

**केन्द्रीय विद्यालय वायु सेना स्टेशन, मोहनबाड़ी,  
जिला- डिब्रूगढ़, असम - 786012**

**फर्म पंजीकरण सूचना**

वित्तीय वर्ष 2022-23 में फर्नीचर एवं मरम्मत, हार्डवेयर और प्लंबिंग,स्टेशनरी, प्रिंटिंग, कंप्यूटर,प्रिंटर/ मरम्मत,सिविल एवं इलेक्ट्रिकल उपकरण/ मरम्मत,विज्ञान प्रयोगशाला हेतु उपकरण,फोटोस्टेट मशीन/ मरम्मत,खेल कूद उपकरण,टेन्ट एवं कैटरिंग,सुरक्षा गार्ड, माली,सफाई कर्मचारी, वाटर फिल्टर/ मरम्मत, Contractor for providing daily wage workers for electrical, plumbing, masonry, carpentry, painting etc, संगीत उपकरण/ मरम्मत, पेंटिंग एवं बोर्ड लिखाई कार्य,बस/टैक्सी की सेवा इत्यादि की आपूर्ति के लिए केन्द्रीय विद्यालय वायु सेना स्टेशन,मोहनबाड़ी में फर्म पंजीकरण हेतु **दिनांक: 06 March 2022** तक आवेदन आमंत्रित करता है। आवेदन पत्र विद्यालय की वेबसाइट **mohanbari.kvs.ac.in** से डाउनलोड/कार्यालय से प्राप्त कर के पूर्णतया भरकर स्पीड पोस्ट/रजिस्टर्ड पोस्ट/ हाथोहाथ जमा कर सकते हैं

Note: केवल वे ही फर्म पंजीकरण के लिए आवेदन करें जिनके पास अपना पंजीकरण प्रमाण पत्र, PAN, TIN, VAT, GST, etc. उपलब्ध हो |

विशेष जानकारी हेतु 0373-2383360,2383320 पर संपर्क करें|

केवल निबंधन के आधार पर ही सेवा देने हेतु मान्यता नहीं मिलेगी| विद्यालय का निर्णय अंतिम और मान्य होगा|

प्राचार्य

## **Registration of firm for the Financial Year 2022-23**

Application are invited for the registration of reputed firm for supply of materials and for providing services at Kendriya Vidyalaya AFS Mohanbari for the following items during the year 2022-23.

1. Furniture including its repair and maintenance.
2. Hardware and plumbing materials
3. Stationary Items.
4. Printing Materials.
5. Computer, Printer, UPS and LAN /repair and maintenance.
6. Civil and Electrical Materials/ Repair & maintenance
7. Science lab consumables and equipment.
8. Xerox machine ink & other accessories/repair and maintenance.
9. Sports Items.
10. Tent& Catering services.
11. Security, Cleaning Staff and Gardener.
12. Audio Visual Aids/repair and maintenance.
13. Craft & SUPW Items.
14. Purifiers and water cooler.
15. Contractor for providing daily wage workers for electrical, plumbing, masonry, carpentry, painting etc.
16. Musical Instruments.
17. Writing of letters and painting on wall.
- 18 Transport services (bus and car).

Interested parties may register with Kendriya Vidyalaya AFS Mohanbari by submitting a filled-in application form that is available at [mohanbari.kvs.ac.in](http://mohanbari.kvs.ac.in) to this office through registered post/by hand latest by **06.03.2022**.

Principal

### **KENDRIYA VIDYALAYA AFS MOHANBARI**

#### **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 authorized representative of the Firm.
3. KV AFS Mohanbari reserves the right to reject any application.
4. Preference will be given to those Firm who are on the approval list of Govt. Dept. and Public Sector Undertaking or ISO Certificate holders or dealers authorized by manufacturers.
5. The registration as "Approved Supplier" will be kept valid for a period of 01 financial 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.
6. Prescribed "Application Form" may be obtained from [mohanbari.kvs.ac.in](http://mohanbari.kvs.ac.in) or Vidyalaya office.
7. In case of Accredited Agents and Authorized Dealers/Stockiest, satisfactory evidence from their manufacturers shall be submitted along with the completed application form.
8. If KV AFS Mohanbari registers any firm as approved supplier he has to supply items/materials.
9. Firms/Manufactures/Authorized dealers are requested to submit their e-mail address, in order to start e-procurement.
10. Any change in address, phone number, and email address shall be informed to KV AFS Mohanbari immediately. So as to have proper communication with these Firms/ Manufacturers.
11. The documents that are to be submitted at the time of registration.
  - a) Registration of Firm.
  - b) PAN number copy.
  - c) Income Tax return (Last three years)
  - d) TIN No.
  - e) GST Registration copy.

## फ़र्म पंजीकरण हेतु आवेदन प्रपत्र / Form for firm registration

सेवा का प्रकार :-  
(Type of service)

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

### APPLICATION FOR REGITRATION OF FIRM AS SUPPLIER/ SERVICE PROVIDER

#### GENERAL INFORMATION

S.No.	Information sought	Information to be Provided
1	Name of the Firm ( in Block Letters)	
2	Date of Establishment/Incorporation	
3	Correspondence address ,Email ,website with Telephone No.	
4	Address of Head Office ,Email ,website with 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) Shop Act No. (b) Labour License No. (c) Date of Last renewal of License ( Copy of the license to be enclosed) (d) PAN No. (e) ESIS No. ,if any (f) EPF Registration No. if any (g) GSTIN No. (h) CST No. (i) BST No. (j) LBT No. (k) License from Police Commissioner	
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	FY 2019-20  F.Y 2020-21  F.Y 2021-22
14	Are you agreeable to make deliveries to Kendriya Vidyalaya AFS Mohanbari?	
15	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts?	
16	If your firm has provided services to 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.	
19.	In case of supplier please enclosed authorization of your manufacturer/ authorized supplier certificate.	

**Note:** Kindly attach copy of PAN, TAN, Registration No., and income tax returns. Without TIN/PAN and GST 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 here by undertake that the above furnished information is correct to the best of my knowledge and belief. In case of any information/ supporting documents 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**

Signature with Date,

Name and Designation of the

Authorized Representative of the Firm