

## MAHAPREIT Vendor Registration Procedure

### **1) Steps involved in the Vendor Registration:- The bidder / vendor has to follow following steps for Vendor Registration.**

#### **a) Step-1 - Log – in in vendor registration site**

- i) Log in to MAHAPREIT website
- ii) Go to link Register now. (<https://forms.gle/9p1eF46mEnrEpEoJ9> )

#### **b) Step -2 – Filling in details of vendor in the Vendor Registration Form ( Online Form)**

- i) Mention the category for Vendor Registration :- Manufacturers / Authorised Dealers or Channel Partners / Suppliers / Consultants / Service Providers, Contractors / RE Project Developers / Infrastructures Developers / Software Programmers / Hardware Suppliers / Investors / Fund Arrangers/ ESG Agencies/ Any other category etc.
  - ii) Enter the details of vendor and upload scanned copies of Incorporation certificate / Proprietary certificate / Partnership Deed/Shop & Establishment Act Certificate. Or any other relevant certificate etc.
  - iii) PAN, GST Registration.
  - iv) Experience: - Purchase / Work Order Copies.
  - v) List of orders executed.
  - vi) Reputed Clientele details if any.
  - vii) Turnover and Net-worth certificate for last three years from CA.
  - viii) Factory Licence for Manufacturer if any
  - ix) MSME / Udyam Registration.
  - x) ISO Certification, if any.
  - xi) Company Incorporation
  - xii) Authorised Dealership certificate.
- c) **Step -3 – Payment of vendor registration fee.**
- d) **Step – 4 – Physical verification of vendor's documents.**
- e) **Step -5 – Inspection of factory if necessary.**
- f) **Step -6 – Recommendation from concerned vertical heads.**
- g) **Step -7 – Submission of proposal to Hon. MD for approval.**
- h) **Step -8 – Registration of vendor in the System in the appropriate category by IT Department of MAHAPREIT.**
- i) **Step- 9 – Intimation to Vendor.**

### **2) Online Link for Vendor Registration Form :- The bidders / vendors are requested to use the online Vendor Registration Form available on this online link (<https://forms.gle/9p1eF46mEnrEpEoJ9> ) and submit the same duly filled in with all relevant information, required documents and registration fee.**

### **3) Vendor Registration Fee :- The bidder has to deposit vendor registration fee of 2500/- plus 18 % GST by Cash / NEFT in following bank.**

**Name of the organization:-** Mahatma Phule Renewable Energy and Infrastructure Technology Ltd.

**Name of the bank:-** Bank of Maharashtra.

**Branch:-** Kalanagar Bandra (E).

**Account No:-** 60436723381.

**IFS Code:-** MAHB0000164.

**4) Disclaimer :-**

The vendor registration is compulsory for each participating bidder in the tender / RFP/RFQ/EoI of MAHAPREIT. Hence, unregistered vendor may not be able to participate in MAHAPREIT tendering process. This vendor registration / enrolment does not guarantee any work allocation for MAHAPREIT projects to the registered vendors. Even after the registration, the registered vendors shall have to participate in the tender process of MAHAPREIT and become technically qualified for the tender / RFP/ RFQ/ EoI as the case may be and shall have to stand lowest.”

**5) Contact Person :- Chief General Manger (REEM) - 8879770691.**

**Chief General Manger (IT) – 959407755.**

