



केन्द्रीयविद्यालय सेक्टर 8-राम कृष्ण पुरम
KENDRIYA VIDYALAYA SECTOR-8 RK PURAM
भारत सरकार (शिक्षा मंत्रालय)
(Ministry of Education, Govt. of India)
राव तुला राम मार्ग, नई दिल्ली 1100-22
RAO TULA RAM MARG, NEW DELHI-110022
दूरभाष: Telephone no. 011-35100852
E Mail Id : kvrkpuram8@kvsrodelhi.in
Website : rkpuramsec8.kvs.gov.in

फ.सं.न:190046/के०वि०/सै०8/रा.कृ.पु/2025-26

दिनांक: 14.11.2025

फर्म पंजीकरण हेतु आवेदन पत्र /Form for Firm Registration

सेवा का प्रकार/(Type of Service):-

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

सेवा प्रदान करें के नियम/Conditions for Supplying Services

- 1) The Firm/Supplier should be in profession for at least one year(**copy of proof must be enclosed**).
- 2) The Firm/Supplier should have registration with Appropriate Authorities for under taking the profession (**Copies of proof to be enclosed**)
- 3) Kindly attach copy of Pan, GIST Registration No and Income Tax returns.

APPLICATION FOR FIRM/SUPPLIER/SERVICE PROVIDER P

ART-1 GENERAL INFORMATION

S.No.	Information sought	Information to be Provided
1	Name of the Firm (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	Is the Firm registered Under any Act"? If so, state (a) Licence No. (b) PAN No. (c) TIN No. (d) GST No. (e) ESIC No. if any (f) EPF Registration No. if any. (enclosed copy of each one)	
10	State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last 3 years. IT Returns Balance Sheets & Revenue, A/c To be closed).	
11	Turnover for last three financial years	F.Y2022-23:- F.Y2023-24:- F.Y2024-25:-
12	Are you agreeable to make deliveries to Kendriya Vidyalaya Sector-8, R. Puram, New Delhi, when so directed?	
13	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts?	
14	If your firm is registered with any KV/KVS (RO)/KVS(HQ) or any other State/Central Govt. offices. Please give name and address. (Preference will be given to those firms who have experience of working in Kendriya Vidyalaya.)	
15	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached).	
16	Mention any other specialties of your Establishment.	

NOTE: Without TIN/PAN and GIST number, 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.

SEAL OF COMPANY

Signature with Date,

Name and Designation of Authorized

Representative of the Firm



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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. **Kendriya Vidyalaya Sector-8, R.K. Puram, New Delhi-110022** reserves the right to reject any application.
4. Preference will be given to those firms who have experience of working in Kendriya Vidyalaya and on the approved list of Govt. Dept., Public sector Undertakings or dealers authorised by manufacturers.
5. Intimation with regard to registration of the firms "**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 <https://rkpuramsec8.kvs.ac.in/> and Vidyalaya office as well.
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 Sector-8, R.K. Puram, New Delhi-110022**, registers any Firm as approved supplier, he has to supply the material at **Kendriya Vidyalaya Sector-8, R.K. Puram, New Delhi**. He has to accept the **Kendriya Vidyalaya Sector-8, R.K. Puram, New Delhi-110022**, Lalitpur payment terms i.e. Payment shall be made by **NEFT/RTGS/Crossed Cheque** as and when fund available with this Vidyalaya.
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. **Kendriya Vidyalaya Sector-8, R.K. Puram, New Delhi-110022** 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) GST, PAN, TIN, GIST, EPF, ESIS number copy
 - (iii) Latest Income tax returns.

PRINCIPAL