



MUNICIPAL CORPORATION OF GREATER MUMBAI  
VENDOR REGISTRATION  
FAQ's

Chief Accountant (Central Purchase Department)

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**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?**

<b>Proprietorship</b>	<b>Partnership</b>
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
<b>Private Ltd Co</b>	<b>Public Ltd Co</b>
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
<b>Charitable Trust</b>	<b>Individual</b>
Sanstha registration certificate	Individual Pan Card
Pan card of Sanstha	Cancel cheque
Cancel cheque of Sanstha	Address proof
Chairman Pan card and address proof	

<b>Govt. Undertaking</b>	<b>Joint Venture</b>
	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
<b>MCGM Employee/Nagarsevak</b>	<b>Registered Society</b>
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

<b>Bank</b>	<b>Foreign Vendor</b>
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](http://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](http://www.mca21.gov.in)

Under MCA services click of View Company or LLP Master data

The screenshot shows the official website of the Ministry of Corporate Affairs, Government of India. The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, Skip to Main Content, Corporate Seva Kendra, Forms & Downloads, Sitemap, Login, Register, and a search bar. The main header features the Indian National Emblem and the text "Ministry of Corporate Affairs, Government of India". Below the header, the tagline "EMPOWERING BUSINESS, PROTECTING INVESTORS" and the roles "REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR" are displayed. The main menu is organized into several categories: DSC Services, LLP Services, Company Services, Document Related Services, ABOUT MCA, ACTS & RULES, MY WORKSPACE, MCA SERVICES, DATA & REPORTS, CONTACTS, and HELP & FAQS. Under the MCA SERVICES tab, there are sub-sections for DSC Services, LLP Services, Company Services, and Document Related Services, each listing various services like "Acquire DSC", "Check LLP Name", "Check Company Name", etc. A footer at the bottom shows browser icons and the date/time: 12:09 PM 11/22/2016.

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

This screenshot shows the "MCA Services" section of the website, specifically the "Company/LLP Master Data" form. The left sidebar lists various MCA services such as DSC Services, DIN Services, and Master Data. The main form area has a "Company/LLP Master Data" heading. It includes fields for "Company / LLP Name" (with a text input field containing "crikcer") and "Company CIN/FCRN/LLPIN/FLLPIN" (with a text input field). Below these fields is a CAPTCHA box containing the text "crikcer". To the left of the CAPTCHA, there is a note "Enter Characters shown below:" and a "Submit" button. At the bottom of the form, there is a "Clear All" button. The footer of the page includes browser icons and the date/time: 12:11 PM 11/22/2016.

### **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

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## New Address

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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

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New Bank

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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 \_\_\_\_\_