



# पी एम श्री केंद्रीय विद्यालय करीमगंज

PM SHRI KENDRIYA VIDYALAYA KA RIMGANJ

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फा.सं.1875/44/2023-24/KV-Kxj/

दिनांक: 00.03.2024

फर्मपंजीकरण हेतुआवेदन पत्र/Form for Firm Registration

सेवा का प्रकार /(Type of Service):-----

क्र. -----सेवा / वस्तु का नाम:-----

(प्रत्येक सेवा/वस्तु के लिए पथक आवेदन किया जाना चाहिए)

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

सेवा/वस्तु प्रदान करने के लिए शर्तें / Conditions for Supplying Services.

1) The Firm/Supplier should be in profession for at least one year (copy of proof must be enclosed).

2) The Firm/Supplier should have registration with state & Local Authorities for undertaking the profession ( Copies of proof to be enclosed)

3) Kindly attach copy of Pan, GIST Registration No and Income Tax returns.

APPLICATION FOR FIRM/SUPPLIER/ SERVICE PROVIDER

PART – 1 GENERAL INFORMATION.

S.No.	Information sought	Information to be Provided
1	Name of the Firms ( in Block Letters)	
2	Date of Establishment/Incorporation	
3a	EMAIL ID (Mandatory)	
3b	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	Is the Firm registered Under any Act "? If so, state (a) Licence No. ,PAN No.,TIN No. (b) GIST No. (c) ESIS No. if any (d) EPF Registration No. if any. (enclosed copy of each one)	
10	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).	
11	Turnover for last three financial years	F.Y 2020-21:- F.Y 2021-22:- F.Y 2022-23:
12	Are you agreeable to make deliveries to PMSHRI Kendriya Vidyalaya, when so directed?	
13	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts?	
14	If your firm is registered with any KV/KVS, RO/ KVS, HQ or any other State/ Central Govt. offices. Please give name and address.	
15	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached)	
16	Mention any other specialties of your Establishment	

NOTE: Without PAN and GIST 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 FIRM/COMPANY  
Signature with Date,  
Name and Designation of  
Authorized Representative of the Firm

**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 authorised representative of the Firm.
3. PMSHRI Kendriya Vidyalaya 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 authorised 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 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 [https:// karimganj.kvs.ac.in](https://karimganj.kvs.ac.in) and Vidyalaya office as well.
8. In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
9. If PMSHRI Kendriya Vidyalaya, registers any Firm as approved Supplier he has to supply the material at PMSHRI Kendriya Vidyalaya . He has to accept the PMSHRI Kendriya Vidyalaya payment terms i.e. Payment shall be made by Electronic Pay System within 30 days from the date of supply of the material in good condition.
10. Firms/Manufacturers/Authorised 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 PMSHRI Kendriya Vidyalaya 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) Registration of firm
  - (ii) PAN, GIST, EPF, and ESIS number copy
  - (iii) Income tax returns 2020-21,2021-2022, 2022-23,

PRINCIPAL

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

Printing of Question paper	Printing of Answer books
Supply of printed envelopes	printing of Flex/banner
AMC of Photocopiers/Riso machine	AMC of intercom machine
AMC of Water cooler/water purifier UV plan	AMC of Computers
Providing sanitation services	Providing Bus Services
Scrap / disposal of Scrap	Providing Tent Services
digital display screen /DTH services	Welding service
Carpenter services	Providing new furniture
providing steel almirahas /wooden almirahas	Furniture/lock repair services
providing fridge/air cooler repair / services	Providing white washing services
civil repair	Electrical repair
Telephone repair services	providing Computer /ICT/printer etc. items
Supply of electrical items	Printing of Diaries and School Magazine
Supply of Sports items	Installation, repair, AMC of CCTV's
Air conditioner – Supply, rental, repair, AMC etc	providing photography /videography
Providing Rubber stamps, name plates, numbering machine	Supply of A-4 size paper, supply of Photocopy machine with operator
Providing Catering Services	Providing Paints and other materials.
Supply of laboratories materials and equipment's.	Supply Gardening materials.
Supply of Library Books	Supply of office Stationary & General Items