

पी एम श्री केन्द्रीय विद्यालय, पट्टम, तिरुवनन्तपुरम
PM SHRI KENDRIYA VIDYALAYA PATTOM, TRIVANDRUM

APPLICATION FOR REGISTRATION OF FIRMS / CONTRACTORS FOR PROVIDING SERVICES
(Mason work, Plumbing work, Electrical work, Painting work and other manual works)

1. General Information

1. Name of Firm / Contractor :
2. Name of Proprietor / Partner / Authorized Person :
3. Address of the Firm :
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.....
4. Contact Number(s) :
5. Email ID :
6. Type of Firm (Proprietorship / Partnership / Company / Others) :

2. Registration Details

1. PAN No. :
2. GST Registration No. (if applicable) :
3. Trade License / Firm Registration Certificate No. :
4. Labour License (if applicable) :

3. Services Offered (tick $\sqrt{}$ the relevant services)

- ☐ Mason Work
- ☐ Plumbing Work
- ☐ Electrical Work
- ☐ Painting Work
- ☐ Other Manual Work (please specify):

4. Experience

1. Years of experience in the field :
2. Details of similar works executed in Govt./PSUs/Private organizations:

	Name of Organization	Nature of Work	Year	Value of Work	Contact Person & Phone
1.	-----	-----	-----	-----	-----
2.	-----	-----	-----	-----	-----
3.	-----	-----	-----	-----	-----

(Attach copies of work orders / completion certificates)

5. Manpower & Equipment Availability

1. Number of skilled workers available :
2. Number of unskilled / semi-skilled workers available :
3. Tools / equipment available :

6. Declaration

I/We hereby declare that the information furnished above is true and correct to the best of my/our knowledge and belief. I/We also declare that:

1. The firm/contractor has not been **blacklisted** by any Government Department/PSU/Organization.
2. I/We agree to abide by all the **Terms and Conditions** laid down by Kendriya Vidyalaya Pattom for registration and execution of works.
3. I/We will ensure compliance with all **statutory requirements, labour laws, and safety norms** while executing the work.

Date:

Place:

Signature of the Applicant
(With Seal of Firm)

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Terms and Conditions for Registration of Firms / Contractors for Providing Services

Kendriya Vidyalaya Pattom invites applications from eligible firms/contractors for registration to provide services such as mason work, plumbing work, electrical work, painting work, and other allied/manual services.

The following terms and conditions will apply for registration and subsequent empanelment:

1. Eligibility Criteria

1. The firm/contractor should have a valid **PAN, GST registration** (if applicable), and local trade license.
2. The firm/contractor should have a minimum of **2 years' experience** in the relevant field of work.
3. Preference will be given to firms/contractors who have executed similar works in **Government/Semi-Government organizations, Public Sector Undertakings, or reputed private organizations**.
4. The firm/contractor should have adequate **skilled manpower**, tools, and equipment to undertake the assigned work.
5. The firm/contractor should not have been blacklisted by any Government department/ organization. A self-declaration to this effect must be submitted.

2. Scope of Work

1. Masonry work (repairs, maintenance, construction of minor structures).
2. Plumbing work (installation, repair & maintenance of pipelines, fittings, sanitary works, water tanks, etc.).
3. Electrical work (wiring, fixtures, switches, lights, fans, minor repairs, and maintenance).
4. Painting work (interior and exterior painting, polishing, maintenance of painted surfaces).
5. Other manual works and general maintenance jobs as and when assigned by the Vidyalaya.

3. General Terms and Conditions

1. Registration does not guarantee award of work. The Vidyalaya will issue **work orders on requirement basis**.
2. The firm/contractor must **quote reasonable rates** for the works as per prevailing market rates when called for.
3. The registered firms must be available **on-call** and should be able to attend to urgent/ emergency works within **short notice**.
4. All works must be carried out strictly as per directions of the Principal/authorized staff and must adhere to **quality standards and safety norms**.
5. The contractor shall be responsible for the **safety of workers** and ensure compliance with labour laws and statutory requirements.
6. Any **damage to school property** during execution of work shall be recovered from the contractor.
7. Payment will be made **after satisfactory completion** of work and due verification by the competent authority.
8. The Vidyalaya reserves the right to **terminate the registration/contract** if services are found unsatisfactory or if any violation of terms is noticed.
9. The Vidyalaya also reserves the right to **accept or reject any application** for registration without assigning any reason.

4. Documents Required for Registration

- Application in prescribed format (to be provided by the school).
- Copy of PAN card.
- Copy of GST registration (if applicable).
- Trade License / Firm registration certificate.
- Work experience certificates / proof of similar work.
- Self-declaration regarding non-blacklisting.

5. Validity of Registration

The registration will be valid for **one year** from the date of approval and may be renewed at the discretion of the Vidyalaya, based on performance and requirement.