

MUMBAI PORT TRUST
MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT
MATERIALS MANAGEMENT DIVISION

PROCEDURE FOR REGISTRATION OF FIRM/COMPANY AS AN
APPROVED VENDOR

1. The vendor registration form is available on the MbPT website www.mumbaiport.gov.in. The aspiring firm/ company can download and forward the same to the office of the Materials Management Division, MbPT along with the relevant documents listed on Page No.6 of the registration form.
2. The application cost shall be paid by way of Demand Draft/Pay Order/Banker's cheque drawn in favour of "The Board of Trustees of the Port of Mumbai " payable at Mumbai for an amount of Rs.100/- + GST @5% or as applicable. The downloaded Vendor Registration forms without requisite cost thereof will not be accepted.
3. The vendor registration form can be purchased from the Cash Counter of the Materials Management Division, Mumbai Port Trust at 1st floor of Bhandar Bhavan, Mujawar Pakhadi Road, Mazgaon, Mumbai-400 010 on payment of Rs.105/- by way of debit/credit cards/ Demand Draft/ Pay Order/Banker's Cheque in favour of "The Board of Trustees of the Port of Mumbai " payable at Mumbai.
4. Outstation firms/companies can download the prescribed Vendor Registration forms from the official website of Mumbai Port Trust viz. www.mumbaiport.gov.in . However, they will have to make a payment of Rs.105/- by way of Demand Draft/ Pay Order/Banker's Cheque in favour of "The Board of Trustees of the Port of Mumbai " payable at Mumbai at the time of submission of the Vendor Registration form.
5. Vendors desirous of registering their firms as Micro/Small Enterprises are required to submit a bonafide certificate e.g. Udyog Aadhar Memorandum etc. issued by the competent authority.
6. The application form for registration as an approved vendor submitted by the firms will be scrutinised by Materials Management Division and the firms will be informed to forward the unfurnished documents, if any. This action will be completed within **15 days** from date of receipt of application.
7. Simultaneously, Performance Report will be sought from the vendor's banker regarding financial stability and from at least two reputed firms/companies/undertakings/organisations to whom the vendor has supplied the material earlier. These can be either Central or State Government Organisations, PSUs or reputed Private Sector Companies or MNCs.
8. Inspection of firm's premises and the original documents submitted is carried out by the Vendor Registration Committee. This action will be completed within **15 days** from the date of receipt of confirmation from the Finance Department of Mumbai Port Trust stating that the documents submitted by the firm are in order.
9. In case of upcountry firms, inspection of firm's/company's premises / factory is not undertaken. In such cases the firm/company is required to submit the requisite documents duly notarised along with one post card size colour photograph of firm's/company's premises.

10. In case of local firms, the inspection is undertaken and the Inspection Report duly signed by the constituent members of the Vendor Registration Committee is submitted along with the case file recommending registration of the vendor to the Chief Mechanical Engineer through the Sr. Dy. Materials Manager/ Dy. Chief Mechanical Engineer. This action is completed within **45 days** from date of receipt of application.

11. Based on the decision of the competent authority, the firm will be informed whether its application for registration as an approved dealer is accepted or rejected.

12. In case the application for vendor registration is accepted as an approved dealer by the competent authority, the firm will be requested to lodge Permanent Earnest Money Deposit (PEMD) of Rs. 10,000/- with this Port Trust by way of Demand Draft/Pay Order /Banker's Cheque drawn in favour of "The Board of Trustees of the Port of Mumbai" payable at Mumbai. An additional amount of Rs.600/- towards Annual Registration charges for a period of two financial years @Rs.300/- per annum is also required to be paid in the same manner. This process is completed within **15 days**.

13. After lodging Permanent Earnest Money Deposit (PEMD) and payment of requisite registration charges, a unique Registration Number will be allotted to the firm.

14. The entire process of vendor registration will be completed within **60 days** from the date of receipt of application.

DEPUTY CHIEF MECHANICAL ENGINEER