Up-to-date GST / PF / ESI filings	Mandatory	

C. Trade licences & certifications (domain-specific)

Criterion	Requirement	Meets?
Electrical contractor licence — firm, or a licensed supervisor on the team*	Preferred	
Fire-agency licence / registration where the state requires it; support for client Fire NOC	Preferred	
OEM authorisation / dealership for branded systems (panels, UPS, VESDA, etc.)	Preferred	

ISO 9001 (quality) and/or ISO 45001 (safety)	Preferred	
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D. Experience & track record

Criterion	Requirement	Meets?
Minimum 3 years in the specific trade	Mandatory	
At least 3 completed projects of comparable scope	Mandatory	
Project reference list (name, scope, value, year, client contact)	Mandatory	
Two contactable client references	Mandatory	

E. Manpower & capacity

Criterion	Requirement	Meets?
In-house skilled technicians (ITI / diploma) — minimum team for the trade	Mandatory	
Qualified site supervisor / engineer	Mandatory	
Ability to mobilise within 5–7 days of work order	Mandatory	
Capacity to run at least one concurrent site independently	Preferred	

F. Safety & EHS (non-negotiable)

Criterion	Requirement	Meets?
Provides PPE to all workers on site	Mandatory	
Follows site safety norms, permit-to-work and toolbox talks	Mandatory	
No major safety incident in the last 2 years	Mandatory	
Documented EHS policy	Preferred	

G. Financial standing

Criterion	Requirement	Meets?
Annual turnover appropriate to ticket size (declared)	Mandatory	
Ability to work on milestone / back-to-back payment terms	Mandatory	
Bank solvency / reference (for larger tickets)	Preferred	

H. Insurance (as applicable to scope)

Criterion	Requirement	Meets?
Workmen's Compensation policy for site labour	Mandatory	
Contractor All Risk (CAR) / Public Liability (larger projects)	Preferred	

I. Tools, equipment & documentation

Criterion	Requirement	Meets?
Owns required tools and testing instruments for the trade	Mandatory	
Can produce test reports, as-built drawings and progress documentation	Mandatory	

*Note on electrical licensing: electrical installation work in India legally requires a valid electrical contractor / supervisor licence (Electricity Act 2003, Rule 45). It need not be held at empanelment, but must be in place — via the partner or an approved licensed supervisor — before any electrical work order is issued. Fire-agency licensing varies by state; the partner must be able to support the client's Fire NOC.

3. Terms of empanelment

1. Engagement basis	Work is assigned only through a written Work Order / Purchase Order. No work begins without it.
2. Scope & standards	Execution strictly per approved drawings, BOQ and applicable codes (NBC, NFPA, IS, CEA).
3. Payment	Milestone-linked and back-to-back with the client. A retention of 5% is released after the Defect Liability Period. No payment is due for rejected or non-conforming work.
4. Timelines	Adherence to the agreed schedule. Liquidated damages apply for unjustified delay.
5. Quality & inspection	All work is subject to Shabh Creations and client inspection. Rework of defective work is at the partner's cost.
6. Safety & PPE	Mandatory PPE and full site-safety compliance. Violations may lead to stop-work and penalty. The partner is responsible for its workers' safety.
7. Documentation	Daily / weekly progress, material test certificates, as-builts and warranty certificates as required.
8. Warranty / DLP	The partner warrants workmanship for 12 months and attends reported defects within 48 hours.
9. Statutory compliance	The partner is solely responsible for its labour, PF/ESI, taxes and licences, and indemnifies Shabh Creations accordingly.
10. Insurance & indemnity	The partner maintains applicable insurance and indemnifies Shabh Creations against claims arising from its work or workers.
11. Confidentiality	The partner keeps all project, client and commercial information strictly confidential.
12. Non-circumvention & non-solicitation	The partner shall not directly approach, solicit, quote to or contract with any client introduced by Shabh Creations, nor bypass Shabh Creations, for 24 months from introduction.
13. Conduct	Professional conduct on site at all times. No commitments, quotes or negotiations with the client without written authorisation.
14. Status	The partner is an independent contractor, not an employee or agent of Shabh Creations.
15. Termination	Shabh Creations may terminate for non-performance, safety or quality breach, or misconduct.
16. Governing law	Governed by the laws of India; jurisdiction Chhattisgarh, or arbitration as mutually agreed.

4. Partner registration form

Please complete and return with the documents listed in section 5.

Firm / company name	
Type & year established	
Registered address	
Operating locations	
Contact person & designation	
Phone & email	
Trades / domains offered	
GSTIN	
PAN	
Udyam / licences held	
No. of technicians / supervisors	
Concurrent site capacity	
Declared annual turnover	
Key project 1 (name / scope / value / year)	
Key project 2	
Key project 3	
Reference 1 (name / phone)	
Reference 2 (name / phone)	

5. Documents to attach

- ☐ GST certificate
- ☐ PAN card (firm)
- ☐ Firm registration certificate
- ☐ Trade / electrical / fire licences
- ☐ ISO certificates (if any)
- ☐ Insurance policy copies
- ☐ Two project references / completion proofs
- ☐ Cancelled cheque / bank detail

6. Selection process

1	Submit form + documents
2	First-filter check against the qualification checklist
3	Capability interview / discussion
4	Reference & document verification
5	Trial work order (small scope)
6	Empanelment & rate agreement

Declaration: I confirm the above information is true and that our firm meets the criteria indicated. Signature:

_____ Name: _____ Date: _____

This pack sets out indicative empanelment criteria and terms. Final engagement is subject to a signed agreement; empanelment does not guarantee work. Shabh Creations Private Limited · sales@shabhcreations.com · +91 89630 00015