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| ***शिक्षा ea=ky; ds v/khu ,d Lok;r’kklh laLFkku] ¼Hkkjr ljdkj½***  **An autonomous body under Ministry of Education, (Govt.of India)** | | |

**FOR REGISTRATION/ENLISTMENT OF FIRM/COMPANY/CONTRACTORS/SUPPLIERS/ SERVICE PROVIDER AGENCY FOR SESSION 2023- 2024**

**Name of the Category with:-**

**S. No. of Category:**

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

|  |  |  |
| --- | --- | --- |
| 01. | Name of the Firm/Company/Contractors/ Suppliers/Service providing agency |  |
| 02. | Address of the firm/company/ contractors/ Supplier/Service Providing Agency & contact telephone number with PIN Code | PIN Code: - |
| 03. | Name & Address of the proprietor/Partner/contractors/Supplier of the firm/ company/ Service Providing Agency with Communication details like Phone/ Fax No./ Mobile No./ e – mail address. | Phone No: - Mob No.  E-mail: - |
| 04 | Date of Establishment/Incorporation |  |
| 05 | Status Proprietary/Partnership/Private Limited Company/ Public Limited  Company |  |
| 06 | Names of the Partners/Directors |  |
| 07 | Name of Chief Executive with his present address and Telephone Nos. |  |

|  |  |  |
| --- | --- | --- |
| 08 | Name of Representative(s) with Designation who would be calling on us and attending to our jobs. |  |
| 09 | Registration/Enlistment sought for: - as a Supplier/ Contractor/ Service Providing Agency **(strike out which is**  **NA)** | 1. Supplier 2. Contractor 3. Service Providing Agency |
| 10 | Registration/Enlistment particulars,   1. Trade /Contractors license No. 2. PAN No. 3. GST Registration No. 4. Service Tax Registration No. 5. Other details (if any) F. |  |
| 11 | Whether holding certificate under shops & establishment act (duly renewed copy should be enclosed.) |  |
| 12 | Bank’s details   1. Bank A/c No. 2. BANK IFSC 3. Name & Address of the Bank |  |

14. Product/Items/Services/ Category for which Registration is applied for

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Name of Product/Items/Services/ Category | Whether Original Manufacturer/Authorized Agent or Distributor/ GEM Registered firm/Dealer | Remarks |
|  |  |  |  |

In case of supplier please enclose authorization of your manufacturer/Authorized dealer /Supplier/ Contractor Certificate)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 15 | Details of experience & place of work during the last 03 Years | | | | |
| S.No. | Institute where rendered service/supplied articles | Period | | Name of supplies/ service | Remarks if any |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
| 16 | Whether Firm /Company / Contractors / Suppliers /Service providing agency filed IT returns of the Previous 03 year | | Yes / No  (if yes, enclose copy) | | |
| 17 | Turnover for last 3 financial years | |  | | |
| 18 | Are you agreeable to make deliveries to Kendriya Vidyalaya within and out of NASIRABAD When so required? | |  | | |
| 19 | Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts? | |  | | |
| 20 | If your firm is registered with any KV/KVS, RO/ KVS, HQ or any other State/ Central Govt. offices. Please give name and address. | |  | | |
| 21 | Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached). | |  | | |
| 22 | Have you attached SP DIG Certificate of Labors for NASIRABAD District? If yes, give its details | |  | | |
|  | List of enclosures  (All the copies of the documents attached as enclosures should be authenticated by the Firm/Company/ Contractors/ Suppliers/Service providing agency) | | 1. E) 2. F) 3. G) 4. H) | | |

**NOTE**: -

1. Application submitted by the firm(s) in the prescribed "Application Form" only will be accepted.
2. All pages of "Application Form" shall be signed by the authorized representative of the Firm. Prescribed "Application Form" may be obtained from ***www.nasirabad.kvs.ac.in*** or from Vidyalaya.
3. The firms may submit their registration forms either by Post /Courier or by hand within stipulated schedule (**20.03.2023 to 10.04.2023 up to 2 PM**)
4. In case of Accredited Agents and Authorized Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
5. 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 authorized by manufacturers.
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 unsatisfactory.
7. **Tenders/quotations will be invited on requirement basis only.**
8. **The Firm/Supplier should have registration with state & Local Authorities for undertaking the profession** (Copies of proof to be enclosed)
9. In case of any incomplete information/documentation, The Principal, KV NASIRABAD has right to cancel the registration of the firm. Without PAN, GST Number and complete address with PIN code and all relevant documents, 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 reasons.
10. If K.V. NASIRABAD registers any Firm as approved Supplier he has to supply the material at K.V. NASIRABAD. He has to accept the K.V. NASIRABAD payment terms i.e. Payment shall be made by **Crossed Cheque/ RTGS.**
11. Firms/Manufacturers/Authorized dealers are requested to submit their ***e-mail address***, in order to start e-procurement.
12. Any change in address, phone number, Fax no. And Email Id shall be informed to K.V. NASIRABAD immediately, so as to have proper communication with these Firms/Manufacturers.

## Undertaking

I MR/MRS. 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. I further certify that the applicant shall fulfill all obligations under the laws in force from time to time in respect of engagement of labors for any work entrusted to him/her. I, on behalf of the applicant, certify that all statutory provisions (including payment of dues) of the Govt. as may be applicable from time to time for works entrusted to him/her shall be fulfill by the applicant.

STAMP/SEAL Signature of the Proprietor/Partner/Authorized signatory of M/s

Date: