

केन्द्रीय विद्यालय हि.का.नि.जागीरोड

वर्ष 2022-23 हेतु व्यावसायिक फार्मों की पंजीकरण सूचना

पंजीकृत स्वीकृत फार्मों आपूर्तिकर्ताओं जो कि TAN/ TIN/ PAN/ GST/EPF/ESIC etc. द्वारा पंजीकृत है से वर्ष 2022-23 के लिए निम्न समान व सेवाएँ प्रदान करने के लिए निर्धारित प्रपत्र में आवेदन आमंत्रित है :

सामग्री : प्रयोगशाला , खेलकुद , शिक्षण सहायक सामग्री, कम्प्यूटर तथा उससे संबंधित सामग्री , फर्नीचर फोटोस्टेट मशीन , वाटर प्यूरिफायर, रेफ्रिजरेटर, अग्निशमन-यंत्र तथा भराई , एयर कंडीशनर, रंग, सेनेटरी, हार्डवेयर और बिजली का समान, बिल्डिंग-निर्माण, बागवानी के यंत्र , संगीत वाद्य-यंत्र आदि कि आपूर्ति व मरम्मत , प्रिंटिंग कार्य , समृति चित्र एवं पदक, स्टेशनरी, पुस्तकालय हेतु पुस्तक, अटल टिकरिंग प्रयोगशाला सामग्री, बाल उद्यान आदि ।

सेवाएँ : सुरक्षा एवं सफाई सेवाएँ , वार्षिक मरम्मत एवं रखरखाव संविदा (कम्प्यूटर, फोटोस्टेट मशीन , वाटर-प्यूरिफायर, रेफ्रिजरेटर, एयर-कंडीशनर आदि) परिभ्रमण हेतु वाहन उपलब्धि , किराए पर टेंट शामियाना, बिस्तर, लाइट एवं साउंड-सिस्टम, विद्यालय के विविध कार्यक्रमों में कैंटरिंग एवं भोजन व्यवस्था, कैटीन आदि ।

आवेदन पत्र संबंधित दस्तावेजों कि छाया प्रतियों सहित दिनांक 14/03/2022 अपरहान 03:00 बजे तक आवेदन जमा करें।

संलग्न प्रपत्र

- 1. Terms and conditions (Annexure -01)**
- 2. Application Form (Annexure – 02)**
- 3. List of Good & Services for Supply (Annexure – 03)**

Notice for Empanelment of Firms for 2022-23

Applications are invited on prescribed format for enlistment/empanelment of firms/ Dealers/Suppliers/ Service providers having Trade Registration with valid TAN/ TIN/ PAN/ GST/EPF/ESIC etc. for the supply of goods and services during session 2022-23 in the following categories–

Goods – Furniture, Computer and Peripherals, e-Classroom equipment, Electronics goods, Electrical items, Office/Examination Stationeries, books for library, Teaching Aids, Games and Sports equipment, Prizes(Trophies, Mementos etc.), Water Coolers, Air Conditioners, Xerox Machine, Lab equipment (Physics, Chemistry, Biology), Atal Tinkring Lab, children park etc.

Services – Security and Conservancy services, Catering Services, Transport Services (Bus, Car etc.), AMC (AC, Computers, Water cooler, Xerox machines, Computers etc.), Civil and Electrical Maintenance Works), Supply of Tent items, canteen etc.

The last date of submission of application is 14/03/2022 till 3:00 Pm.

Enclosures:

- 1. Terms and conditions (Annexure -01)**
- 2. Application Form (Annexure – 02)**
- 3. List of Good & Services for Supply (Annexure – 03)**

REGISTRATION OF FIRMS

KENDRIYA VIDYALAYA HPCL JAGIROAD 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. K.V. HPCL Jagiroad 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 authorized 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 website: <http://jagiroadhpcl.kvs.ac.in> and Vidyalaya office as well.
8. In case of Accredited Agents and Authorized Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
9. If K.V.HPCL Jagiroad registers any Firm as approved Supplier he has to supply the material at K.V. HPCL Jagiroad Stores and he has to accept the K.V. HPCL Jagiroad payment terms.
10. Firms/Manufacturers/Authorized dealers/ Agencies are requested to submit their e-mail address, in order to start e-procurement.
11. Any change in address, phone number, Fax no. Shall be informed to K.V. HPCL Jagiroad 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 (Certificate)
 - (ii) PAN number copy
 - (iii) Income tax returns 2020-21, 2019-20 & 2018-19 (FY)
 - (iii) GST/TIN No
 - (iv) GEM Registration Details (if available)

