



केन्द्रीय विद्यालय ओ.एन.जी.सी. शिवसागर

ओ.एन.जी.सी. कॉलोनी, शिवसागर, असम-785640

सत्र 2019-20 हेतु फ़र्म पंजीकरण सूचना

केन्द्रीय विद्यालय ओ.एन.जी.सी. शिवसागर, में वर्ष 2019-20 के लिये विभिन्न सामग्रियों एवं सेवाओं हेतु फ़र्मों/एजेंसियों का पंजीयन किया जाना है। अतः इच्छुक फ़र्म एवं एजेंसी दिनांक 15.04.2019 तक विद्यालय की वेबसाइट में उल्लेखित सामग्रियों एवं सेवाओं हेतु पंजीयन करवा सकते हैं। फ़र्म का लाइसेन्स, GST सर्टिफिकेट, नवीनतम आयकर रिटर्न, पैन, आदि की प्रमाणित छाया प्रति आवेदन प्रपत्र के साथ अवश्य संलग्न करें। विस्तृत जानकारी तथा फ़र्म पंजीकरण आवेदन-प्रपत्र विद्यालय की वेबसाइट <http://www.kvsivasagar.org> अथवा कार्यालय समय में विद्यालय से निःशुल्क प्राप्त किए जा सकते हैं।

प्राचार्य



Kendriya Vidyalaya ONGC Sivasagar

ONGC Colony, Sivasagar, Assam-785640

Registration for Suppliers/Venders/Service Providers for FY 2019 - 20

Applications are invited from prospective suppliers/vendors/authorized distributors/service providers willing to supply quality stores and to provide necessary services at Kendriya Vidyalaya ONGC Sivasagar as registered vendors for local purchase/services/supplies/annual contract for items/services mentioned at the Vidyalaya Website, up to 15.04.2019. Interested parties may register with Kendriya Vidyalaya ONGC Sivasagar by submitting a filled-in application form along with License of the Firm, GST Certificate, Latest IT Return, PAN etc. Detailed information & Registration Form can be obtained free of cost from Vidyalaya website: <http://www.kvsivasagar.org> or from the Vidyalaya Office during office hours.

Principal



केन्द्रीय विद्यालय ओ.एन.जी.सी. शिवसागर, असम
KENDRIYAVIDYALAYA ONGC SIVASAGAR, ASSAM
 जिला-शिवसागर(असम)-785640
Dist. - SIVASAGAR,(ASSAM)-785640
 दूरभाष:(03772)-272119, 272572
Phone No.: (03772)-272119,272572
E-mail:kvsivasagar@gmail.com/sivasagar1887@gmail.com
Website: http://www.kvsivasagar.org
K V Code: 1887,U-DISE No.:18160323805
CBSE Affiliation No.200005, School Code: 05020

पत्रांक: एफ. के.वि./शिवसागर/2018-19/

दिनांक: 15.03.2019

फर्म पंजीकरण सूचना

केन्द्रीय विद्यालय ओ.एन.जी.सी. शिवसागर में वर्ष 2019-20 के लिये विभिन्न सामानों/सेवाओं हेतु फर्मों एवं एजेंसियों का पंजीयन किया जाना है। अतः इच्छुक फर्म एवं एजेंसी दिनांक 15 अप्रैल, 2019 तक निम्न सामानों/सेवाओं हेतु पंजीयन करवा सकते हैं। पंजीयन के समय फर्म का लाइसेंस, GST सर्टिफिकेट, नवीनतम आयकर रिटर्न, PAN आदि की प्रमाणित छायाप्रति पंजीयन हेतु आवेदन प्रपत्र के साथ अवश्य संलग्न करें।

