

PM SHRI KENDRIYA VIDYALAYA AFS AKKULAM
Near KIMS Hospital, Akkulam, Thiruvananthapuram– 695029

FIRM REGISTRATION FORM

(for providing various works / service contracts)

Vendor Details

1. Name of the Firm/Company: _____
2. Nature of Business: _____
3. Proprietor/Partner/Director: _____
4. Registered Office Address: _____
5. Correspondence Address (if different): _____
6. Contact Person: _____
7. Mobile No.: _____
8. Telephone No.: _____
9. E-mail ID: _____
10. Website (if any): _____

Registration Details

	Details
GSTIN	_____
PAN	_____
UDYAM/MSME Registration No. (if applicable)	_____
GeM Seller ID (if available)	_____
Firm Registration No.	_____
Year of Establishment	_____

Bank Details

- Name of Bank: _____
- Branch: _____
- Account Holder's Name: _____
- Account Number: _____
- IFSC Code: _____

Category of Goods/Services (Tick ✓ the applicable category)

☐ Stationery & Office Supplies ☐ Computer Hardware & Peripherals ☐ Printer Cartridges & Toners ☐ Networking Equipment ☐ Electrical Materials & Services ☐ Plumbing & Sanitary Materials ☐ Repair, Maintenance & construction of minor structures ☐ Carpentry work ☐ Science Laboratory Equipment & Chemicals ☐ Mathematics Laboratory Materials ☐ Library Books & Periodicals ☐ Sports Goods ☐ PA System / Stage / Event Materials ☐ Transport / Vehicle Hiring ☐ Generator on rent ☐ LED wall on rent	☐ Art & Craft Materials ☐ Musical Instruments ☐ Teaching Learning Materials (TLM) ☐ Smart Classroom / ICT Equipment ☐ Housekeeping & Cleaning Materials ☐ Painting ☐ Drinking Water / RO Plant Maintenance ☐ Fire Safety Equipment & AMC ☐ Printing, Flex Boards ☐ Catering ☐ Medical / First Aid Items ☐ Air Conditioner / Refrigerator / Water Cooler Maintenance ☐ CCTV / Biometric / Security Systems ☐ Welding works Miscellaneous (Specify): _____
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Documents Enclosed (Tick ✓)

☐ Firm Registration Certificate	☐ Authorisation Certificate (if applicable)
☐ GST Registration Certificate	☐ Previous Supply Orders/Work Orders
☐ PAN Card	☐ Product Catalogue/Brochure
☐ UDYAM/MSME Certificate (if applicable)	☐ Any Other Document: _____
☐ GeM Registration Details	_____
☐ Cancelled Cheque / Bank Passbook Copy	_____

Declaration by the Vendor

I/We hereby declare that the information furnished in this application is true and correct to the best of my/our knowledge and belief. I/We agree to abide by the terms and conditions prescribed by PM SHRI Kendriya Vidyalaya AFS Akkulam and the relevant provisions of the General Financial Rules (GFR), KVS guidelines and Government of India procurement rules. I/We understand that registration does not guarantee award of any purchase order or contract.

Place: _____ Date: _____
Signature of Authorised Signatory _____ Name: _____
Designation: _____

Firm Seal

For Office Use Only

Application Received on: _____
Verified by: _____
Category Approved: _____
Vendor Registration No. _____

Remarks:

Recommendation of Purchase Committee

Rec/Not Rec

Rec/Not Rec

Rec/Not Rec

Member 1
Purchase committee

Member 2
Purchase committee

Member 3
Purchase committee

Approved / Not approved

Principal
PM SHRI Kendriya Vidyalaya AFS Akkulam

PM SHRI KENDRIYA VIDYALAYA AFS AKKULAM, TRIVANDRUM

TERMS AND CONDITIONS FOR REGISTRATION OF FIRMS / CONTRACTORS FOR PROVIDING VARIOUS WORKS / SERVICE CONTRACT

PM SHRI Kendriya Vidyalaya AFS Akkulam, invites applications from eligible firms/contractors for registration for providing various works / service contract. The following terms and conditions will apply for registration and subsequent empanelment:

1. Eligibility Criteria

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

2. Scope of Work

☐ Stationery & Office Supplies	☐ Art & Craft Materials
☐ Computer Hardware & Peripherals	☐ Musical Instruments
☐ Printer Cartridges & Toners	☐ Teaching Learning Materials (TLM)
☐ Networking Equipment	☐ Smart Classroom / ICT Equipment
☐ Electrical Materials & Services	☐ Housekeeping & Cleaning Materials
☐ Plumbing & Sanitary Materials	☐ Painting
☐ Repair, Maintenance & construction of minor structures	☐ Drinking Water / RO Plant Maintenance
☐ Carpentry work	☐ Fire Safety Equipment & AMC
☐ Science Laboratory Equipment & Chemicals	☐ Printing, Flex Boards
☐ Mathematics Laboratory Materials	☐ Catering
☐ Library Books & Periodicals	☐ Medical / First Aid Items
☐ Sports Goods	☐ Air Conditioner / Refrigerator / Water Cooler Maintenance
☐ PA System / Stage / Event Materials	☐ CCTV / Biometric / Security Systems
☐ Transport / Vehicle Hiring	☐ Welding works
☐ Generator on rent	Miscellaneous (Specify): _____
☐ LED wall on rent	

3. General Terms and Conditions

- (a) Registration does not guarantee the award of any work. The Vidyalaya will issue work orders on a requirement basis, subject to scrutiny of the firm's eligibility, submission of all required documents, and compliance with the provisions of the GFR..
- (b) The firm/contractor must quote reasonable rates for the works as per prevailing market rates when called for.
- (c) The registered firms must be available on-call and should be able to attend to urgent/emergency works within short notice.

- (d) All works must be carried out strictly as per directions of the Principal/ authorized staff and must adhere to quality standards and safety norms.
- (e) The contractor shall be responsible for the safety of workers and ensure compliance with labour laws and statutory requirements.
- (f) Any damage to school property during execution of work shall be recovered from the contractor.
- (g) Payment will be made after satisfactory completion of work and due verification by the competent authority.
- (h) The Vidyalaya reserves the right to terminate the registration/contract if services are found unsatisfactory or if any violation of terms is noticed.
- (i) The Vidyalaya also reserves the right to accept or reject any application for registration without assigning any reason.

4. Documents Required for Registration

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

5. Validity of Registration

Interested firms may submit their application for registration along with all supporting documents in a sealed envelope super scribed "Application for Firm Registration" to the office of the undersigned on or before 14.09.2026 during working hours. The Vidyalaya reserves the right to accept or reject any application without assigning any reason. The registration will be valid for three years from the date of approval and may be renewed at the discretion of the Vidyalaya, based on performance and requirement.