

MUMBAI PORT TRUST
MECHANICAL AND ELECTRICAL ENGINEERING
DEPARTMENT
MATERIALS MANAGEMENT DIVISION

TERMS AND CONDITIONS OF VENDOR REGISTRATION

1. The application form for the registration as an approved vendor with the Materials Management Division of Mumbai Port Trust is available on the MbPT website www.mumbaiport.gov.in. The applicant shall invariably fill all the relevant columns of the application form and submit the same online along with the scanned copies of the mandatory documents. It may be scrupulously noted that the registration shall be granted subject to the verification of the said documents vis-à-vis their originals and satisfactory onsite inspection report of the firm's factory/office premises in case of local firms.

2. This office will intimate the applicant about the shortfall of mandatory documents (if any).

3. The registered vendors should note that their performance will be evaluated periodically and their Performance Rating will be communicated to them from time to time. The registered vendors will have to renew their registration every two years. They should also apply two months prior to the expiry date of validity of ongoing registration. The payment of the vendor registration renewal charges amounting to

Rs.600.00 i.e @ Rs.300.00 per annum for a period of two years is a pre-requisite for the renewal of vendor registration.

4. If the registered vendors intend to engage in any correspondence with this office, they must invariably quote their Registration No. and the Group No.(s) for which they are registered with this division. They should also quote against each and every relevant tender.

5. The registered vendors will quote only for those groups of items for which they have been granted registration. Initially, a maximum of four item groups will be allotted. Later, the vendors can apply for addition or alteration of number of item groups. However, they will have to substantiate their competence by means of relevant documentary evidence. The vendors should send their offers regularly at the competitive prices.

6. The registered firms will have to apply along with the Income-Tax Returns filed for previous two financial years, an undertaking on their letterhead stating that no GST/VAT dues are pending for the previous two financial years, Registration Certificate of Establishment issued by local body / Factory Licence renewed till date, List of Purchase Orders executed (item group-wise) and the tenders participated (item group-wise). Failure to comply with the same will render your

registration to be cancelled after the expiry of the validity.

7. All the statutory documents shall be renewed as and when expired during the validity period of the registration and the same shall be produced as and when requested.

8. The registered vendors are advised to visit the MbPT Website www.mumbaiport.gov.in and CPP Portal www.eprocure.gov.in on a regular basis and submit their competitive offers with respect to the Limited / e-/Single Tenders uploaded by this office on the relevant websites.

9. The registered firm will be bound by all the terms and conditions stated in the tender documents as well as by the "Standard Conditions of Contract" of Mumbai Port Trust . In case of conflict between these two sets of terms and conditions, the provisions of the "Standard Conditions of Contract" of Mumbai Port Trust shall prevail.

10. Any change in the firm's product range, location, works/Sales Office, Management/Organisational structure, e-mail ID for e-procurement, contact telephone/cell No., information of the status of company as Micro or Small Enterprise (MSE) should be intimated to this office immediately along with the supporting documents quoting the allotted Registration Number for updating the necessary information in the system.

11. It is not binding on this office to send enquiries to the registered vendors in all the cases. In other words, mere registration does not confer any right on the registered firms to receive enquiries from this office or secure purchase orders/ contracts awarded by it for the supply of requisite goods.

12. The registration does not qualify the tenderers for any of the tenders floated/to be floated by the Materials Management Division of Mumbai Port Trust and the registered firm shall necessarily conform to and/or fulfill all the technical and commercial terms and conditions/pre-qualification criteria in case of tenders in the two bid mode to emerge as a qualified bidder.

13. The Chief Mechanical Engineer can suspend dealings with the registered vendors for a specified period in the event of non-compliance of Purchase Order(s) and/or consistent supply of substandard/spurious materials.

14. The Chief Mechanical Engineer reserves the right to cancel the registration at any time without notice on any of the under mentioned grounds:

a) Failure to observe, while tendering, the instructions given in tender for and standard conditions of contract.

(b) Failure to quote in response to invitation to tender on four successive

occasions. The firm is requested to send a regret letter if they do not wish to quote for the Tender Enquiry issued to them.

- (c) Failure to perform the contract satisfactorily.
- (d) In case the firm is declared bankrupt or insolvent or its financial position has become unsound, and in case of Limited Company, it is wound up or taken into liquidation.
- (e) If a firm no longer has the technical staff or equipment considered necessary.
- (f) Failure to supply the material as per standardised technical specifications and failure to replace the rejected material within reasonable time.
- (g) Rendering false information or concealing factual information in the application for registration or in the quotation.
- (h) Banned or debarred or Tender holiday given by other Government organisations/agencies.
- (i) If the registered firm or company is involved in unfair business practices or indulging in anything in stark contrast with the established business ethics and other fraudulent practices like impersonation, misrepresentation, volitional suppression of any information which is pivotal for the issue of contract profiteering and cartelisation.
- (j) Any other grounds which in the opinion of the Chief Mechanical Engineer renders retention undesirable in wider public interest.