

विषय- वर्ष 2025-26 के लिए आपूर्तिकर्ता / ठेकेदारों का पंजीकरण

Sub.: Registration of suppliers/contractors for the year 2025-26

महोदय/Sir,

मैं वर्ष 2025-26 हेतु _____ की आपूर्ति/अनुबंध के लिए अपनी फर्म को पंजीकृत करने के लिए आपको निम्नलिखित विवरण प्रस्तुत कर रहा हूँ। मैं यह जानकारी सभी स्वप्रमाणित आवश्यक दस्तावेजों के साथ प्रेषित कर रहा हूँ।

I am furnishing the following details to you for registering my firm for the supply/contract of _____ for the year 2025-26. I am to submit herewith the information along with supporting documents duly self-attested.

S.No.	Name of the applicant/ Company	
1.	आवेदक/कंपनी का नाम Name of the applicant/Company	
2.	पूर्ण पत्राचार का पता Full correspondence address	
3.	मालिक का नाम Name of owner/proprietor	
4.	दूरभाष (मोबाइल नं.) Telephone No. (Mobile No.)	
5.	Constitution (Whether individual/Firm/Company)	
6.	स्थापना की तिथि Date of establishment	
	(a) License No.	
	(b) Date of last renewal of Licence	
	(c) PAN No.	
	(d) TIN No.	
	(e) GST No.	
	(f) Valid FSSAI Certificate (for canteen service only)	
	(Self attested copies must be enclosed for point No. a to f)	
7.	पिछले 5 वर्षों का अनुभव Experience during the last 5 years	
i.		
ii.		
iii.		
iv.		
v.		
8.	वर्तमान कार्य जो कर रहे हैं Present assignments in hand	
i.		
ii.		
iii.		
iv.		
v.		

टिप्पणी: पैन, जीएसटी नंबर और विशिष्ट कार्यों/सेवाओं के लिए आवश्यक अन्य अनिवार्य दस्तावेजों के बिना, कोई भी फर्म पंजीकृत नहीं होगी

NOTE: Without PAN, GST number, and other mandatory documents required for specific works/ services, no firm will be registered.

DECLARATION

मैं, _____ मेसर्स _____ का स्वामी एतद्वारा वचन देता हूँ कि ऊपर दी गई जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सही है, यदि मेरे द्वारा दी गई कोई भी जानकारी/सहायक दस्तावेज गलत/झूठे पाए जाते हैं, तो मेरा अनुबंध प्रस्ताव स्वतः ही रद्द कर दिया जाएगा और केवीएस नियम के अनुसार कार्रवाई की जा सकती है। मैं विद्यालय को सर्वोत्तम सेवाएँ प्रदान करने का आश्वासन देता हूँ।

Signature

& Name and Designation of _____

Seal of Firm/ Company

Authorized representative of the Firm

Dated _____

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 KENDRIYA VIDYALAYA SAINIK VIHAR DELHI** 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 may 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://sainikvihar.kvs.ac.in/> 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 Kendriya Vidyalaya Sainik Vihar registers any Firm as approved Supplier issue and supply order, then firm has to accept the **PM SHRI KENDRIYA VIDYALAYA SAINIK VIHAR DELHI payment terms**
i.e. Payment shall be made by **RTGS/NEFT** on the 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 **PM SHRI KENDRIYA VIDYALAYA SAINIK VIHAR DELHI** 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 NUMBER
 - (iii) PAN number copy
 - (iv) Income tax returns previous two years

PRINCIPAL

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

*

- | | |
|--|--|
| <input type="checkbox"/> Printing of Question papers | <input type="checkbox"/> Printing of Answer books |
| <input type="checkbox"/> Supply of printed envelopes | <input type="checkbox"/> Printing of CBSE Books |
| <input type="checkbox"/> AMC of Photocopies | <input type="checkbox"/> AMC of Fax machine |
| <input type="checkbox"/> AMC of Water cooler | <input type="checkbox"/> AMC of Computers |
| <input type="checkbox"/> Providing of manpower (Clerks, Typist, Peon) etc. | <input type="checkbox"/> Providing housekeeping services |
| <input type="checkbox"/> Providing sanitation services | <input type="checkbox"/> Providing security services |
| <input type="checkbox"/> Providing covered tempos | <input type="checkbox"/> Scrap / disposal of raddi |
| <input type="checkbox"/> Providing watermarked Paper (for printing books) | <input type="checkbox"/> Providing all type of stationery |
| <input type="checkbox"/> Providing Taxi for local journey | <input type="checkbox"/> Providing Taxi/ Bus outstation |
| <input type="checkbox"/> Providing Trucks / Tempos for transportation of material | <input type="checkbox"/> Providing Computer on rental basis |
| <input type="checkbox"/> Providing Data entry operators services | <input type="checkbox"/> Data punching services |
| <input type="checkbox"/> Welding service | <input type="checkbox"/> Carpenter services |
| <input type="checkbox"/> Providing new furniture | <input type="checkbox"/> Providing steel almirah |
| <input type="checkbox"/> Providing lock repair services | <input type="checkbox"/> Providing air cooler repair / watering services |
| <input type="checkbox"/> Providing white washing services | <input type="checkbox"/> Laboratory Equipment |
| <input type="checkbox"/> Electrical repair | <input type="checkbox"/> Telephone repair services |
| <input type="checkbox"/> Gardening Services | <input type="checkbox"/> Advertisement Agencies |
| <input type="checkbox"/> Manpower consultancy services | <input type="checkbox"/> Providing software and hardware services |
| <input type="checkbox"/> Internet related services | <input type="checkbox"/> Civil Repair & Supply of Construction Materials |
| <input type="checkbox"/> Mobile telephony services | <input type="checkbox"/> Tent/ Mandap/ PA System Service. |
| <input type="checkbox"/> IVRS services / SMS services | <input type="checkbox"/> Supply of White/ Green Board |
| <input type="checkbox"/> Printing, dispatch of admit cards | <input type="checkbox"/> Dress Material/ Costumes on rent. |
| <input type="checkbox"/> Canteen / Mess / Refreshment services | <input type="checkbox"/> Musical & Audio/ Video Room Equipment |
| <input type="checkbox"/> Printing of Diaries | |
| <input type="checkbox"/> Printing of School Magazine | |
| <input type="checkbox"/> Sports items | |
| <input type="checkbox"/> Installation, repair, AMC of CCTV's | |
| <input type="checkbox"/> Air conditioner – Supply, rental, repair, AMC etc. | |
| <input type="checkbox"/> Providing Rubber stamps, name plates, numbering machine | |
| <input type="checkbox"/> Supply of plumbing sanitary items | |
| <input type="checkbox"/> Supply of A-4 size paper, supply of Photocopy machine with operator | |

Any other than specified above: