

#  फर्म पंजीकरण हेतु आवेदन पत्र /Form for Firm Registration

सेवा का प्रकार / ( Typeof Service)-----------------------------------------------------------------------------------------------------------------

क्र. --------------------------- सेवा / वास्तु के नाम ---------------------------------------------------------------------------------------------------

**प्रत्येक सेवा/वस्तु के लिए पथक आवेदन किया जाना चाहिए**

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

**सेवा प्रदान करने के नियम** / **Conditions for Supplying Services**

1. The Firm/Supplier should be in profession for at least one year (**copy of proof must be enclosed**).
2. The Firm/Supplier should have registration with state & Local Authorities for undertaking the profession ( **Copies of proof to be enclosed**)
3. Kindly attach copy of Pan, GIST Registration No and Income Tax returns.

**APPLICATION FOR FIRM/SUPPLIER/ SERVICE PROVIDER**

**PART – 1 GENERAL INFORMATION**

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| **S.No.** | **Information sought** | **Information to be Provided** |
| 1 | Name of the Firms ( in Block Letters) |  |
| 2 | Date of Establishment/Incorporation |  |
| 3 a | EMAIL ID (Mandatory) |  |
| 3 b | Correspondence address and Telephone No. |  |
| 4 | Address of Head Office ( if Separate and Telephone No. |  |
| 5 | Status Proprietary/Partnership/Private Limited Company/ Public Limited Company |  |
| 6 | Names of the Partners/Directors |  |
| 7 | Name of Chief Executive with his present address and Telephone Nos. |  |

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| 8 | Name of Representative(s) with Designation who would be calling on us and attending to our jobs. |  |
| 09 | Is the Firm registered Under any Act “? If so, state1. Licence No. ,PAN No.,TIN No.
2. GIST No.
3. ESIS No. if any
4. EPF Registration No. if any.

**(enclosed copy of each one)** |  |
| 10 | State the latest Income Tax Assessed year and the amount of Tax assessed (Copies oflast 3 years. IT Returns Balance Sheets & Revenue, A/c to be enclosed). |  |
| 11 | Turnover for last three financial years | F.Y 2019-20:-F.Y 2020-21:-F.Y 2021-22:- |
| 12 | Are you agreeable to make deliveries to Kendriya Vidyalaya, AFS Wadsar, when sodirected? |  |
| 13 | Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts? |  |
| 14 | If your firm is registered with any KV/KVS, RO/ KVS, HQ or any other State/ Central Govt. offices. Please give name and address. |  |
| 15 | Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached). |  |
| 16 | Mention any other specialties of your Establishment. |  |

**NOTE: Without PAN and GIST number, no firm will be registered. The Vidyalaya reserves the right to cancel the name of the supplier/firm/service provider from its approved lists at its absolute discretion without assigning any reason.**

**DECLARATION**

I Mr./Ms. Proprietor of M/s

 do hereby undertake that the above furnished information is correct to the best of my knowledge and belief. 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 rule. I assure you to provide the best service to the Vidyalaya.

**SEAL OF FIRM/COMPANY**

Signature with Date,Name and Designation of Authorized Representative of

the Firm

# TERMS AND CONDITIONS:

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. K.V. AFS Wadsar 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 Undertakings or ISO Certificate holders or dealers authorised by manufacturers.
5. Intimation with regard to registration of the firm as "**Approved Supplier**" or otherwise will be communicated to each firm.
6. The registration as "**Approved Supplier**" will be kept valid for a period of **01 year**. 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.
7. Prescribed "**Application Form**" may be obtained from <https://kvafswadsar.in> and Vidyalaya office as well.
8. In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
9. If Kendriya Vidyalaya, AFS Wadsar registers any Firm as approved Supplier he has to supply the material at Kendriya Vidyalaya, AFS Wadsar . He has to accept the Kendriya Vidyalaya, , AFS Wadsar payment terms i.e. Payment shall be made by **Electronic Pay System** within **30 days** from the date of supply of the material in good condition.
10. Firms/Manufacturers/Authorised dealers are requested to submit their ***e-mail address***, in order to start e-procurement.
11. Any change in address, phone number, Fax no. And Email Id shall be informed to Kendriya Vidyalaya, , AFS Wadsar immediately, so as to have proper communication with these Firms/Manufacturers.
12. The documents that are to be submitted at the time of registration
	1. Registration of firm
	2. PAN, GIST, EPF, ESIS number copy

(iii) Income tax returns 2018-19,2019-2020, 2020-21,

PRINCIPAL

* **Tick the areas in which the firm wishes to provide the service**

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Printing of Question paper Printing of Answer books

Supply of printed envelopes printing of Flex/banner

AMC of Photocopiers/Riso machine AMC of intercom machine AMC of Water cooler/water purifier UV plant AMC of Computers

Providing of manpower (Clerks, Typist, Peon) etc. Providing housekeeping services Providing sanitation services providing security services

Providing Bus Services Scrap / disposal of Scrap

Providing Tent Services digital display screen /DTH services

Welding service Carpenter services

Providing new furniture providing steel almirahas /wooden almirahas

Furniture/lock repair services providing fridge/air cooler repair / services

Providing white washing services civil repair

Electrical repair Telephone repair services

Manpower consultancy services providing Computer /ICT/printer etc. items supply, services

Internet and mobile related services Supply of electrical items

Printing of Diaries and School Magazine Supply of Musical Instrument

Supply of Sports items Installation, repair, AMC of CCTV’s Air conditioner – Supply, rental, repair, AMC etc providing photography /videography

Providing Rubber stamps, name plates, numbering machine Supply of plumbing sanitary items Supply of A-4 size paper, supply of Photocopy machine with operator

Providing Catering Services Providing Paints and other materials. Supply of laboratories materials and equipment’s. Supply Gardening materials.

Supply of Library Books Supply of office Stationary & General Items