KENDRIYA VIDYALAYA HPCL JAGIROAD

SUPPLIER REGISTRATION FORM 2022-23

Sub : Registration of firms/agencies for supply/service in Kendriya Vidyalaya, HPCL Jagiroad

1. Name of the firm:

2. Name of the owner :

3. Full Postal Address :

4. E-mail:

5. Website:

6. Name of contact person: _____

7. Contact No.: (a) Landline No. _____ (b) Mobile No. _____

8. GST/CST/TIN/TAN No. (a) GST No. _____ (Photocopy to be enclosed)

(Copy to be enclosed)

(b) CST/TIN No. _____ (PhotoCopy to be enclosed)

(c) TAN No. _____ (PhotoCopy to be enclosed)

9. PAN No of the owner/Firm: _____ (Photocopy to be

enclosed)

10. GeM Registration Details: _____(Photocopy to be enclosed)

11. Bank details Account No. Name of Bank: _____
Branch: _____
Bank IFSC: _____
Account Name: _____
Account No: _____

12. Product/Items/Services/ Category for which Registration is applied for:

S. No.	Name of Product/Items/Services/ Category	Whether Original Manufacturer/Authorized Agent or Distributor/ DGS&D Registered firm/Dealer	Remarks

(In case of supplier please enclose authorization of your manufacturer/Authorized dealer/Supplier/Contractor Certificate)

13. Details of experience & place of work during the last 03 Years:

S. No.	Institute where rendered service/supplied articles	Period	Name of supplies/ service	Remarks if any (Enclose Certificate if any)

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NOTE: Without TIN/PAN and VAT/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. The copy of TIN/TAN/PAN/GST/TRADE LICENSE /Labour License/Income tax clearance, GeM Registration, Experience of working/ item supply and 12 months statement of bank account must be attached along with the application form.

Check List:

-	Copy of registration of firm/ company/ shop	YES	NO
-	Copy of GST/ TIN (VAT) number copy	YES	NO
-	PAN NUMBER copy	YES	NO
-	List of articles that we can supply to the Vidyalaya	YES	NO
-	Proof of 3 years performance of the company/ shop	YES	NO
-	Copy of GeM Registration	YES	NO

Undertaking

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.

Place: _____

Signature _____

Date: _____

Name of Proprietor _____

Seal of the Firm _____

Annexure-03

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

Goods

- ☐ Providing Furniture items (for Class Room , Lab , Office , Library almirahs etc)
- ☐ Providing Computer and Peripherals.
- ☐ Providing E-Classroom equipment.
- ☐ Providing Electronics goods.
- ☐ Providing Electrical items,
- ☐ Providing Stationeries items (Office & Examination)
- ☐ Providing Books for library.
- ☐ Providing Teaching Aids.
- ☐ Providing Games and Sports equipment, jersey, shoes etc.
- ☐ Providing Prizes (Trophies, Mementos etc.).
- ☐ Providing Water Coolers, Purifiers, RO systems etc.
- ☐ Providing Air Conditioners.
- ☐ Providing Xerox Machine.
- ☐ Lab equipment (Physics, Chemistry, Biology, Maths & Social Studies).
- ☐ Providing Children Park items.
- ☐ Providing Fire fighting equipments (Fire extinguishers , buckets etc), Refilling of extinguishers
- ☐ Providing First Aid Medicines and other Covid 19 sanitization items.
- ☐ Providing civil and plumbing related goods
- ☐ Providing Musical instruments
- ☐ Sound System (Amplifier, Speaker, Mic etc.)
- ☐ Any Other (Specify)

Services

- ☐ Providing Security and Conservancy services.
- ☐ Providing Catering Services.
- ☐ (For Local and outstation journey (Bus, Tempo, etc) Transport Services
- ☐ Providing Transport Services for Material (Truck /Tempo etc)
- ☐ Providing AMC/ Repair and maintenance of
 - AC
 - Computers
 - Printers
 - Water cooler
 - Xerox machines
 - Any Others(Specify)
- ☐ Providing Civil and Electrical Maintenance Works
- ☐ Supply of Tent items and bedding items on rent.
- ☐ Providing Catering services (Canteen, Mess /refreshments)
- ☐ Providing Printing services (Teacher Diary, School magazine, Student Diary etc.)

- ☐ Providing Photocopy /Xerox for question papers, answer books & other exam related work)
- ☐ Providing Inks for Printers & refilling of Tonners
- ☐ Carpenter services
- ☐ Providing services for E-filing of TDS Quarterly return and other related work
- ☐ Providing Internet Services

The last date of submission of application is 14/03/2022 till 3:00 Pm.