

फर्म पंजीकरण हेतु आवेदन पत्र / Form for Firm Registration (2021-22)

सेवा का प्रकार / (Type of Service/Goods):-

(Separate Application is to be filled-up for each category)

सेवा प्रदान करने के नियम / Conditions for Supplying Services/Goods

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

**APPLICATION FOR FIRM/SUPPLIER/ SERVICE PROVIDER**

**PART - 1 GENERAL INFORMATION**

SN	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) License No.  (b) Date of last renewal of License (Copy of the License 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 3 years. IT Returns audited Balance Sheets & Revenue, A/c to be enclosed).	
13	Turnover for last three financial years (if any)	F.Y2018-19: - F.Y2019-20: - F.Y2020-21: -
14	Are you agreeable to make deliveries to Kendriya Vidyalaya, Azamgarh, 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.	

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 canceled automatically and action may be taken as per KVS rule. I assure you to provide the best service to the Vidyalaya.

Date-        /        /2021

	Seal of Company	Signature with Date
Name and designation of Authorized Representative of the Firm		

## 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. KV Azamgarh 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 1 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://azamgarh.kvs.ac.in>.
8. In case of Accredited Agents and Authorized Dealers / Stockiest, satisfactory evidence from them manufacturers shall be submitted along with the completed application form.
9. If Kendriya Vidyalaya, Azamgarh registers any Firm as approved Supplier he has to supply the material At KV Azamgarh. He has to accept the Kendriya Vidyalaya, Azamgarh payment terms ie. Payment shall be made By Crossed check / RTGS / NEFT within 30 days from the date of supply of the material in good condition.
10. Firms / Manufacturers / Authorized 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 Azamgarh 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 2018- 19, 2019-20, 2020-21.
  - (iv) Last 1 to 3 years work contract of any Govt. office (if any)
  - (v) **Tick the areas in which the firm wishes to provide the service**

White Wash & Painting	Installation of CCTV Camera
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