क्र.	मद का नाम	क्र.	मद का नाम
1	विद्यालय भवन एवं उसकी सम्पत्ति की 24 घंटे सुरक्षा हेतु श्रमिक।	20	कम्प्यूटर, प्रिन्टर, स्कैनर एवं यूपीएस हेतु एएमसी।
2	विद्यालय भवन कक्षाओं एवं परिसर की साफ सफाई हेतु श्रमिक।	21	फर्नीचर मरम्मत कार्य हेतु कारपेन्टर, वैल्डर आदि।
3	विद्यालय के बगीचे की देखभाल एवं रखरखाव हेतु माली।	22	बिजली की मरम्मत हेतु इलेक्ट्रीशियन
4	कार्यालयीन लेखन / स्टेशनरी सामग्री की सप्लाई।	23	नल एवं पाइपलाइन की मरम्मत हेतु प्लम्बर।
5	हार्डवेयर, इलेक्ट्रॉनिक सामग्री, टीवी, फ्रिज तथा इन्डक्शन इत्यादि की सप्लाई एवं मरम्मत।	24	पेन्ट एवं रंगाई पुताई की सामग्री की सप्लाई एवं रंगाई पुताई का कार्य।
6	फर्नीचर सामग्री की सप्लाई।	25	कुशल, अर्द्धकुशल एवं अकुशल लेबर सप्लाई।
7	कंप्यूटर एवं कम्प्यूटर से संबंधित हार्डवेयर साफ्टवेयर एवं नेटवर्किंग सप्लाई।	26	फोटोकापी मशीन एवं रिजो मशीन की सप्लाई, रिपेयरिंग एवं एएमसी।
8	टेन्ट, लाईट, माईक सामग्री एवं जनरेटर आदि किराये पर सप्लाई।	27	वाटर कूलर सप्लाई, मरम्मत कार्य एवं एएमसी।
9	विभिन्न कार्यक्रमों के दौरान भोजन व्यवस्था, केटरिंग कार्य हेतु।	28	एयर कंडीशनर की मरम्मत एवं वार्षिक रखरखाव।
10	बिजली सामग्री सप्लाई एवं इलेक्ट्रिकल फिटिंग सामग्री।	29	बागवानी हेतु खाद, मिट्टी आदि की सप्लाई।
11	आडियो-विजुअल/संगीत/वाद्य यन्त्र सामग्री सप्लाई एवं मरम्मत।	30	मेडिसिन, मेडिकल उपकरणों की सप्लाई।
12	अग्निशामक यंत्रों की सप्लाई, रिफिलिंग एवं मरम्मत कार्य।	31	फोटोग्राफी एवं विडियोग्राफी कार्य।
13	मुद्रण कार्य-प्रश्न पत्र, उत्तर पुस्तिका, रिजल्ट रजिस्टर, विद्यालय पत्रिका, न्यूज लेटर, निमंत्रण पत्र इत्यादि का छपाई कार्य।	32	कंप्यूटर प्रिन्टर, कार्टेज टोनर, रिफिलिंग कार्य, फोटोग्राफी मशीन एवं रिजो मशीन की इंक कार्टेज, टोनर एवं मास्टर सप्लाई।
14	पुस्तकालय के लिए पाठ्य पुस्तक, संदर्भ पुस्तक सप्लाई।	33	छात्रों के शैक्षणिक भ्रमण हेतु परिवहन सुविधा।
15	खेल कूद सामग्री की सप्लाई।	34	वाटर प्यूरिफायर सप्लाई, मरम्मत कार्य एवं एएमसी।
16	प्रयोगशाला के उपयोगी उपकरण एवं रासायनिक पदार्थ सप्लाई।	35	विद्यालय कैटीन संचालन कार्य।
17	फर्नीचर मरम्मत कार्य हेतु आवश्यक सामग्री जैसे प्लाई बोर्ड, ब्लाक बोर्ड, माइका व अन्य हार्डवेयर सामग्री की सप्लाई एवं मरम्मत।	36	खिड़कियों की मरम्मत एवं शीशे इत्यादि लगाने हेतु सामग्री एवं श्रमिक।
18	सेनेटरी एवं जीआई पाईप व उससे संबंधित सामान की सप्लाई एवं मरम्मत कार्य।	37	बिल्डिंग मेटेरियल की सप्लाई एवं सिविल मरम्मत कार्य हेतु राज मिस्त्री।
19	सीसीटीवी कैमरा एवं सम्बंधित उपकरणों की सप्लाई, मरम्मत एवं एएमसी।	38	सैन्ट्रल एनाउंसमेंट सिस्टम (साउंड) इंस्टालेशन, सम्बंधित उपकरणों की सप्लाई, मरम्मत एवं एएमसी।

प्राचार्य



केन्द्रीय विद्यालय ओ.एन.जी.सी. शिवसागर, असम
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CBSE Affiliation No.200005, School Code: 05020

