

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:

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

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7. Copies of return of VAT/TIN/TAN of last 03 years should be attached with format:

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8. Details of experience & Place of work during the last 03 years:

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.

SEAL OF 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& OutstationJ ourneys.	<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