

**MUMBAI PORT TRUST
STORES DEPARTMENT
PROCEDURE FOR REGISTRATION OF FIRM**

1. Vendor Registration form is available on MbPT Website www.mumbaiport.gov.in. The firm can download and forward the same to the Materials Manager, MbPT along with all documents listed on Page No.6 of the registration form.
2. The application cost shall be paid by Demand Draft/Pay Order/Banker's cheque drawn in favour of "The Board of Trustees of the Port of Mumbai " for Rs.100/- payable at Mumbai. Downloaded Vendor Registration forms without requisite cost of the registration form will not be accepted.
3. The Vendor Registration forms can be purchased from the Cash Counter of the Materials Manager, Mumbai Port Trust at 1st floor of Bhandar Bhavan, Mujawar Pakhadi Road, Mazgaon, Mumbai-400 010 on payment of Rs.100/-.
4. Outstation firms/companies can purchase Vendor Registration forms on payment of Rs.150/- by Demand Draft/ Pay Order/Banker's cheque in favour of "The Board of Trustees of the Port of Mumbai ". This cost is inclusive of postal charges. In case , the forms are to be send by Courier, payment of Rs.200/- will have to be made by the same mode. The Vendor Registration forms to such firms will be sent by Registered A/D thereafter.
5. Application forms for registration as an approved vendor submitted by firms will be scrutinised by Stores Department and the firms will be informed to forward unfurnished documents, if any. Action will be completed within 15 days from date of receipt of application.
6. Simultaneously, Performance Report will be sought from vendor's banker regarding financial stability and and from at least two reputed firms/organisations to whom the vendor has supplied the material earlier/registered with them. These can be either Central or State Governments, PSUs or reputed Private Sector Companies or MNS. Action will be completed within 15 days from date of receipt of reply from the banker / firms to which enquiries have been sought.

7. Inspection of firm's premises and/or original documents are carried out by inspection committee depending upon merit of the case. In case of upcountry firms where inspection of firms's premises / factory is not undertaken, the firm is required to submit the requisite documents duly notarized. alongwith one photograph of firm's premises. Action will be completed within 15 days from date of completion of the procedure at sr. no. 7.

8. In case the inspection is carried out, the file will be submitted along with the recommendation and inspection report to the Materials Manager. Action will be completed within 60 days from date of receipt of application.

9. The firm will be informed whether its application for registration as approved dealer is accepted or rejected. Action will be completed within 90 days from date of receipt of application.

10. In case the application is accepted as approved dealer, the firm will be requested to lodge Permanent Earnest Money Deposit (PEMD) of Rs.5,000/- with Port Trust by Demand Draft/Pay Order /Banker's Cheque drawn in favour of "The Board of Trustees of the Port of Mumbai".

11. After lodgement of PEMD a unique Registration Number will be allotted to the firm. Action will be completed within 15 days after lodgement of PEMD.

12. The vendor registration process will be completed within 105 days from date of receipt of application.

13. Vendors desirous of registering their firms as Micro/Small Enterprises are required to submit certificate issued by the concerned authority.

14. Those entrepreneurs owning Micro/ Small Enterprises and belonging to SC/ST community are required to submit a valid Caste Certificate for benefits under the MSME Act to be passed on to them.

MATERIALS MANAGER