F. No. KV/SVS/2018-19

Date: 15.03.2019

Firm Registration Notice

Registration of Firms, Suppliers/Venders/Authorized Distributors/Service Providers for various items/services is to be done in Kendriya Vidyalaya ONGC Sivasagar for the session 2019-20. Parties willing to supply quality stores and to provide necessary services as registered vendors for local purchase/services/supplies/annual contract may register themselves up to 15.04.2019 by submitting a filled-in application form along with License of the Firm, GST Certificate, Latest IT Return, PAN etc. for the supply of below mentioned items/services:

S. No.	Name of Head	S. No.	Name of Head
1	Security Guards for 24 Hour Security of School Building & its Property.	20	AMC for Computers, Printers, Scanners and UPS.
2	Cleaners for cleanliness of School Building, Class Rooms and Campus.	21	Carpenters, Welders etc. for Furniture Repairing Work.
3	Guarders for maintenance of School Garden.	22	Electricians for electricity related Maintenance & Repairing Work.
4	Supply of Stationary Items for School Office.	23	Plumbers for Pipe Line & Sanitary repairing work.
5	Supply & Repairing of Electronic Items, TV, Fridge, Induction etc.	24	Supply of Paint & Painting Material along with services.
6	Supply of Furniture Items.	25	Supply of Skilled, Semi-Skilled & Un-Skilled Labours.
7	Supply of Computers & related Hardware, Software and Networking items.	26	Supply, Repairing & AMC of Photocopier & Riso Machines.
8	Supply of Tent, Light, PA System, Generator etc. on rental basis.	27	Supply, Repairing & AMC of Water Coolers.
9	Food & Catering Services for various School Programs.	28	Supply, Repairing & AMC of Air Conditioners.
10	Supply of Electrical Items & Fittings.	29	Supply of Fertilizers, Sand etc. for gardening.
11	Supply & Repairing of Audio-Visual and Musical Instruments.	30	Supply of Medicines & Medical Instruments.
12	Supply, Repairing & Refilling work of Fire Extinguishers.	31	Photography & Videography Related Works.
13	Printing Works of Question Papers, Answer Sheets, Registers, Diaries, School Magazines, News Letters and Various School Formats.	32	Supply of Computer Printers, Cartage Tonners, Refilling Work, Ink Cartages, Toners and Masters of Photography & Riso Machines
14	Supply of Text Books and Reference Books for School Library.	33	Transportation Facilities for Educational Tours of the Students.
15	Supply of Games & Sports Items.	34	Supply, Repairing & AMC of Water Purifiers.
16	Supply of Laboratory Instruments & Chemicals.	35	Operating of School Canteen.
17	Supply of Furniture Repairing Materials i.e. Ply Boards, Block Boards, Mica and other Hardware Items.	36	Supply of Materials and Labours for Repairing of Widows & Replacing of Broken Window Glasses.
18	Supply of Sanitary Items.	37	Supply of Building Material and Labours for Civil Repairing Works.
19	Supply, Repairing & AMC of CCTV Cameras and related Equipments.	38	Supply, Repairing & AMC of Central Announcement (Sound) System and related Equipments.

Principal

KENDRIYA VIDYALAYA ONGC SIVASAGAR

Application form for the Registration of Firms/Agencies for Supply of Articles/Providing Services

FOR THE PERIOD OF ONE YEAR (Session: 20....-20....)

* Name of the articles/services/work for which registration is applied:

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1. Name & Address of the Firm/Agency:

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2. Telephone Number:

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3. Email Id:

Mobile No:

4. Name of the owner of the firm with address:

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5. GST NO. Of the Firm/Agency:

6. PAN/TAN of the Owner & Firm/Agency:

7. Copies of return of VAT/TIN/TANoflast03yearsshouldbeattached with format:

8. Details of experience & Place of work duringthelast03years:

Institution where rendered service/supplied articles	Period		Name of the Service/Supplies	If contract cancelled before expiry, mention reason.
	From	To		

NOTE: Without GST number, no firm will be registered. Vidyalaya reserves the right to cancel the name of the Supplier/Firm/Agency/Service Provider from its approved lists at its absolute discretion without assigning any reason.

DECLARATION

I Mr. /Ms. _____, Proprietor/Partner 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 rules. I assure you to provide the best services to the Vidyalaya.

