

FI/MM/01  
REV 01



**JAWAHARLAL NEHRU PORT TRUST**  
ADMN. BLDG. At – Sheva,  
Navi Mumbai 400707

**APPLICATION FOR REGISTRATION "AS SUPPLIER"**

**JAWAHARLAL NEHRU PORT TRUST**  
**REGISTRATION OF FIRMS AS APPROVED SUPPLIERS**

**TERMS AND CONDITIONS**

- 1) Application submitted by the firm(s) in the prescribed "Application Form" for each group only will be accepted.
- 2) A non-refundable registration fee of Rs.1000/- (Rupees One thousand only.) is to be deposited by the firm(s) along with each application in the form of Demand Draft drawn in favour of Jawaharlal Nehru Port Trust on any nationalized bank/scheduled bank and payable at Mumbai.
- 3) Applications received without registration fee will not be considered for further processing.
- 4) All pages of "Application Form" shall be signed by the authorised representative of the Firm.
- 5) JNPT reserves the right to reject any application.
- 6) Suppliers will be registered in 04 classes against each group to facilitate sending enquiries only to those suppliers registered in a particular Group for which the procurement is intended to be made
- 7) Preference will be given to those firms who are on the approved list of other Major Port Trusts or any Govt. Dept. And Public sector Undertakings or ISO Certificate holders or dealers authorised by manufacturers.
- 8) Intimation with regard to registration of the firm as "Approved Supplier" or otherwise will be communicated to each firm.
- 9) The registration as "Approved Supplier" will be kept valid for a period of 05 years. However, it will be reviewed, once in a year, eliminating firms which may have gone out of business or whose performance has been found to be unsatisfactory.
- 10) Prescribed "Application Form" may be obtained from JNPT Website also.
- 11) In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their principals/Manufacturers shall be submitted along with the completed application form.
- 12) If JNPT register any Firm as approved Supplier he has to supply the material at JNPT Main Stores and he has to accept the JNPT payment terms i.e. Payment shall be made by Cheque within 30 days from the date of supply of the material in good condition.
- 13) Firms/Manufacturers/Authorised dealers are requested to submit their e-mail address, in order to start e-procurement.
- 14) Any change in address, phone number, Fax no. Shall be informed to JNPT immediately, so as to have proper communication with these Firms/Manufacturers.

COMPANY SEAL

SIGN, NAME, DESIGNATION

**TO BE FILLED BY APPLICANT/ ORGANISATION**

1	NAME OF THE ORGANISATION: ADDRESS :  DATE OF COMMENCEMENT : TELEPHONE NOS. :  FAX NOS : WEB SITE : (ENCLOSE PROOF OF COMMENCEMENT AND LOCATION OF COMPANY)
2	TWO CONTACT PERSONS :  1) NAME: _____ 2) NAME: _____ DESIGNATION: _____ DESIGNATION: _____ E-MAIL: _____ E-MAIL: _____ TEL.NO.: _____ TEL.NO.: _____ MOBILE NO. _____ MOBILE NO. _____
3	<p align="center">TYPE OF ORGANISATION</p> GOVT. UNDERTAKING PROPRIETORY PRIVATE LIMITED TRADER PARTNERSHIP PUBLIC LIMITED AUTHORISED DEALER (NOTE : PLEASE TICK WHICHEVER IS APPLICABLE AND ENCLOSE DOCUMENTRY EVIDANCE)
4	GROUP CODE APPLIED FOR : DESCRIPTION OF GROUP CODE : (NOTE : PLEASE SELECT ONLY ONE GROUP CODE FROM THE LIST)
5	REGISTRATION NOS. : i) NSIC OR SSI: ii) VALUE ADDED TAX (VAT - TIN) : iii)CENTRAL SALES TAX(CST – TIN) : iv) INCOME TAX PAN NO. : (LATEST CERTIFICATES TO BE ENCLOSED)
6	ANNUAL FINANCIAL TURNOVER FOR LAST THREE YEARS:  1) FINANCIAL YEAR _____ TURNOVER IN Rs. _____  2) FINANCIAL YEAR _____ TURNOVER IN Rs. _____  3) FINANCIAL YEAR _____ TURNOVER IN Rs. _____  (NOTE: ENCLOSE COPIES OF SAPERATE AUDITED BALANCE SHEETS WITH PROFIT AND LOSS STATEMENTS)
7	IS THE FIRM ISO CERTIFIED IF YES GIVE THE DETAILS (COPY TO BE ENCLOSED) CERTIFYING AUTHORITY : VALIDITY :
8	ACCEPTANCE OF E- PROCUREMENT: <input type="checkbox"/> <input type="checkbox"/> IF YES, INDICATE THE E-MAIL ADDRESS <p align="center">YES NO</p>

