

PM SHRI KENDRIYA VIDYALAYA NO 2 GOLCONDA

Notice for Empanelment of Firms for 2025-26

Applications are invited on prescribed format for enlistment/empanelment of firms/ Dealers/Suppliers/ Service providers having Trade Registration with valid TAN/ TIN/ PAN/ GST/EPF/ESIC etc. for the supply of goods and services during session 2025-26 in the following categories–

Goods – Lab items, PA Systems, sports items, trophy & medals, Stationery Items, Tent House Material (Shamiana, Bedding, etc.), costumes & dresses, books for library etc.

Services – Catering Services, Stationery & Printing, Gardening services, electrical & electronics, Photography & Videography, Transport services, hiring of generator, Civil/Electrical/Plumbing/ Carpentry work, installation & repair of AC/CCTV/R.O. water purifier system etc.

The last date of submission of application is 31.03.2025 till 3:00 PM.

Enclosures:

- 1. Terms and conditions (Annexure -01)**
- 2. Application Form (Annexure - 02)**
- 3. List of Good & Services for Supply (Annexure - 03)**

REGISTRATION OF FIRMS

PM SHRI KENDRIYA VIDYALAYA NO 2 GOLCONDA

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. PM SHRI K.V. NO 2 GOLCONDA 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 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. PM SHRI K.V. NO 2 GOLCONDA Prescribed "Application Form" may be obtained from website: <https://no2golconda.kvs.ac.in/> and Vidyalaya office as well.
8. In case of Accredited Agents and Authorized Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
9. If PM SHRI K.V. NO 2 GOLCONDA registers any Firm as approved Supplier he has to supply the material at KV NO 2 GOLCONDA Stores and he has to accept the PM SHRI K.V. NO 2 GOLCONDA payment terms.
10. Firms/Manufacturers/Authorized 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. Shall be informed to PM SHRI K.V. NO 2 GOLCONDA 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 (Certificate)
 - (ii) PAN number copy
 - (iii) Income tax returns 2024-25, 2023-24 & 2022-23 (FY)
 - (iii) GST/TIN No
 - (iv) GEM Registration Details (if available)

PM SHRI K.V. NO 2 GOLCONDA

SUPPLIER REGISTRATION FORM 2025-26

Sub : Registration of firms/agencies for supply/service in Kendriya Vidyalaya, No2 Golconda

1. Name of the firm :

2. Name of the owner :

3. Full Postal Address :

4. E-mail :

5. Website :

6. Name of contact person :

7. Contact No.: (a) Landline No. _____ (b) Mobile No. _____

8. GST/CST/TIN/TAN No. (a) GST No. _____ (Photocopy to be enclosed)
(Copy to be enclosed)

(b) CST/TIN No. _____ (PhotoCopy to be enclosed)

(c) TAN No. _____ (PhotoCopy to be enclosed)

(d) PAN No of the owner/Firm: _____ (Photocopy to be enclosed)

9. GeM Registration Details: _____ (Photocopy to be enclosed)

10. Bank details Account No. Name of Bank: _____

Branch: _____

Bank IFSC: _____

Account Name: _____

Account No: _____

11. Product/Items/Services/ Category for which Registration is applied for:

S. No.	Name of Product/Items/Services/ Category	Whether Original Manufacturer/Authorized Agent or Distributor/ DGS&D Registered firm/Dealer	Remarks

(In case of supplier please enclose authorization of your manufacturer/Authorized dealer/Supplier/Contractor Certificate)

12. Details of experience & place of work during the last 03 Years:

S. No.	Institute where rendered service/supplied articles	Period	Name of supplies/ service	Remarks if any (Enclose Certificate if any)

NOTE: Without TIN/PAN and VAT/GST 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.The copy of TIN/TAN/PAN/GST/TRADE LICENSE /Labour License/Income tax clearance, GeM Registration, Experience of working/ item supply **and** 12 months statement of bank account must be attached along with the application form.

Check List:

-	Copy of registration of firm/ company/ shop	YES	NO
-	Copy of GST/ TIN (VAT) number copy	YES	NO
-	PAN NUMBER copy	YES	NO
-	List of articles that we can supply to the Vidyalaya	YES	NO
-	Proof of 3 years performance of the company/ shop	YES	NO
-	Copy of GeM Registration	YES	NO

Undertaking

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.

Place: _____

Signature _____

Date: _____

Name of Proprietor _____

Seal of the Firm _____

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

Goods

- Providing Electronics goods.
- Providing Electrical items,
- Providing Stationeries items (Office & Examination)
- Providing Books for library.
- Providing Games and Sports equipment, jersey, shoes etc.
- Providing Prizes (Trophies, Mementos etc.).
- Lab equipment (Physics, Chemistry, Biology, Maths & Social Studies).
- Providing Children Park items.
- Sound System (PA System) (Amplifier, Speaker, Mic etc.)
- Any Other (Specify)

Services :

- (For Local and outstation journey (Bus, Tempo, etc) Transport Services
- Providing Transport Services for Material (Truck /Tempo etc)
- Providing AMC/ Repair and maintenance of
 - AC
 - Computers
 - Printers
 - Water cooler
 - Xerox machines
 - Any Others(Specify)
- Providing Civil and Electrical Maintenance Works
- Supply of Tent items and bedding items on rent.
- Providing Catering services (Canteen, Mess /refreshments)
- Providing Printing services (Teacher Diary, School magazine, Student Diary etc.)
- Providing Photocopy /Xerox for question papers, answer books & other exam related work)
- Providing Inks for Printers & refilling of Tonners.
- Providing Gardening services.
- Photography & Videography services
- Hiring of generator.
- Providing for Civil/Electrical/Plumbing/ Carpentry work services.
- Installation & repair of AC/CCTV/R.O. water purifier system etc.

The last date of submission of application is 31.03.2025 till 3:00 Pm.