

PM SHRI KENDRIYA VIDYALAYA CHITTARANJAN

ENLISTMENT NOTICE

Date- 13.02.2024

Firms (Suppliers / Service Providers) dealing in Goods/AMC and Services in following areas may enlist their name along with current trade licence, GST, VAT, TIN, PAN and credentials in the prescribed format , w.e.f. 14.02.2024 to 28.02.2024 between 11:00 AM to 01:00 PM or download the forms from our website & Last date for submission of enlistment form is 28.02.2024 through by hand/ by post (working days)

01. Printing Work – Vidyalaya Patrika, Exam Material, Invitation Cards, Stationery etc.
02. Office Stationery
03. Civil Work (petty construction + M&R+ Supply of Labours)
04. Electrical items
05. Electronics (A.C., T.V., LCD etc)
06. Generator, DJ, PA Systems
07. Inverter, Battery, Water Purifier
08. CCTV, EPABX / INTERCOM / Refrigerator / Photocopier / Fire Extinguisher
09. Computer & peripherals , Printer (Refill / Toner), Networking items/peripherals, Softwares, Website
10. Projector, Interactive Board , Green board, E-Class Room
11. Furniture (Steel, wooden etc.) / Furniture Repairing
12. Laboratory items (Physics/Chemistry/Biology/Mathematics/Geography)
13. Transportation service (Bus, Mini Bus, Car, Cab etc.)
14. Make up and dress material (For Vidyalaya function)
15. Tent & Decoration articles.
16. Catering services
17. Sports materials
18. Musical Instruments
19. Audio-Visual items
20. Security, conservancy & gardening services (Agency located in Burdwan (Purba & Paschim Dist. Only)
21. Labours on daily wages
22. School Canteen
23. Medical room equipments, medicines, First aid items
24. Children park items
25. Cleaning materials / Senatary items
26. Colour / Paints , cement, brush, other Hardware items, construction materials – cement, lime, *bajri*, *gitti*, stone, lime stone, strips, lintel, murum, bricks etc.
27. Newspaper & magazine
28. B Scout & Guide items
29. Plants & Fertilizers, pots
30. Library books & materials
31. Examination Materials
32. Chalk, Duster, Marker
33. Prizes, Memento, Bouquet, Banner
34. Other daily materials / services

35.

S. Ghosh
13/02/2024
PRINCIPAL
K V CHITTARANJAN

PM SHRI KENDRIYA VIDYALAYA CHITTARANJAN/ पी.एम.श्री केन्द्रीय विद्यालय चित्तरंजन
APPLICATION FORM FOR REGISTRATION OF FIRM/

कंपनी के पंजीकरण के लिए आवेदन पत्र

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

(प्रत्येक श्रेणी के लिए अलग आवेदन भरा जाना है)

Name of the Category (which Item firm wants registration):-

(Please ref. Firm Reg.

Detailed Advertisement

CONDITIONS FOR REGISTRATION / पंजीकरण के लिए शर्तें:

- 1) The Firm/Supplier should have work experience in any government institution. (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/Supplier should have registration with state & Local Authorities for undertaking the profession (Copies of proof to be enclosed)
- 4) The Firm/Supplier should have GST No., Licence No. (Duly renewed from time to time), PAN No., ESI Registration No., EPF Registration No. , wherever applicable (Copies of proof to be enclosed)
- 5) It is made clear that only registration is not the condition that the firm will be awarded work.

APPLICATION FOR FIRM/SUPPLIER/ SERVICE PROVIDERPART -1 GENERAL INFORMATION

कंपनी /आपूर्तिकर्ता/सेवा प्रदाता के लिए आवेदन भाग-1 सामान्य जानकारी

S.No.	Information sought	Information to be Provided
1	Name of the Firms (in Block Letters)	
2	Date of Establishment/Incorporation	
3	Correspondence address and Telephone No.	
4	Address of Head Office (if Separate and Telephone No.	
5	Status Proprietary/Partnership/Private Limited Company/ Public Limited Company	
6	Names of the Partners/Directors	
7	Name of Chief Executive with his present address and Telephone Nos.	
8	Name of Representative(s) with Designation who would be calling on us and attending to our jobs.	
9	Name of Bankers with address & telephone nos.	
10	Is the Firm registered Under the Factories Act “? If so, state	
	(a) GST No.	
	(b) Date of Last renewal of Licence (Copy of the licence to be enclosed)	
	(c) PAN No.	
	(d) ESI Reg No. if any	
	(e) EPF Registration No. if any.	

11	Whether holding certificate under shops & establishment act duly renewed copy should be enclosed.	
12	State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last 3 years. IT Returns Balance Sheets & Revenue, A/c to be enclosed).	
13	Turnover for last three financial years	F.Y 2021-22 _____ F.Y 2022-23 _____ F.Y 2023-24 _____
14	Are you agreeable to make deliveries to Kendriya Vidyalaya within and out of SARNI/ List when so directed?	
15	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts?	
16	If your firm is registered with any KV/KVS, RO/ KVS, HQ or any other State/ Central Govt. offices. Please give name and address.	
17	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached).	
18	Mention any other specialties of your Establishment.	

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/We _____ Proprietor of M/s _____

Undertake that the information given above are correct as per best of my knowledge. If anything found wrong my contract will be cancelled automatically and action may be taken against me/ my firm as per KVS rule. I also assure to provide the best service to the Vidyalaya.

Signature: _____

Name:- _____

Designation: _____

(Signature with Seal of firm)

Date.....

Place.....

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.

नोट: विद्यालय को यह अधिकार है कि वह आपूर्तिकर्ता/फर्म/सेवा प्रदाता के नाम को उसकी अनुमोदित सूचियों में से बिना कोई कारण बताए अपने पूर्ण विवेक से रद्द कर सकता है।