9	COPIES OF HIGHEST VALUE PURCHASE ORDERS EXECUTED DURING LAST THREE YEARS SHOWING VALUE OF THE PURCHASE ORDERS FOR THE GOVERNMENT/ SEMI-GOVERNMENT/PRIVATE SECTOR FOR SUPPLY OF SIMILAR ITEMS.
10	PROOF OF SATISFACTORY EXECUTION OF PURCHASE ORDERS FOR SUPPLY OF SIMILAR ITEMS DURING LAST THREE YEARS.
11	COPY OF THE PERFORMANCE CERTIFICATES FOR PURCHASE ORDERS EXECUTED FOR THE GOVERNMENT/ SEMI-GOVERNMENT/PRIVATE SECTOR FOR SUPPLY OF SIMILAR ITEMS DURING LAST THREE YEARS.
12	GOVT. DEPARTMENTS / PUBLIC SECTOR UNDERTAKING / MAJOR PORT TRUST WITH WHOM THE FIRM IS REGISTERED AS APPROVED SUPPLIER ( COPY OF REGISTRATION CERTIFICATES TO BE ENCLOSED):
13	TECHNICAL LITRATURE AND PUBLICATION OF PRODUCT SUPPLIED  (COPIES TO BE ATTACHED)
14	<p style="text-align: center;"><b>DECLARATION</b></p> <p style="text-align: center;">I / WE DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY/OUR KNOWLEDGE I/WE UNDERTAKE TO INFORM JNPT AT THE EARLIEST ANY CHANGE IN THE DETAILS MENTIONED ABOVE.</p> <p style="text-align: center;">I / WE HEREBY AGREE TO ABIDE BY THE CONDITIONS PRESCRIBED IN THE ENCLOSED STATEMENT.</p> <p>THANKING YOU,</p> <p style="text-align: right;">Yours faithfully,</p> <p>SEAL OF COMPANY</p> <p style="text-align: right;">Signature with Date, Name and Designation of the Authorised Representative of the Firm</p>
NOTE: ADDITIONAL INFORMATION MAY BE ATTACHED BY ADDITIONAL SHEETS	

<b>Sr.No</b>	<b>Documents Required</b>	<b>Annexure No.</b>
1	D.D. Rs.1050/- as Registration Fees including form fees.	
2	Copies of Registration with other Organisation (Port/Govt/Pvt)	
3	Proof of date of commencement & Location of Company	
4	Proof of category (Manufacturer/Authorised Dealer/Trader) Relevant certificate to be submitted.	
5	Copies of saperate audited balance sheets with porfit and loss statement showing turnover for last three years	
6	Copy of PAN Card	
7	Copy of certificate of latest VAT-TIN and CST - TIN Nos with effect from 01/04/2006	
8	Copies of purchase orders executed for supply of similar items during last three years for Govt./Semi Govt/Port/Private Organisation showing value of purchase orders. <b>Avarage Value</b> A) More than 10 Lakhs B) More than 6 Lakhs to 10 Lakhs C) More than 2 Lakhs to 6 Lakhs D) Upto Rs. 2 Lakhs Note : This will decide the applicable class	
9	Copy of SSI/NSIC/BIS/DGS&D Certificate	
10	Copy of ISO Certificate	
11	Copies of Performance certificate for executed purchase orders during last three years	
12	Proof of facilities for inspection and quality control, Details of Machinery and other equipments and List of dealers / Marketing agents (Only for manufacturers).	
13	Certificate of Authorised Dealership and Authorised service facility.(Only for authorised dealers)	

- Note :
1. These documentary proofs are mandatory for evaluation purpose.
  2. Please mention the Annexure No. in the column given above against each document.

**FOR OFFICE USE ONLY**

1.	NAME OF THE ORGANISATION:	
2.	DETAILS OF REGISTRATION FEES	
SUBMITTED		
NAME OF THE BANK: AMOUNT IN RUPEES: DEMAND DRAFT NO.:		N.S.I. NO.: S.S.I. NO.:
3.	DETAILS OF SCRUTINY	
SCRUTINISED / INSPECTED		
SIGN:		
NAME:		
DESIGNATION:		
4.	TOTAL MARKS OBTAINED:	
	APPROVED / REJECTED:	
	GROUP CODE:	
	APPROVED CLASS:	
	SUPPLIER CODE:	
5.	CHECKED BY:	CHECKED BY:
	SIGN.:	SIGN.:
	NAME:	NAME:
	DESIGN.: DY. MGR.(MTRLS.)	DESIGN.: DY. MGR.(F – P&S)

### **Revised List of group codes**

<b>Sr. No.</b>	<b>Group Code</b>	<b>Description</b>
1	1	Adhesive & Compounds
2	2	Air Filters
3	3	Air Conditioner & its spares
4	4	Automobile Spares
5	6	Elevation Ladder Mfg Incl.
6	7	AEG Spares
7	13	Bearing, Bearing Housing & Sleeves
8	14	Batteries/S.M.F. Batteries
9	16	Brake Shoes / Brake Liner
10	26	Couplings & Chain Links
11	27	Chemicals
12	28	Clothes (Uniform Napkins etc.)
13	29	Cotton Waste/Cotton Rags
14	31	Computer (Personal ) & It's spares
15	32	Computer Stationery
16	33	Cables all type
17	34	Cable Trays/Chains
18	36	Cummins Engine Spares
19	38	Cable Jointing Kits
20	39	Carbon Brushes & Brush holders
21	40	Diesel Generator set & spare
22	41	Drilling Machines
23	44	Electrical Hardware
24	45	Electrical Items (Misc.)
25	46	Earth Moving equipment & spares
26	47	Electrical & Electronic Components
27	48	EOT Cranes
28	51	Fluid Couplings & Its Spares
29	53	Fasteners
30	54	Fire Fighting Equip. & Accessories
31	55	FRP sheets
32	56	Furniture (Steel/Plastic/Mould)
33	57	Fabricated items (MS/Cast Steel)
34	58	Fans (Ceiling/Exhaust/Pedestal/Vent)
35	60	Gear/Gear Fabricated
36	61	Glasses & Glassware
37	62	Generators
38	64	HRC Fuses
39	65	Hydraulic fitting / Hydraulic Hoses
40	66	Hydraulic Equipment/Cylinder etc.
41	67	Hydraulic Spares (Rexroth)
42	68	Hardware
43	72	Jacks & Lifting Devices
44	76	Lamps/Flood light fittings

<b>Sr. No.</b>	<b>Group Code</b>	<b>Description</b>
45	77	Lubricants
46	78	Lingh Buoys
47	80	Motor & Its spares
48	81	Monsoon wear items
49	82	Measuring Instruments all type
50	83	Medicines
51	89	Medical laboratory and testing equipments
52	90	Miscellaneous Consumable Items
53	93	Office Stationery
54	94	Oil Seals & O Rings
55	95	Oil Coolers/Radiators
56	96	Xerox/FaxM/c Duplicating/Paper Shereders
57	98	Pipe & Pipe Fittings
58	99	Packing Material/Packing Ring Gears
59	100	Printed Books & Formats
60	101	Pneumatic Fitting
61	102	Pumps & Pumps Spares
62	103	Paints
63	105	Relays
64	106	Ropes (Manila & Coir) Poly-Propylene
65	107	Rubber Products/F.R.P. Items
66	108	Resistance Banks
67	111	Safety Shoes
68	112	Safety Items
69	113	Steel (All types)
70	114	Spares for Man Perkins Engine P & H
71	115	Switch Gears ( HT & LT)
72	118	Computer Software
73	120	Selector Switch
74	121	Tyres, Tubes & Flaps
75	122	Tyre Fenders
76	123	Tarpaulins
77	124	Tools (Mechanical & Electrical)
78	125	Telephone & its spares
79	126	Transformer/ Oil Sensors
80	129	V' Belts
81	130	Valves & Valves spares
82	131	VHF Sets
83	132	Welding & Cutting Accessories
84	134	Wire Ropes (Galvanized Ungalvanized)
85	136	Wood Material (Plank/Sleeper etc)
86	137	Wire Rope Pulleys & Clamps
87	138	Welding Machine
88	140	G.I. Gratings
89	141	Grease Guns/Lubrication Pump & Spares



