

**PM SHRI KENDRIYA VIDYALAYA MANDLA (MP)**


**NOTICE REGARDING REGISTRATION OF FIRMS**

Application for Registration of firms for supplying goods/services/work is to be done at PM SHRI Kendriya Vidyalaya Mandla for the financial year 2025-26 from date 03.07.2025 to 20.07.2025 during office hours 09:00 AM to 03:00PM. Willing firms may register themselves for the following goods, services furnishing the requisite information in the prescribed proforma and enclosing details of Registration certificate, GST Number, Copy of Income Tax Return, necessary License etc. Application may be posted or given by hand.

Sl. No.	Type of Goods/Services/Work	Sl. No.	Type of Goods/Services/Work
1	Furniture Supply/Repairing	14	Photography/Video graphy
2	Printing Works	15	Maintenance of Photocopy /Printer
3	Catering/Tent Items & P.A. System & Lighting Decoration	16	Agricultural Instruments & Pesticides
4	Supply of Stationary	17	Plumbing works/Maintenance
5	Hardware/Sanitary Items	18	Electrical repairs & maintenance
6	Building Materials	19	Vehicle on Hire
7	Sports Materials with Sports Kit	20	Library Books
8	Laboratory Materials/ Equipments & Consumables	21	Costumes/Dress on rent
9	Musical Instruments	22	Painting/Flex Banner/Radium
10	Medicines/Medical Instruments	23	Teaching Aids Materials
11	Computer & Peripherals/ Computer Repair & Maintenance/ Computer Networking/LAN Networking	24	Paint Materials
12	Electrical/Electronic Items	25	Welding/Carpenter works
13	Exam Materials	26	AC/RO/Water Cooler Maintenance

Note:

1. For Firm Registration the proforma of Application Form is available on Vidyalaya website <https://mandla.kvs.ac.in>
2. The applicant is required to apply on Firm's Letter head.
3. One or more works can be applied for, in a single application form. Different applications need not be required.
4. The envelope should be Superscripted in RED INK "APPLICATION FOR FIRM REGISTRATION".

  
PRINCIPAL  
प्राचार्य  
पीएम श्री केन्द्रीय विद्यालय  
मण्डला (म.प्र.)

From :-

DATE :

07 2025

To

The Principal  
PM SHRI Kendriya Vidyalaya Mandla  
Opposite DIET, Dindori Road,  
Mandla (MP) 481661

Subject : Application for registration of firm for the Session 2025-2026.

Sir

With reference to the your advertisement published In Website on date 03.07.2025 on the subject cited above, it is to inform you that our firm deals in ..... materials / works / services. I want to register my firm for supply of / providing ..... materials / works / services in your esteemed Vidyalaya during the session 2025-2026.

Details of my firm are as given below:

S.NO.	PARTICULARS	DETAILS
01	Name of Firm (Copy of the Establishment Reg. issued by Local Authority)	
02	Address of Firm (Mentioned as registration form)	
03	Works of firm (Mentioned as registration form)	
04	Registration No. of Firm (Copy of Firm registration)	
05	TIN / TAN No. of Firm (Copy of TIN/ TAN /VAT Registration)	
06	GST No. of Firm (Copy of CGST / SGST Registration)	
07	PAN No. of firm (Copy of PAN Registration)	
08	Tele phone No. of firm	
09	Mobile No. of Firm	
10	E-mail Id of firm	
11	Bank A/C No. of Firm (Copy of the Bank Pass Book 1 <sup>st</sup> Page)	
12	Bank & Branch Name	
13	IFSC Code	
14	Name of the item for supply	
15	Photographs of the shop / Firm	

In view of the above you are requested that kindly register our firm to your institutions and give us a chance to render our services.

**Note : (Labour , EPF, ESI & Service Tax Registration will be submitted by Manpower supply Agencies only.**

Yours Faithfully

Sign. Of Proorietor