

APPLICATION FORM FOR REGISTRATION OF FIRM 2024-25

Name of the Category (which item firm want registration):
(Please ref. Firm Reg.
Detailed advertisement)

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

CONDITIONS FOR REGISTRATION:

- 1) The Firm/Supplier should be in profession for at least one year (copy of proof must be enclosed).
- 2) Annual Turnover of the firm should not be less than the turnover mentioned against the different categories in any of the three financial years (Attach proof).
- 3) The firm should be on the approved panel of at least 3 reputed Firms.
- 4) The Firm/Supplier should have registration with state & Local Authorities for undertaking the profession (Copies of proof to be enclosed)

GENERAL INFORMATION

S.No.	Information sought	Information to be Provided
1	Name of the Company / Manufacturer / Supplier / Agency / Firm	
2	Constitution of the company: Public / Private Ltd. / Company / Partnership / Sole Proprietorship etc.	
3	Date of Establishment/Incorporation	
4	Correspondence Address, Telephone No., Mobile No(s), Fax, Email, website etc.	
5	Type of products / Services offered (mention category of Supplier)	
6	Capacity - Indicate maximum value of a single order executed by your firm and client reference with name, contact no. and address	
7	Company Turnover	
8	Work experience in details (enclose documentary proof) For details separate sheets can be enclosed	

9	If the Firm registered under the Factory Act, state:	
	(a) GST No.	
	(b) License No.	
	(c) PAN No.	
	(d) ESI Registration No., if any	
	(e) EPF Registration No., if any	
10	State the latest Income Tax Assessed year and the amount of Tax Assessed (Copies of last 3 years. IT returns Balance Sheet & Revenue, A/c to be enclosed.	
11	Turnover for last three financial years	F.Y. 2021-22 F.Y. 2022-23 F.Y. 2023-24
12	Firm Account No., Bank Name, Branch Name & IFSC Code	
13	Are you agreeable to abide strictly by the Terms & Conditions of the Tenders and contracts?	
14	Mention any other specialties of your Establishment	
15	Any other details	

Note: Please fill this form legibly in ink. If space provided is insufficient please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

UNDERTAKING

I/WEProprietor 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 KVS rule. I assure you to provide the best service to the Vidyalaya.

Signature with Seal of firm Date Place.....

Name:.....

Designation:.....

Note: The Vidyalaya reserves the right to cancel the name of the supplier/firm/service provider from its approved lists at his absolute discretion without assigning any reason

List of Services / Product required

Kendriya Vidyalaya Nagaon invites applications in the prescribed format for empanelment of reputed and registered manufacturers / suppliers for the following categories of suppliers:

1. Office Stationary
2. Printing & Supply of prescribed stationary items, brochures, pamphlets, certificate etc. (Samples will be given by Kendriya Vidyalaya)
3. Supply of Sanitary items, Hardware & Paints
4. Electricals items of reputed brands
5. Networking items
6. Providing Taxis, Buses of less than 5 years old for hiring for excursions/travel.
7. Supply of Sports equipments and Goods
8. Carpentry, Electrical, Civil and other petty maintenance jobs
9. School Canteen

Interested bidders download the application form from school website www.nagaon.kvs.ac.in. Completed applications in a sealed envelope superscribing "Application for Empanelment as registered vendor for (mention the Product(s) / Service(s))" latest by 03:00 p.m. on 20.08.2024 by speed post to Principal, Kendriya Vidyalaya, NAGAON, PO- ITACHALI, DISTRICT- NAGAON, ASSAM-782003.