



MUNICIPAL CORPORATION OF GREATER MUMBAI
VENDOR REGISTRATION
FAQ' s

Chief Accountant (Central Purchase Department)

1.) What is Vendor Registration?

As per Central/ State Government derivatives, 'Project of Reforms' in Budgetary and accounting system & Project of Implementation of SAP, and ERP as a part of E-Governance initiative are implemented.

Since implementation of SAP all payments are being made through SAP system only. In order to facilitate payment through system vendor master is created.

2.) Who can apply for Vendor Registration and SRM Link?

Any Firm or individual who are entitled to receive payment from MCGM and are interested to participate for online tendering process can apply for Vendor registration and SRM Link

3.) Validity of Online Vendor application transaction No for all types of vendor?

30 Days

4.) Government Vendor/Department Vendor

Government or MCGM department can apply vendor code through Online vendor registration process on MCGM portal

5.) What Documents required for Vendor registration?

Proprietorship	Partnership
Proprietor Pan Card	Partnership agreement
Company Cancel cheque	Pan Card of Company
GST certificate	Cancel Cheque of company
Address proof of Proprietor	GST certificate of company
	All directors Pan card and address proof
Private Ltd Co	Public Ltd Co
Certificate of incorporation	Certificate of incorporation
Pan Card of Company	Pan Card of Company
Cancel Cheque of company	Cancel Cheque of company
GST certificate of company	GST certificate of company
Minimum 2 directors PAN card, DIN certificate and address proof	Minimum 2 directors PAN card, DIN certificate and address proof
Charitable Trust	Individual
Sanstha registration certificate	Individual Pan Card
Pan card of Sanstha	Cancel cheque
Cancel cheque of Sanstha	Address proof
Chairman Pan card and address proof	

Govt. Undertaking	Joint Venture
	Joint Venture agreement
Pan Card of Company	Pan Card of Joint Venture Company
Cancel Cheque of company	Cancel Cheque of Joint Venture company
Dept letter for Government vendor code	GST certificate of Joint Venture company
	All directors, Partners, trustee, Proprietor Pan card and address proof
MCGM Employee/Nagarsevak	Registered Society
Pan Card of Company	Sanstha registration certificate
Cancel Cheque of company	Pan card of Sanstha
Dept letter for Government vendor code	Cancel cheque of Sanstha
	Chairman Pan card and address proof

Bank	Foreign Vendor
Pan Card of Bank	GST Certificate if Yes
Cancel Cheque of Bank	Foreign Certification of incorporation/registration certificate(English language only)
	Foreign Bank details with Swift Code on foreign banks letter head
	Currency details on companies letter head

6.) Charges for fresh Vendor registration.

Rs.100/- Only

7.) Reasons for Rejection of Vendor registration Application form

Vendor application can be rejected when required documents are not attached or updated correctly along with below specified points are detected at the time of verifying the application

- Name of the Company mention in application does not match with uploaded papers
- Company Registration certificate not attached
- Type of company not assigned correctly
- Address mention in application does not match with uploaded papers
- Address proof of company not attached
- Bank details mention in application does not match with uploaded papers
- Cancel Cheque not attached
- Pan card number mention in application does not match with uploaded papers
- Pan card copy not attached
- GST number mention in application does not match with uploaded papers
- GST certificate not attached
- Pan card number and GST number does not match
- PAN card and DIN number of Directors not attached
- PAN card and Address proof of partners not attached
- PAN card and Address proof of proprietor not attached
- PAN card and Address proof of trustee not attached
- Vendor registration charges not deposited
- Others (i.e not included in above)

Hence vendors are requested to fill up the form correctly and upload the correct documents, so as to creation of vendor without rejection of application.

8.) Procedure for Vendor Registration?

Please refer online vendor registration User manual for Procedure for Vendor Registration and go through the same

9.) If I required urgent Vendor Registration No?

Urgent vendor codes are not possible, system is designed as per First come first basis, hence it is advisable to submit Vendor transaction No 1 month prior to your tender closing date.

10.) Procedure for Changes in Vendor details?

Vendors are requested to go through the MCGM circular no. CA/F/FAR/34 Dated 12/08/2011 and same is attached on MCGM's website www.mcgm.gov.in under tenders column 'Changes in vendor code circular' also refer user manual for change in vendor details, vendor can apply online for change in vendor details by clicking on Changes 'For Change in vendor search page for changing' link under 'Online services' tab

11.) Legal NOC procedure

On Written request from Vendor, Head of the department shall issue no objection certificate after obtaining remarks from the LAW officer about execution of contract or otherwise and same should be get in .pdf format from concern department and then same can be uploaded online by vendor himself at the time of change in vendor detail.

12.) How to obtain DIN certificate?

Please visit website www.mca21.gov.in

Under MCA services click of View Company or LLP Master data

The screenshot shows the MCA21 website homepage. The navigation bar includes 'HOME', 'ABOUT MCA', 'ACTS & RULES', 'MY WORKSPACE', 'MCA SERVICES', 'DATA & REPORTS', 'CONTACTS', and 'HELP & FAQS'. The 'MCA SERVICES' dropdown menu is open, displaying the following categories and their respective services:

- DSC Services:** Acquire DSC, Associate DSC, Update DSC.
- DIN Services:** Enquire DIN Status, Verify DIN PAN Details of Director.
- Master Data:** View Company or LLP Master Data, View Index of Charges, View Signatory Details, View Companies/Directors under Prosecution, Companies/LLP's Registered in Last 30 days.
- LLP Services:** Check LLP Name, Find LLPIN, Incorporation, Annual e-Filing for LLP, Change LLP Information, Close LLP.
- LLP Services for Business User:** Enter/Update Partner Details, Enter Form 3 Or Form 3&4 Details For LLP Filing, Verify Partners Details for Filing Annual Return.
- e-Filing:** LLP Forms Download.
- Company Services:** Check Company Name, Find CIN, Incorporation, Compliance Filing, Approval Services, Change Company Information, Charge Management, Informational Services, Close Company.
- Complaints:** Create Service Related Complaint, Track Service Related Complaint Status, Create Investor/Serious.
- Document Related Services:** Get Certified Copies, View Public Documents, Request for Scanned Documents.
- Fee and Payment Services:** Enquire Fees, Pay Later, Link NEFT Payment, Pay Miscellaneous Fee, Pay Stamp Duty, Track Payment Status.
- Investor Services:** Track SRN / Transaction Status, Address for sending physical copy of.

Fill in all the required details as show below and submit, you will get the DIN certificates

The screenshot shows the 'View Company/LLP Master Data' form on the MCA21 website. The form is titled 'Company/LLP Master Data' and contains the following fields and elements:

- Company / LLP Name:** A text input field.
- Company CIN/FCRN/LLPIN/FLLPIN:** A text input field.
- Enter Characters shown below:** A CAPTCHA image showing the word 'criker'.
- Buttons:** 'Submit' and 'Clear All' buttons.

The left sidebar of the form contains a navigation menu with the following items:

- DSC Services
- DIN Services
- Master Data
 - About Master Data
 - View Company / LLP Master Data
 - View Index of Charges
 - View Signatory Details
 - View Director Master Data
 - View Director / Designated Partner Details
 - Advanced Search
- LLP Services
- LLP Services For Business User

13.) Attachment format

a.) Address change format

_____ On Company Letter Head _____

To whom so ever it may concern

Subject:- For Change in address for M/s _____ company name _____ (_____ Vendor Code)

Reference:- If Any

Dear Sir,

With reference above subject matter, as MCGM registered vendor vide Vendor no. _____,
now we here by inform you to change our registered address for M/s _____

Old Address

New Address

Request you to do the needful accordingly.

_____ Sign Stamp of Company _____

b.) Bank change format

_____ On Company Letter Head _____

To whom so ever it may concern

Subject:- For Change in bank for M/s _____ company name _____ (_____ Vendor Code)

Reference:- If Any

Dear Sir,

With reference above subject matter, as MCGM registered vendor vide Vendor no. _____,
now we here by inform you to change our Bank details for M/s _____

Old Bank

New Bank

Request you to do the needful accordingly.

_____ Sign Stamp of Company _____

c.) Email change format

_____ On Company Letter Head _____

To whom so ever it may concern

Subject:- For Change in Email ID for M/s _____ company name _____ (_____ Vendor Code)

Reference:- If Any

Dear Sir,

With reference above subject matter, as MCGM registered vendor vide Vendor no. _____,
now we here by inform you to change our Email ID for M/s _____

Old Email ID

New Email ID

Request you to do the needful accordingly.

_____ Sign Stamp of Company _____

d.) Mobile No change format

_____ On Company Letter Head _____

To whom so ever it may concern

Subject:- For Change in Mobile No for M/s _____ company name _____ (_____ Vendor Code)

Reference:- If Any

Dear Sir,

With reference above subject matter, as MCGM registered vendor vide Vendor no. _____, now we here by inform you to change our Mobile No for M/s _____

Old Mobile No

New Mobile No

Request you to do the needful accordingly.

_____ Sign Stamp of Company _____