

KENDRIYA VIDYALAYA VIRAMGAM

FORM FOR THE REGISTRATION OF THE FIRMS FOR THE PERIOD OF ONE YEAR i.e. 2024-25

Sub:-Registration firms/Agencies for Supply/service

1. Name & Address of the firms :
2. Telephone :.....
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 VAT/TIN/TAN of last 03 years should be attached with format :.....
8. Details of experience & Place of work during the last 03years

Institution where Rendered service/supplied articles	Period	Name of the service/Supplies	If contract cancelled before expiry, mention region

NOTE: Without TIN/GST Registration no./PAN and VAT 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 COMPANY

Signature with Date,
Name and
Designation of the
Authorized
Representative of the
Firm

• **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 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 almirahs
- Providing lock repair services Providing air cooler repair / watering services
- Providing white washing services Civil repair
- Electrical repair Telephone repair services
- Manpower consultancy services Providing software and hardware services
- Internet related services
- Mobile telephony services
- IVRS services / SMS services
- Printing, dispatch of admit cards
- Canteen / Mess / Refreshment services
- 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 of Photocopy machine with operator

KENDRIYA VIDYALAYA VIRAMGAM
REGISTRATION OF FIRMS AS APPROVED SUPPLIERS/VENDORSTERMS
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. Viramgam reserves the right to reject any application without showing any cause.
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 will be reviewed, once within the session.
7. Prescribed "Application Form" may be obtained from <https://viramgaon.kvs.ac.in>
8. In case of Accredited Agents and Authorized Dealers, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
9. If K.V. Viramgam registers any Firm as approved Supplier, he has to supply the material at K.V. Viramgam. He has to accept the payment terms of KV Viramgam i.e. Payment shall be made by **NEFT/RTGS** within 30 days from the date of supply of the material in good condition.
10. Firms/Manufacturers/Authorized dealers are requested to submit their **e-mail address**, in order to start procurement.
11. Any change in address, phone number, Fax no. And Email Id shall be informed to K.V. Viramgam immediately, so as to have proper communication with these Firms/Manufacturers.
12. The documents that are to be submitted at the time of registration:
 - (i) Copy of Trade License
 - (ii) Copy of PAN Card
 - (iii) Income tax returns for Last 03 years
 - (iv) Copy of GST/VAT Certificate
 - (v) Other credentials.

PRINCIPAL