



JAWAHARLAL NEHRU PORT TRUST
ADMIN. BLDG. 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.1050/- (Rupees One thousand fifty 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) The firms who have completed three years from their establishment only will be considered for registration.
- 6) Suppliers will be registered in group codes to facilitate sending intimation 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. In case the firms are not submitting their offers for minimum three tenders in a year, then that firm will be removed from registered vendor list.
- 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 RTGS/NEFT 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 FOR CORRESPONDANCE : DATE OF COMMENCEMENT OF BUSINESS : 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	TYPE OF ORGANISATION GOVT. UNDERTAKING PROPRIETORY PARTNERSHIP PRIVATE LIMITED PUBLIC LIMITED TRADER 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 MSME: ii) GST TIN CERTIFICATE: iii) 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 C.A. CERTIFIED 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: IF YES, INDICATE THE E-MAIL ADDRESS	<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><input type="checkbox"/> YES</div><div style="text-align: center;"><input type="checkbox"/> NO</div></div>

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;">DECLARATION</p> <p>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>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	

Sr.No	Documents Required	Annexure No.
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 C.A. Certified balance sheets with profit and loss statement showing turnover for last three years	
6	Copy of PAN Card	
7	Copy of GST TIN Certificate.	
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. Average Value 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 equipment 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	
NAME OF THE BANK: AMOUNT IN RUPEES: DEMAND DRAFT NO.: DEMAND DRAFT DATE:		
3.	DETAILS OF SCRUTINY	
SCRUTINISED / INSPECTED SIGN: NAME: DESIGNATION:		
4.	TOTAL MARKS OBTAINED: APPROVED / REJECTED: GROUP CODE: APPROVED CLASS: SUPPLIER CODE:	
5.	CHECKED BY: SIGN.: NAME: DESIGN.: DY. MGR.(MTRLS.)	CHECKED BY: SIGN.: NAME: DESIGN.: DY. MGR.(F – P&S)

Revised List of group codes

Sr. No.	Group Code	Description
1	002	Filters
2	003	Air Conditioner & its spares
3	013	Bearing, Bearing Housing & Sleeves
4	014	Batteries/S.M.F. Batteries
5	027	Cleaner/Degreaser/Rust Remover
6	028	Clothes (Uniform Napkins etc.)
7	029	Cotton Waste/Cotton Rags
8	031	Computer (Personal) & It's spares
9	033	Cables all type
10	038	Cable Jointing Kits
11	045	Electrical Items (Misc.)
12	054	Fire Fighting Equip. & Accessories
13	056	Furniture (Steel/Plastic/Mould)
14	057	Fabricated items (MS/Cast Steel)
15	058	Fans (Ceiling/Exhaust/Pedestal/Vent)
16	064	HRC Fuses
17	065	Hydraulic fitting / Hydraulic Hoses
18	066	Hydraulic Equipment/Cylinder/Hydraulic Spares
19	068	Hardware items
20	076	Conventional Lights /Fittings
21	077	Lubricating Oil / Lubricants
22	078	LED Lights / Fittings
23	080	Motor & Its spares
24	081	Monsoon wear items
25	093	Stationery
26	096	Copier / Xerox Machine
27	100	Printed Books & Formats
28	102	Pumps & Pumps Spares
29	103	Paints
30	105	Electrical Relays
31	111	Safety Shoes
32	112	Safety Items
33	113	Steel (All types)
34	115	Switch Gears (HT & LT)
35	121	Tyres, Tubes & Flaps
36	123	Tarpaulins
37	124	Tools (Mechanical & Electrical)
38	131	Communication items
39	132	Welding & Cutting Accessories
40	134	Wire Ropes (Galvanized / Ungalvanized)