

**KENDRIYA VIDYALAYA NO.1, SECTOR-30, GANDHINAGAR**

**FORM FOR THE REGISTRAION OF THE FIRM FOR THE PERIOD OF ONE YEAR**

**i.e 01.04.2019 TO 31.03.2020**

**Sub: Registration firms/Agencies for supply/service**

1. Name & address of the firms:
2. Telephone no :
3. Email id and Mobile no:
4. Name of the owner of the firm with address:
5. GST,TIN,TAN, number of firm : GST NO:  
: TIN NO:  
: TAN NO:
6. PAN number of the owner :
7. Copies of return of GST/TIN/TAN of last 03 years should be attached with format.....
8. Details of experience @ place of work during the last 03 years

Institution where rendered service/supplied	Period	Name of the service/supplies	If contract cancelled before expiry, mention

NOTE: Without TIN/PAN/ and GST 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 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 COMPANY

Signature with date,

Name & Designation of the  
Authorized Representative of the firm

## **TENDER NOTICE**

### **KENDRIYA VIDYALAYA NO.1, SECTOR-30, GANDHINAGAR**

#### **REGISTRATION OF FIRMS AS APPROVED SUPPLIERS/VENDORS**

##### **Terms and conditions:**

1. Application submitted by the firm in the prescribed “application Form” for each group only will be accepted.
2. All pages of “Application form” shall be signed by the authorized representative of the firm.
3. KV Sector-30, Gandhinagar 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 authorized by manufactures.
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 1 year. However it will be reviewed, once in a year, eliminating firms which may have gone out business or whose performance has been found be unsatisfactory.
7. Prescribed “Application Form” may be obtained from [www.kv1gandhinagar.org](http://www.kv1gandhinagar.org) and office as well.
8. In case accredited agents and authorized dealers/stockiest satisfactory evidence from their manufacturers shall be submitted along with the completed application form.
9. If KV Sector-30, Gandhinagar registers any Firm as approved suppliers he has to supply the material at KV SECTOR-30, GANDHINAGAR. He has to accept the KV Sector-30, Gandhinagar payment terms .i.e payment shall be made by crossed cheque/E payment within 20 days from the date of supply of the material in good condition.
10. Firms/manufacturers/Authorised dealers are requested to submit their email address,  
in order start e procurement.
11. Any change in address, phone number, Fax no, and email id shall be informed to KV Sector-30, Gandhinagar, so as to have proper communication with these firms/Manufacturers.
12. The documents that are to be submitted at the time registration
  - 1) Registration of firm
  - 2) PAN CARD COPY
  - 3) INCOME TAX RETURNS (Last Two years)

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

- |  |  |
|--|--|
| <input type="checkbox"/> Printing of Question papers   | <input type="checkbox"/> Printing of Answer books                        |
| <input type="checkbox"/> Supply of printed envelopes   | <input type="checkbox"/> Printing of CBSE Books                          |
| <input type="checkbox"/> AMC of Photocopies  | <input type="checkbox"/> AMC of Fax machine                              |
| <input type="checkbox"/> AMC of Water cooler   | <input type="checkbox"/> AMC of Computers                                |
| <input type="checkbox"/> Providing of manpower (Clerks, Typist, Peon) etc.                   | <input type="checkbox"/> Providing housekeeping services                 |
| <input type="checkbox"/> Providing sanitation services                                       | <input type="checkbox"/> Providing security services                     |
| <input type="checkbox"/> Providing covered tempos  | <input type="checkbox"/> Scrap / disposal of raddi                       |
| <input type="checkbox"/> Providing watermarked Paper (for printing books)                    | <input type="checkbox"/> Providing all type of stationery                |
| <input type="checkbox"/> Providing Taxi for local journey                                    | <input type="checkbox"/> Providing Taxi/ Bus outstation                  |
| <input type="checkbox"/> Providing Bus/Trucks / Tempos for transportation of material        |  |
| <input type="checkbox"/> Providing Computer on rental basis                                  |  |
| <input type="checkbox"/> Providing Data entry operators services                             | <input type="checkbox"/> Data punching services                          |
| <input type="checkbox"/> Welding service   | <input type="checkbox"/> Carpenter services                              |
| <input type="checkbox"/> Providing new furniture   | <input type="checkbox"/> Providing steel almirahas                       |
| <input type="checkbox"/> Providing lock repair services                                      | <input type="checkbox"/> Providing air cooler repair / watering services |
| <input type="checkbox"/> Providing white washing services                                    | <input type="checkbox"/> Laboratory Equipment's                          |
| <input type="checkbox"/> Electrical repair   | <input type="checkbox"/> Telephone repair services                       |
| <input type="checkbox"/> Gardening Services  | <input type="checkbox"/> Advertisement Agencies                          |
| <input type="checkbox"/> Manpower consultancy services                                       | <input type="checkbox"/> Providing software and hardware services        |
| <input type="checkbox"/> Internet related services   | <input type="checkbox"/> Civil Repair & Supply of Construction Materials |
| <input type="checkbox"/> Mobile telephony services   | <input type="checkbox"/> Tent/ Mandap/ PA System Service.                |
| <input type="checkbox"/> IVRS services / SMS services  | <input type="checkbox"/> Supply of White/ Green Board                    |
| <input type="checkbox"/> Printing, dispatch of admit & I-cards                               | <input type="checkbox"/> Dress Material/ Costumes on rent.               |
| <input type="checkbox"/> Canteen / Mess / Refreshment services                               | <input type="checkbox"/> Printing of Diaries                             |
| <input type="checkbox"/> Musical & Audio/ Video Room Equipment's                             | <input type="checkbox"/> Printing of School Magazine                     |
| <input type="checkbox"/> Sports items  | <input type="checkbox"/> Installation, repair, AMC of CCTV's             |
| <input type="checkbox"/> Air conditioner – Supply, rental, repair, AMC etc                   |  |
| <input type="checkbox"/> Providing Rubber stamps, name plates, numbering machine             |  |
| <input type="checkbox"/> Supply of plumbing sanitary items                                   |  |
| <input type="checkbox"/> Supply of A-4 size paper, supply of Photocopy machine with operator |  |

Any other than specified above: \_\_\_\_\_