

# KENDRIYA VIDYALAYA SARAIPALI

## APPLICATION FORM FOR REGISTRATION OF FIRM/SUPPLIER/VENDOR

Financial Year: 2020-21

Name of product/Items/Services /Category	Whether original manufacturer /Authorized Agent or Distributor/DGS&D Registered firm/Dealer/Service provider	Remarks

(Separate application is to be filled-up for each category)

### PART – 1 GENERAL INFORMATION

S.NO.	Information sought	Information to be provided
1.	Name of the firm (IN BLOCK LETTERS) & website	
2.	Date of Establishment/Incorporation	
3.	Correspondence address with e-mail & Telephone Nos.	
4.	Address of Head Office & Telephone no.	
5.	Status Proprietary/Partnership/Private limited company/Public limited company	
6.	Names of Partners/Directors	
7.	Name of Chief Executive with his present address and telephone Nos.	
8.	Name of Representative(s) with Designation & mobile no. who would be calling on us & Attending to our jobs	
9.	Bank a/c No. of Firm/Name of bankers with address & telephone nos.	
10.	Is the Firm registered under the Factories Act? If, so state : (a) License No. (b) Date of Last renewal of License (copy of the license to be enclosed) (c) PAN NO.(Copy to be enclosed) (d) TAN NO. (Copy to be enclosed) (e) GST NO. (Copy to be enclosed) (f) ESIS No. (if any) (g) EPF Registration No. (if any)	
11.	Whether holding certificate under shops & Establishment act? (Duly renewed copy should be enclosed).	
12.	State the latest income Tax Assessed Year and the amount of tax assessed (copies of last 3 years. IT Returns balance Sheet & Revenue, A/C to be enclosed)	

13.	Turnover for last three financial years (Copy to be enclosed)	2018-19: 2017-18: 2016-17:
14.	Are you agreeable to make deliveries to Kendriya Vidyalaya within and out of <b>KV SARAIPALI</b> when so requested for	
15.	Are you agreeable to abide strictly by the Term & conditions of the Tenders and contracts?	
16.	If Your Firm is registered with any KV/KVSRO/KVSHQ or any other state/ central Govt. office. Please give names and address.	
17.	Name, Address and Telephone Nos. of some of your most valued clients during last 3 years (separate list may be attached).	
18.	Mention any other specialties of your Establishment.	

**Note:** Please fill this form legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

**Declaration:** I/We .....(Name/ Designation of authorized signatory ) on behalf of.....( Name of Firm) hereby declare that the information submitted by me in this firm is true, complete and correct to the best of my knowledge and belief and in case of any information/supporting document furnished by me found to be incorrect/false, the offer of my contract will be cancelled automatically and action may be taken as per KVS rules.

I/We ..... request **Kendriya Vidyalaya Saraipali (C.G.)** to consider inclusion or my / our name in the list of their approved firm/suppliers/service provider. We agree to give full satisfaction to the Vidyalaya in the event of their doing so.

**CONDITIONS FOR REGISTRATION:**

- (1) The Firm /supplier should be in profession for at least one year (*copy of proof must be enclosed*)
- (2) Annual turnover of the firm should not be less than the turnover mentioned against the different categories in any of the three financial year (*Attach proof*)
- (3) The firm should be on the approved panel of at least 3 reputed firms/ institutions.
- (4) The firm /supplier should have registration with state & local Authorities for undertaking the profession/activity ( copies of proof are to be enclosed)
- (5) The Vidyalaya reserves all the right to cancel the name of supplier/ firm/service provider from its approved lists at his absolute discretion without assigning any reason.**

.....  
Signature with Seal

.....  
Name of the firm

Place.....

Date.....

- **Tick the areas in which the firm wishes to provide the services**
  - Supply of teaching and learning items
  - Books & new paper /magazine
  - Providing &Repairing of PA System
  - Supply of printed envelopes
  - Supply /AMC of Photocopier
  - AMC of Water cooler
  - Providing housekeeping services
  - Providing sanitation services
  - Civil repair
  - Providing all type of stationery items
  - Providing Taxi for local journey
  - Providing new furniture
  - Air conditioner-Supply, rental, repair, AMC etc
  - Electrical repair and items
  - Providing security services
  - Printing of students diaries
  - Providing all types of Buses, Tempos, and Taxi etc. for transportation within the city / outstation.
  - Purchase/AMC of computers and peripherals
  - Scientific/ Lab equipment and consumable materials/ chemicals
  - Tent and lodging (Bedding, Bed Sheet etc.)
  - Examination materials/Printing of Answer books/Question papers
  - Installation , repair ,AMC of CCTV's
  - Sports items
  - Providing white washing services
  - Supply of plumbing sanitary items
  - Scrap / disposal of raddi
  - Printing of School Magazine / News letter
  - Providing steel almirahs
  - Carpenter services
  - Providing casual labours
  - Gardening services
  - Items for children Park
  - Supply / repair of music instruments

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## REGISTRATION OF FIRMS AS APPROVED SUPPLIERS/VENDORS

### GUIDELINES:

1. Application submitted by the firm(s) in the prescribed "Application Form" for each group only will be accepted.
2. All pages of "Application Form" shall be signed by the authorised representative of the Firm.
3. KV SARAIPALI reserves the right to reject any application.
4. Preference will be given to those firms who are on the approved list of govt. Dept. And public sector undertaking or ISO certified or dealers authorised by manufacturers.
5. The registration as "Approved Supplier" will be kept valid for a period of 01 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.
6. **Prescribed "Application Form" may be obtained from Vidyalaya till 22<sup>th</sup> Feb 2020 during school time or sending a request to [saraipalikh@gmail.com](mailto:saraipalikh@gmail.com).**
7. Any change in address, phone number, email ID shall be informed to KV SARAIPALI immediately, so as to have proper communication with these Firms/Manufactures.
8. Application form (Page 1 and page 2) should be filled in respect of services mentioned on page 3.
9. Duly filled application form page 1 to page 3 along all supporting documents (self-attested) should be deposited in the office of KV SARAIPALI by speed post/ registered post/by courier latest by **28<sup>th</sup> Feb 2020**.
10. The application received after 28<sup>th</sup> Feb 2020 will not be accepted under any circumstances.

PRINCIPAL