SEALOF Firm/Agency

Signature with Date:

Name and Designation of the Authorized Representative of the Firm

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Please Tick the areas in which the Firm/Agency/Vender wishes to provide the service:

<input type="checkbox"/> Printing of Diaries.	<input type="checkbox"/> Welding Services.
<input type="checkbox"/> Printing of School Magazine/News Letters.	<input type="checkbox"/> Carpenter Services.
<input type="checkbox"/> Printing of Question Papers.	<input type="checkbox"/> Providing New Furniture Items.
<input type="checkbox"/> Printing of Answer Books.	<input type="checkbox"/> Providing Steel Almirahs & Other Steel Furniture.
<input type="checkbox"/> Printing of Various KVS Formats.	<input type="checkbox"/> Providing Lock Repair Services.
<input type="checkbox"/> Supply of Printed Envelopes.	<input type="checkbox"/> Providing Air Conditioners Water Coolers/Fridge etc.
<input type="checkbox"/> AMC of Photocopier Machines.	<input type="checkbox"/> Providing Water Filtration Equipments and Repair Parts etc.
<input type="checkbox"/> AMC of Air Conditioners/Water Coolers.	<input type="checkbox"/> Providing White Washing Services.
<input type="checkbox"/> AMC of Water Filtration Equipments.	<input type="checkbox"/> Providing Civil Repair Works.
<input type="checkbox"/> AMC of Computer Peripherals & Networking.	<input type="checkbox"/> Providing Electrical Repair Works.
<input type="checkbox"/> Providing of Manpower for Security/House Keeping Services etc.	<input type="checkbox"/> Providing Telephone Repair Services.
<input type="checkbox"/> Providing Sanitation Services	<input type="checkbox"/> Providing Consumable & Non Consumable Lab. Equipments (Scientific Articles).
<input type="checkbox"/> Providing Tent House Articles on rental basis.	<input type="checkbox"/> Providing Software and Hardware Services.
<input type="checkbox"/> Providing Stage Decoration & Lightening Services.	<input type="checkbox"/> Internet Related Services.
<input type="checkbox"/> Providing Bus/Mini Bus/Car/Taxi Services for Local& Outstation Journeys.	<input type="checkbox"/> Providing Chemicals and Other Chemistry Lab. Equipments.
<input type="checkbox"/> Scrap / Disposal of Raddi.	<input type="checkbox"/> IVRS Services / SMS Services.
<input type="checkbox"/> Providing all type of Stationery Items	<input type="checkbox"/> Providing Food & Catering Services.
<input type="checkbox"/> Providing Trucks / Tempos for transportation of material.	<input type="checkbox"/> Canteen /Mess /Refreshment Services.
<input type="checkbox"/> Providing Computer Peripherals.	<input type="checkbox"/> Games &Sports items.
<input type="checkbox"/> Providing Data Entry Operators Services.	<input type="checkbox"/> Installation, Repair, AMC of CCTV's.
<input type="checkbox"/> Providing Services of Photography & Videography.	<input type="checkbox"/> Providing Rubber Stamps, Name Plates, Numbering Machines.
<input type="checkbox"/> Providing/Installation, Repair, AMC of Sound Systems and related services.	<input type="checkbox"/> Supply of Plumbing Sanitary Items.
<input type="checkbox"/> Providing PA System on Rental Basis.	

SEALOF Firm/Agency

Signature with Date:

Name and Designation of the Authorized Representative of the Firm

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REGISTRATION OF FIRMS AS APPROVED SUPPLIERS/VENDORS/SERVICE PROVIDERS

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. KV ONGC SIVASAGAR reserves the right to reject any application.
4. Preference will be given to those firms who are on the approved list of Govt. Dept. & 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.kvsivasagar.org and Vidyalaya Office as well.
8. In case of Accredited Agents and Authorised Dealers/Stockists, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
9. If KV ONGC SIVASAGAR registers any Firm as "Approved Supplier" he has to supply the material at KV ONGC SIVASAGAR. He has to accept the KV ONGC SIVASAGAR payment terms i.e. payment shall be made by **Crossed Cheque** within 20 days from the date of supply of the material in good condition.
10. Firms/Manufacturers/Authorised 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. and Email Id shall be informed to KV ONGC SIVASAGAR immediately, so as to have proper communication with these Firms/Manufacturers/Agencies.
12. The documents that are to be submitted at the time of registration:
 - (i) Copy of Registration of Firm/Agency.
 - (ii) Copy of PAN/TAN of the Owner & Firm/Agency.
 - (iii) Copy of last three years Income Tax Returns.

PRINCIPAL