

FORM FOR THE REGISTRATION OF THE FIRMS FOR THE PERIOD OF ONE YEAR i.e. 2017-18

Sub:- Registration firms/Agencies for Supply/Service

1. Name & Address of the firm:.....

2. Telephone Number :.....
3. Email ID and Mobile No:.....
4. Name of the owner of the firm with address :.....

5. VAT, TIN, TAN number of firm: VAT NO.....

 TIN NO.....

 TAN NO.....

6. PAN Number
7. Details of experience & Place of work, if available.....

Institution where Rendered service/supplied articles	Period	Name of the service/Supplies	Whether contract cancelled before expiry? If yes, mention reasons

NOTE: Without TIN/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 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 an 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 services to the Vidyalaya.

SEAL OF COMPANY

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

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KENDRIYA VIDYALAYA LEKHAPANI, ASSAM
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 authorised representative of the Firm.
3. K.V. LEKHAPANI reserves the right to reject any application.
4. Preference will be given to those firms who are on the approved list of Govt. Deptt. 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 www.kvlekhapani.org 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 K.V. Lekhapani registers any Firm as approved Supplier he has to supply the material at K.V. Lekhapani .He has to accept the K.V. Lekhapani payment terms i.e. Payment shall be made by **Crossed Cheque** after the 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 K.V. Lekhapani 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 number copy
 - (iii) Income tax returns 2014-15 & 2015-16

PRINCIPAL

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

- Offset Printing / DTP (certificates, invitation cards, question papers, exam answer book, school magazine, newsletter, student diary, calendar, visiting cards, I-cards, printed envelopes, etc.)
- Stationery products (office, exam, computer, art & craft)
- Electronics & Electricals (computer & peripherals, printers (all-in-one), duplicating machine, Xerox, modem, switch, router, wi-fi, CCTV, vacuum cleaner, air-conditioner, multipurpose tool-kit, software & hardware service, networking service, refrigerator, C-TV, fire alarm, digital camera, smart-board, projector, digital sound system, bar-code scanner, laminator, generator, battery & inverter, lawn-mower, etc. & AMC services of all products)
- Drinking water purifier cooler-cum-dispenser (in-built U.V. & R.O. system) with AMC service
- Security & Conservancy manpower services
- Games & Sports goods, apparels & prizes
- Bharat Scouts & Guides goods
- Hardware Engineering (metal & wood work): furniture, almirah, bookshelf, trunk, flag-post, frame, stand, etc.
- Children's park equipment
- Room Furnishings: (flooring, cushions, curtains & blinds, towels, etc.)
- Sanitation goods (phenyl, broom & mops, brush & wipes, gloves bleaching powder, dustbins, detergent powder, harpic, odonil, naphthalene balls, room-freshener spray, floor cleaner, handwash, dusting cloth, etc.)
- Science Laboratory: scientific goods & services
- Maths Laboratory goods & services
- Teaching-aids, Teaching-learning materials (charts, maps, models, flash cards, etc.)
- Library books, magazines, newspaper, journals (retail & vending service)
- Catering / logistics service (food, refreshments, beverages, etc.)
- Scrap / junk / garbage / raddi disposal service
- Hired transportation service (excursion, school duty, goods transportation, etc.)
- Gardening products, equipment, services (saplings, bio-fertilizers, pots & planters, water spray, fencing, tools, green-house, etc.)
- Plumbing service Welding service Carpenter service Lock repair service
- Civil petty repair & white washing service Electrical repair service Laundry service Scavenging service
- Services on hire for organizing Events (tent, shamiyana, furniture, electrical inventories, carpet, stage decoration, motorized curtain/screen drop, digital sound & P.A. system, digital lighting system, props, generator, musical instruments & accompanists, etc.)
- Make-up materials for dance, drama, cultural show, etc.
- Photography & Videography (full event coverage, photo-framing, album, video editing & publishing job, etc.)
- First Aid medicine kit and medical appliances / equipment, etc.
- Apparels / costumes for cultural program on purchase / hire basis or tailor-made.
- Flex banner, glow-sign boards, rubber stamps, metal seals, flags, badges, screen-printing, etc.
- Musical instruments (harmonium, key-board synthesizer, tabla, octo-pad, drum-set, congo, guitar, etc.)
- Choreographer (Classical, ethnic, contemporary, western, composing a dance for an event, etc.)