

KENDRIYA VIDYALAYA PACHMARHI

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. PACHMAHI reserves the right to reject any application.
- 4.** The registration as "Approved Supplier" will be kept valid upto 31st March 2022. 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.
- 5.** Prescribed "Application Form" may be obtained from <https://pachmarhi.kvs.ac.in> and the Vidyalaya office as well.
- 6.** In case of Accredited Agents and Authorized Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
- 7.** If KV PACHMARHI registers any Firm as approved Supplier he has to supply the material at KV PACHMARHI Stores and he has to accept the KV PACHMARHI payment terms i.e. Payment shall be made by Cheque/DD within 20 days from the date of supply of the material in good condition.
- 8.** Firms/Manufacturers/ Authorized dealers are requested to submit their e-mail address, in order to start e-procurement.
- 9.** Any change in address, phone number, Fax no. shall be informed to KV PACHMARHI immediately, so as to have proper communication with these Firms/Manufacturers.
- 10.** The documents that are to be submitted at the time of registration
 - (i) Registration of firm.
 - (ii) PAN/TAN number copy.
 - (iii) Copy of TIN registration Number.
 - (iv) Income tax returns FY 2017-18 & 2018-19 & 2019-20
 - (v) Technical specifications and literature related to the products that you can supply
 - (vi) Proof of having supplied similar products to any government/private party in the last three years – Performance related literature of your company/supply
 - (vii) License from Govt./Competent authority for during work, if required.
 - (viii) Service Tax registration, if applicable.
 - (ix) GST registration number.
 - (x) EPF and ESIC registration number.

PRINCIPAL

TO BE FILLED BY AUTHORIZED PERSON / OWNER OF ORGANIZATION

1.	NAME OF THE ORGANIZATION/ COMPANY / SUPPLIER / VENDOR													
2.	ADDRESS FOR COMMUNICATION	Shop No.												
		Street Name												
		Village (Post)												
		City												
		PINCODE												
3.	TELEPHONE NUMBERS	Landline (O)												
		Fax (O)												
		Mobile												
4.	BRAND/ARTICLE IN WHICH BUSINESS IS DONE *if any other item/article you can supply, then a separate sheet may be used while submitting hardcopy of registration	S. No	Name of the Brand/Article/Item that you can supply				Name of the Manufacturer							
		1)												
		2)												
		3)												
		4)												
	5)													
5.	Registration Related Numbers	GST NUMBER												
		TIN / VAT NUMBER												
		PAN/TAN NUMBER												
		SERVICE TAX REG. NO												
		EPF No.												
		ESIC No.												
6.	I DECLARE THAT, THE FOLLOWING DOCUMENTS ARE ENCLOSED WITH THE HARD COPY OF THIS APPLICATION THAT IS MEANT FOR REGISTRATION OF FIRM FOR 2021-22													
(i)	Copy of registration of firm / company / shop	YES				NO								
(ii)	Copy of License (if required)	YES				NO								
(iii)	Copy of GST/TIN number copy	YES				NO								
(iv)	Literature of product that we can supply to KV PACHMARHI	YES				NO								
(v)	PAN/TAN NUMBER copy	YES				NO								
(vi)	EPF & ESIC No. copy	YES				NO								
(vii)	LIST OF ARTICLES that we can supply to the Vidyalaya	YES				NO								
(viii)	Proof of 3 years performance of the company/shop	YES				NO								

DECLARATION

I / WE DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY/OUR KNOWLEDGE I/WE UNDERTAKE TO INFORM KV PACHMARHI AT THE EARLIEST ANY CHANGE IN THE DETAILS MENTIONED ABOVE.

I / WE HEREBY AGREE TO ABIDE BY THE CONDITIONS PRESCRIBED IN THE ENCLOSED STATEMENT.

THANKING YOU,

Yours faithfully,

SEAL OF COMPANY

Signature with Date,

Name and Designation of the Authorized Representative of the Firm

Encl:-

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

क्रमांक	सामग्री का प्रकार	Tick	क्रमांक	सामग्री का प्रकार	Tick
1	फर्नीचर सप्लाई		12	परीक्षा उपयोगी सामग्री	
2	प्रिंटिंग का कार्य		13	आर.ओ./फोटो कॉपी मशीन/रीजो मशीन/ अन्य इलेक्ट्रिकल एवं इलेक्ट्रॉनिक उपकरण का वार्षिक रखरखाव(AMC)	
3	कैटरिंग एवं टेंट मटेरियल		14	प्लम्बर कार्य रख-रखाव	
4	स्टेशनरी की आपूर्ती		15	बिजली मरम्मत कार्य रखरखाव	
5	हार्डवेयर एवं सेनेटरी		16	पुस्तकालय के लिए पुस्तकें	
6	बिल्डिंग मटेरियल		17	किराना एवं खाद्य आपूर्ती	
7	खेलकूद सामग्री		18	रद्दी/स्क्रेप	
8	प्रयोगशाला सामग्री		19	दूध, दही, पनीर आपूर्ती	
9	संगीत उपकरण		20	सब्जी आपूर्ती	
10	कंप्यूटर सामग्री एवं नेटवर्किंग, कंप्यूटर रखरखाव(AMC)		21	बस/टैक्सी किराए पर	
11	बिजली, पी.ए. सिस्टम एवं अन्य इलेक्ट्रिकल एवं इलेक्ट्रॉनिक उपकरण		22	पेंटिंग इत्यादि कार्यो हेतु मजदूर उपलब्ध कराना	