

PM SHRI KENDRIYA VIDYALAYA KONNI
REGISTRATION OF FIRMS FOR WORKS, SERVICES & PURCHASES

Application Proforma

1. Category Applied For (Goods / Services / Works): _____
2. Name of Firm: _____
3. Registered Office Address: _____
4. Branch Office Address (if any): _____
5. Name of Proprietor/Partner/Authorised Signatory: _____
6. Mobile No.: _____ Telephone: _____ Email: _____
7. PAN No. (Attach copy): _____
8. GSTIN (Attach copy): _____
9. Registration Certificate / MSME / Udyam / Company Registration: _____
10. Nature of Business: _____
11. Year of Establishment: _____
12. Experience in Similar Work: _____
13. Annual Turnover (Last 3 Financial Years):
FY _____: _____
FY _____: _____
FY _____: _____
14. Income Tax Returns of Last 3 Years: Enclosed / Not Enclosed
15. Bank Details (Bank/Branch/IFSC/Account No.): _____
16. EPF Registration No. (if applicable): _____
17. ESIC Registration No. (if applicable): _____
18. Labour Licence No. (if applicable): _____
19. Major Clients (Govt./PSU/KVS etc.): _____
20. Details of Work Orders / Completion Certificates: _____

21. Whether Blacklisted by any Govt. Department: Yes / No

22. Products / Services Offered: _____

Documents to be Enclosed

- PAN Card copy
- GST Registration Certificate
- Registration Certificate (Company/Firm/MSME/Udyam etc.)
- Income Tax Returns (Last 3 Years)
- Turnover Certificate / Balance Sheets
- Cancelled Cheque
- EPF & ESIC Registration (if applicable)
- Labour Licence (if applicable)
- Experience Certificates / Work Orders
- Address Proof
- Self-declaration regarding non-blacklisting

Declaration

I/We hereby declare that the information furnished above is true and correct to the best of my/our knowledge. I/We also certify that the firm has not been blacklisted by any Central/State Government Department, PSU or Autonomous Body. I/We agree to abide by the terms and conditions of Kendriya Vidyalaya and applicable Government rules.

Place: _____

Date: _____

Signature of Authorised Signatory

Name: _____

Seal of the Firm