**KENDRIYA VIDYALAYA SABARMATI**

FORM FOR THE REGISTRATION OF THE FIRMS FOR THE YEAR 2021-2022

**Sub :- Registration of firms/Agencies for Supply/Service**

**TO BE FILLED BY AUTHORIZED PERSON / OWNER OF ORGANIZATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | NAME OF THE ORGANIZATION/ COMPANY / SUPPLIER / VENDOR |  | | | | | | | | | | | | |
| **2.** | ADDRESS FOR COMMUNICATION | **Shop No./Name** | |  | | | | | | | | | | |
| **Street Name** | |  | | | | | | | | | | |
| **Village (Post)** | |  | | | | | | | | | | |
| **City** | |  | | | | | | | | | | |
| **PINCODE** | |  | | | | | | | | | | |
| **3.** | **TELEPHONE NUMBERS EMAIL ID** | **Landline(O)** | |  |  |  |  |  |  |  |  |  |  |  |
| **Fax (O)** | |  |  |  |  |  |  |  |  |  |  |  |
| **Mobile** | |  |  |  |  |  |  |  |  |  |  |  |
| **Email Id** | |  | | | | | | | | | | |
| **4.** | **BRAND/ARTICLE IN WHICH BUSINESS IS DONE**  **\*if any other item/article you can supply, then a separate sheet may be used while submitting hardcopy of registration** | **S. No** | **Name of the Brand/ Article/Item that you can supply** | | | | | **Name of the Manufacturer** | | | | | | |
| **1)** |  | | | | |  | | | | | | |
| **2)** |  | | | | |  | | | | | | |
| **3)** |  | | | | |  | | | | | | |
| **4)** |  | | | | |  | | | | | | |
| **5)** |  | | | | |  | | | | | | |
| **6)** |  | | | | |  | | | | | | |
| **5.** | **Registration Related Numbers** | **GST NUMBER** | | | | | |  | | | | | | |
| **PAN NUMBER** | | | | | |  | | | | | | |
| **OTHER** | | | | | |  | | | | | | |
| **6.** | **I DECLARE THAT, THE FOLLOWING DOCUMENTS ARE ENCLOSED WITH THE HARD COPY OF THIS APPLICATION THAT IS MEANT FOR REGISTRATION OF FIRM FOR 2021 - 22** | | | | | | | | | | | | | |
| **(i). Copy of registration of firm / company / shop** | | | | | | | | **YES** | | | **NO** | | | |
| **(ii). Copy of GST Number copy** | | | | | | | | **YES** | | | **NO** | | | |
| **(iii PAN NUMBER copy** | | | | | | | | **YES** | | | **NO** | | | |
| **(iv). LIST OF ARTICLES that we can supply to the Vidyalaya** | | | | | | | | **YES** | | | **NO** | | | |
| **(v). Proof of 3 years performance of the**  **company/ shop** | | | | | | | | **YES** | | | **NO** | | | |
| **(vi) Others** | | | | | | | | **YES** | | | **NO** | | | |

**DECLARATION**

I / WE DECLARE THAT

THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY/OUR KNOWLEDGE I/WE UNDERTAKE TO INFORM KV VIRAMGAM AT THE EARLIEST IF ANY CHANGE IN THE DETAILS MENTIONED ABOVE.

**I/WE HEREBY AGREE TO** ABIDE BY THE CONDITIONS

PRESCRIBED IN THE ENCLOSED STATEMENT.

THANKING YOU,

Yours faithfully,

Signature with Date,

Name and Designation of the Authorized Representative of the FIRM&SEAL OF FIRM

**....................................**…………………………………………………………………………………………………………

**KENDRIYA VIDYALAYA SABARMATI**

**REGISTRATION OF FIRMS AS APPROVED SUPPLIERS/VENDORS 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 authorized representative of the Firm.
3. K.V. SABARMATI, Ahmedabad 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 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 may 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 ***http://sabarmati.kvs.ac.in*** and Vidyalaya office as well.
8. In case of Accredited Agents and Authorized Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
9. If K.V. SABARMATI registers any Firm as approved Supplier issue and supply order, then firm has to accept the KV SABARMATI payment terms i.e. Payment shall be made **ONLY AFTER RECEIVING THE MATERIAL AND VERIFYING QUALITY AS PER NORMS**.
10. Firms/Manufacturers/Authorized 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 K.V. SABARMATI, 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. GST NUMBER
    3. PAN number copy
    4. Income tax returns previous two years

PRINCIPAL

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

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Printing of Question papers Printing of Answer books

Supply of printed envelopes Printing of CBSE Books

AMC of Photocopies AMC of Fax machine

AMC of Water cooler AMC of Computers

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

Providing covered tempos Scrap / disposal of raddi Providing watermarked Paper (for printing books) Providing all type of stationery

Providing Taxi for local journey Providing Taxi/ Bus outstation Providing Trucks / Tempos for transportation of material Providing Computer on rental basis

Providing Data entry operators services Data punching services

Welding service Carpenter services

Providing new furniture Providing steel almirahas

Providing lock repair services Providing air cooler repair / watering services

Providing white washing services Laboratory Equipments

Electrical repair Telephone repair services

Gardening Services Advertisement Agencies

Manpower consultancy services Providing software and hardware services

Internet related services Civil Repair & Supply of Construction Materials Mobile telephony services Tent/ Mandap/ PA System Service.

IVRS services / SMS services Supply of White/ Green Board

Printing, dispatch of admit cards Dress Material/ Costumes on rent. Canteen / Mess / Refreshment services Musical & Audio/ Video Room Equipment Printing of Diaries

Printing of School Magazine Sports items

Installation, repair, AMC of CCTV’s

Air conditioner – Supply, rental, repair, AMC etc.

Providing Rubber stamps, name plates, numbering machine Supply of plumbing sanitary items

Supply of A-4 size paper, supply/ Repair of Photocopy machine with operator Fridge repairs/ Electrical items repairing

Xerox of Papers one side/back to back Any other than specified above: