

Application for Vendor Registration

Date : -

To,
Account Officer, (CPD), C.A. (CPD) Deptt. , MCGM
Central Purchasing Department,
Bakri Adda, N.M.Joshi Marg, Byculla (West),
Mumbai- 400011

I /We the undersigned hereby request MCGM to register myself/our Organisation/ establishment as Vendor with MCGM. Required information is submitted as below.

Sr.No.	POINTS	DETAILS
1	<u>NAME OF THE VENDOR –</u> * (Certified true copy of the registration certificate of Company/ Society/Firm/Institution/Organization/Trust etc. to be furnished)	
2	<u>TYPE OF ORGANIZATION</u> (Pl. tick mark whichever is applicable)	a) Sole Proprietorship Concern b) Partnership Firm c) Private Limited Company d) Public Limited Company e) Government Undertaking f) Individual Consultant g) Joint Venture h) MCGM Employee i) Registered Society j) Charitable Trust k) Bank l) Individual m) Foreign Vendor n) Others. Pl.Specify
3	<u>OFFICE ADDRESS :-</u> House number and street Street 2 Street 3 CITY 1 / Postal Code (Mandatory) Telephone Number / Mobile Number (Present Office Address of Vendor for communication) E-mail ID (max. 35 characters) <u>(Compulsory)</u>	
4	<u>BANK ACCOUNT DETAILS :</u> <u>Type of Bank :</u> (Pl. tick mark whichever is applicable) <u>Type of Account with code:</u> (Pl. tick mark whichever is applicable) Bank Account Number (In the name of Vendor to be registered) Name of the Bank Name of the Branch Address / Telephone No MICR NUMBER (9 digit Code No. of the Bank & Branch appearing on the MICR cheque issued by the bank) IFSC CODE * (Blank, cancelled cheque to be submitted)	a) State Bank & Associates b) Nationalized Bank c) Scheduled Bank d) Private Bank e) Co-op. Bank a) Saving Bank A/c -Code no. 10 b) Current Bank A/c -Code no.11 c) Cash Credit A/c. -Code no. 13
5	<u>INCOME TAX PERMANENT ACCOUNT NO. (PAN)</u> (Pan card must be in the name of Vendor to be registered) *Certified true Copy of PAN card to be submitted	
6	<u>GST Registration No.-</u> *Certified true Copy of certificate to be submitted	
7	<u>TAX RATE & TDS SECTION</u>	

9	<u>I.T. EXEMPTION</u> - CERTIFICATE NUMBER –		
	*Original certificate to be submitted		
	<u>EXEMPTION RATE</u> (Reason for Exemption)		
	<u>DATE ON WHICH EXEMPTION BEGINS / ENDS</u>	BEGINS	ENDS
10	<u>Works Contract Tax rate (Tick mark appropriate)</u>	1) 1 % , 2) 2 % 3) 4 % 4) Other Pl.Specify	
11	Number of Partners/Directors/Trustees/Office Bearers, Others - Specify	Number:- Proprietor, each Partner of partnership firm, each director, each trustee, each office bearer should furnish information in Annexure "A" *	
12	Please state whether Vendor Code already exist with MCGM with same Vendor Name or with same PAN If yes, please state Vendor Codes Please state reasons for having more than One Vendor	Yes No.	
13	<u>SRM user ID and password link required for E-tendering</u>		
	purpose	Yes	No.

*** Annexure "A" (Mandatory for Proprietor/Partner/Director/Trustee/Office Bearer)**

I hereby declare that the information submitted by me/us is true, correct and complete to the best of my knowledge & belief. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold MCGM responsible for the same.

I will indemnify the MCGM in all matters in case information furnished by me/us is found incorrect in future.

I understand that mandatory information like PAN details, GST/Bankers' Guarantee details , Proofs for Annexure "A", etc. along with documentary evidence is furnished at the time of submission of this registration form. I agree to pay Rs.100/- in cash as Charges towards Vendor Registration.

**Name & Signature of the Vendor/authorized person
along with Rubber Stamp/Seal of organization**

Vendor Registration Charges are exempted to Government organisation.

Charges towards administrative cost for updating the details like name of bank, branch, account no. address etc. due to subsequent changes are Rs.5000/- or Rs.1000/- as applicable depending upon award & execution of contract and reasons of subsequent changes.

Timing for submission of Vendor application :11.00 a.m to 5.00 p.m on all working days except 2nd & 4th Saturday, Sunday & Govt Holidays.
and for accepting cash at MCGM Collection Counter (C.F.C.): 8.00 a.m to 8.00 p.m on all days except Govt Holidays.

In case of any enquiry pertaining to e-tendering process(including User-ID,Password etc.) Please contact IT cell at Gr.flr.,Worli Data Centre,1Z Store Building,Dr.E.Mozes Road,Worli Naka,Mumbai-400 018. Tel No.(022)24811275

For Office Use Only

SAP vendor Code	Created in SAP	
	BY	ON
SRM Link	Created in SAP	
	BY	ON

Annexture "A" (Personal Details)

1	Name of Proprietor/Partner/Director/Trustee/Office Bearer , Other (Specify):-	
2	Position / Designation / Status :-	Proprietor/Partner/Director/Trustee/Office Bearer/Others (pl.specify)
3	Residential Address :-	
4	Address Proof :-	(1) AadharCard/(2) Passport/(3) Voters Identity Card/ (4) Driving License/(5) Electricity bill * / (6) Telephone bill * / (7) Bank account Statement/Bank Pass Book * / (8) Rent Receipt* (Certified copy of any one documents)
5	Pan Card Number :- Copy to be submitted	
6	Aadhar Card no. :- Copy to be submitted	
7	Directors Identification Number (DIN Number) :- Copy of proof to be submitted	
8	Contact Number :-	LandLine :- Cell No. :-
9	email address (max. 35 characters) Note : e-mail address be legible	

* With respect to Sr.No.4, Certified documents submitted as proof of address for electricity bill, Telephone Bill, Bank account statement/ Bank Pass Book, Rent Receipt should not be more than three months old from the date of application.

I hereby declare that the information submitted by me is true, correct and complete to the best of knowledge & belief. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold MCGM responsible for the same. I will indemnify the MCGM in all matters in case information furnished by me is found incorrect in future.

Date:

Name & Signature

