



केन्द्रीय विद्यालय महासमुन्द

Kendriya Vidyalaya Mahasamund

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फा. 2-11/के.वि. महासमुन्द/2022-23/

दिनांक : 05/06/2022

विज्ञापन

केन्द्रीय विद्यालय महासमुन्द में खरीदी प्रक्रिया के अनुसार विभिन्न कार्यों के लिए विभिन्न फर्मों के पंजीयन किया जा रहा है। अतः पंजीयन दिनांक 30/06/2022 तक अनिवार्य रूप से भेजें। विस्तृत जानकारी के लिए विद्यालय के वेबसाइट <https://mahasumand.kvs.ac.in> का अवलोकन करें।

(ए.के. चन्द्राकर)

प्राचार्य/ Principal

केन्द्रीय विद्यालय /Kendriya Vidyalaya

महासमुन्द / Mahasamund

पंजीयन हेतु आवेदन पत्र / **Form for Firm Registration (2022-23)**

फर्म

सेवा के प्रकार / **(Type of Service/Goods):-**

(Separate Application is to be filled-up for each category)
Conditions for Supplying Services/Goods

- 1) The Firm/Supplier should be in profession for at least one year (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 (Kindly attach proof)
- 3) The Firm/Supplier should have registration with state & Local Authorities for undertaking the profession (Copies of proof to be enclosed)
- 4) Kindly attach copy of PAN, GST Registration No. and Income Tax returns of last 03 years for financial turnover.

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	
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	<p>Is the Firm under any Act “? If so, state</p> <p>(a) Licence No. (b) Date of last renewal of Licence (Copy of the Licence to be enclosed) (c) PAN No. (d) TIN No. (e) GIST No. (f) FSSAI certificate:- (For catering / Canteen services) (g) ESIC No. if any (h) EPF Registration No. if any. (Copies must be enclosed for point no. a to h)</p>	
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 3years. IT Returns audited Balance Sheets & Revenue, A/c to be enclosed).	
13	Turnover for last three financial years	F.Y 2019-20:- F.Y 2020-21 F.Y 2021-2022
14	Are you agreeable to make deliveries to Kendriya Vidyalaya, Mahasamund, 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.	
19	If your firm is blacklisted or debarred by any institution in last 3 year.	

NOTE: Without PAN,GST number and other mandatory documents required for specific works/services , 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.

Date dat _____ this _____ day of
_____ 2022

**Signature with Date ,Name and
Designation of Authorized
representative of firm**

Seal of firm

Seal of Company
Representative of the Firm

Signature with Date, Name and designation of Authorized

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. Mahasamund 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 through our website.
6. The registration as "Approved Supplier" will be kept valid for a period of 01 to 03 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://mahasamund.kvs.ac.in> ..
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 Kendriya Vidyalaya, Mahasamund registers any Firm as approved Supplier he has to supply the material at K.V. Mahasamund. He has to accept the Kendriya Vidyalaya, Mahasamund payment terms i.e. Payment shall be made by Crossed Cheque/RTGS/NEFT as per the availability of the funds after the receipt and verification of the material.
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 Kendriya Vidyalaya Mahasamund 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, GST, EPF, ESIS number copy (self-attested)
 - (iii) Income tax returns 2019-20, 2020-11, 2021-22.
 - (iv) Last 1 to 3 years work contract of any Govt. office.

(v) Tick the areas in which the firm wishes to provide the service
(List attached)

फर्म / विवरण

क्र.सं.	विवरण
1	पुस्तकालय हेतु पुस्तकें
2	प्रिंटिंग कार्य— विद्यालय पत्रिका, चिकित्सा कार्ड, उपस्थिति पंजी इत्यादि
3	वार्षिक देखरेख— कम्प्यूटर, प्रिंटर, फोटोकॉपी मशीन, वाटर कूलर, एयर कूलर, रिसो मशीन एवं एयर कंडीशन, सीसीटीवी आदि ।
4	कम्प्यूटर, सीसीटीवी, ए.सी. लेन नेटवर्किंग सामग्री व उनका रख-रखाव एवं सुधार
5	बिजली का सामान, इलेक्ट्रॉनिक सामग्री ।
6	प्रयोगशाला से संबंधित सामग्री ।
7	टीचिंग एड सामग्री ।
8	संगीत—वाद्ययंत्र / संगीत और विडियो विसुअल एड, माइक साउंड सिस्टम ।
9	भवन सामग्री जैसे ईंटे, गिट्टी, रेत, सीमेंट, मुरुम, टाइल्स आदि ।
10	किराया भंडार सामग्री (टेंट एवं स्टेज आदि)
11	खेल सामग्री ।
12	केटरिंग ।
13	फर्नीचर—इस्पात और लकड़ी, स्टील अलमारी, स्टील रेक, फर्नीचर मरम्मत आदि ।
14	स्टेशनरी सामग्री, लेखन सामग्री ।
15	विभिन्न कार्यों के लिए श्रमिक की आपूर्ति—मजदूर आव'यकतानुसार कुशल, अर्धकुशल अकुशल । (इलेक्ट्रिशियन, बढई, प्लम्बर, विद्यालय भवन की पुताई एवं विभिन्न मजदूरी कार्य हेतु)।
16	सेनेटरी सामग्री ।
17	हार्डवेयर एवं पेंट्स ।
18	छात्रों के परिवहन हेतु बसें/आटों/टैक्सी आदि ।
19	बाल उद्यान हेतु सामग्री ।
20	वैल्लिंग वर्क्स एवं नलसाज ।
21	वाटर कूलर पर जल शोधन प्रणाली ।
22	सफाई सामग्री (झाडू, फिनाइल इत्यादि)
23	पर्दा—कपड़ा, राड व संबंधित सामग्री, सिलाई व फिटिंग ।
24	अग्निशमन