

MAHARASHTRA METRO RAIL CORPORATION LIMITED

NAGPUR METRO RAIL PROJECT

Circular

No. Maha - Metro / proc / vendor registration / 381

Date: 08/04/2024

**Subject:** Discontinuation of Vendor Registration Policy for Nagpur Metro Rail Phase-II Civil Works.

**Reference:** Vendor Registration Policy/Procedure – 2022 Published over website of Maha-Metro.

It is hereby notified that the Vendor Registration policy for Nagpur Metro Rail Phase-II for Civil works has been discontinued with the approval of the Competent Authority of Maha Metro.

As such, applicants who have submitted fees for new vendor registration or renewal of vendor registration may apply for a refund for unprocessed registrations by submitting their applications along with the annexures enclosed with this circular.

The deadline for applying for a refund is September 30, 2024.

Enclosed: Annexure A, B and C.



ED/Procurement  
Maha-Metro, Nagpur

MAHARASHTRA METRO RAIL CORPORATION LIMITED

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Details to be submitted for refund of Vendor Registration Scrutiny Fees

Annexure-A

Company Details

Sr. No.	Description	Information
1.	Name of firm/company whether Private/Public/Government/Non-government	
	Address of head office	
	Telephone no.	
	Email	
	Address of Branches:	
2.	Details to be filled for following: (whichever is applicable)	
	a. Proprietors name and address Full details of other undertakings owned/controlled by the proprietors	
	b. Partners Name and address and percentage of share held by each person	
	c. Director's Name and Address	
	d. Board of directors (Name and address)	
3.	Details of products applied for registration (Enclose already submitted application letter and form)	
4.	Amount of demand draft submitted to Maha-Metro against the scrutiny fees	
5.	GST registration Number	
6.	Pan Card Number	

**Note: - Following documents are to be attached to this annexure:**

1. Copy of demand draft submitted to Maha Metro against the scrutiny fees.
2. Copy of GST registration certificate.
3. Copy of Pan Card.



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Details to be submitted for refund of Vendor Registration Scrutiny Fees

Annexure-B

Bank Details

NAME OF FIRM / COMPANY	
BANK NAME	
BRANCH ADDRESS	
BENEFICIARY ACCOUNT TYPE (SAVING/CURRENT)	
BENEFICIARY ACCOUNT NAME	
BENEFICIARY ACCOUNT NUMBER	
BRANCH MICR CODE(OPTIONAL)	
BRANCH IFSC CODE	
<b>Note: - Please ensure to attach a cancelled cheque along with this form. Your application will not be considered complete without it.</b>	



**MAHARASHTRA METRO RAIL CORPORATION LIMITED**

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**Details to be submitted for refund of Vendor Registration Scrutiny Fees**

**Annexure-C**

**Declaration by the Applicant**

We hereby confirm that the information provided in Annexures A and B is correct as submitted by us. We kindly request Maha Metro to refund the vendor registration fees / vendor renewal fees to the bank details provided in the Annexures. We acknowledge that upon the refund of the amount, we will not make any further requests or demands.

**Signature of the Authorised Person  
(Name of the Agency)  
Seal of the Agency**

