



पी एम श्री केंद्रीय विद्यालय करीमगंज

PM SHRI KENDRIYA VIDYALAYA KA RIMGANJ

Nilmani Road, Karimganj, Assam.

Phone No.03843-295313, 267673 (O)

Web: <https://www.karimganj.kvs.ac.in>

Email: kvkarimganj@gmail.com



School Code: 1875, Station Code: 493, CBSE Affiliation No.:200045, School No.: 39298

फा.सं.1875/44/2023-24/KV-Kxj/

दिनांक:03.2025

फर्मपंजीकरण हेतुआवेदन पत्र/Form for Firm Registration

सेवा का प्रकार)/Type of Service):-.....

क्र. वस्तु / सेवा-----का नाम-----:

(प्रत्येक सेवावस्तु/के लिए पथक आवेदन किया जाना चाहिए)

(Separate Application is to be filled-up for each category)

सेवा/वस्तु प्रदान करने के लिए शर्तें /Conditions for Supplying Services.

1) The Firm/Supplier should be in profession for at least one year (copy of proof must be enclosed).

2) The Firm/Supplier should have registration with state & Local Authorities for undertaking the profession (Copies of proof to be enclosed)

3) Kindly attach copy of Pan, GIST Registration No and Income Tax returns.

APPLICATION FOR FIRM/SUPPLIER/ SERVICE PROVIDER

PART – 1 GENERAL INFORMATION.

S.No.	Information sought	Information to be Provided
1	Name of the Firms (in Block Letters)	
2	Date of Establishment/Incorporation	
3a	EMAIL ID (Mandatory)	
3b	Correspondence address and Telephone No.	
4	Address of Head Office (if Separate Telephone No.	
5	Status Proprietary/Partnership/Private Limited Company/ Public Limited Company	
6	Names of the Partners/Directors	
7	Name of Chief Executive with his present address and Telephone Nos.	
8	Name of Representative(s) with Designation who would be calling on us and attending to our inquiries	

	any Act “? If so, state (a) Licence No. ,PAN No.,TIN No. (b) GIST No. (c) ESIS No. if any (d) EPF Registration No. if any. (enclosed copy of each one)	
10	State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last 3 years. IT Returns Balance Sheets & Revenue, A/c to be enclosed).	
11	Turnover for last three financial years	F.Y 2021-22:- F.Y 2022-23:- F.Y 2023-24:
12	Are you agreeable to make deliveries to PMSHRI Kendriya Vidyalaya, when so directed?	
13	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts?	
14	If your firm is registered with any KV/KVS, RO/ KVS, HQ or any other State/ Central Govt. offices. Please give name and address.	
15	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached)	
16	Mention any other specialties of your Establishment	

NOTE: Without PAN and GIST number, no firm will be registered. The Vidyalaya reserves the right to cancel the name of the supplier/firm/service provider from its approved lists at its absolute discretion without assigning any reason.

DECLARATION

I Mr./Ms. _____ Proprietor of M/s

_____ do hereby undertake that the above furnished information is correct to the best of my knowledge and belief. In case of any information / supporting document furnished by me found to be incorrect / false, the offer of my contract will be cancelled automatically and action may be taken as per KVS rule. I assure you to provide the best service to the Vidyalaya.

SEAL OF FIRM/COMPANY
Signature with Date,
Name and Designation of
Authorized Representative of the Firm

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 authorised representative of the Firm.
3. PMSHRI Kendriya Vidyalaya 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 authorised 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 will 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:// karimganj.kvs.ac.in](https://karimganj.kvs.ac.in) and Vidyalaya office as well.
8. In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
9. If PMSHRI Kendriya Vidyalaya, registers any Firm as approved Supplier he has to supply the material at PMSHRI Kendriya Vidyalaya . He has to accept the PMSHRI Kendriya Vidyalaya payment terms i.e. Payment shall be made by Electronic Pay System within 30 days from the date of supply of the material in good condition.
10. Firms/Manufacturers/Authorised 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 PMSHRI Kendriya Vidyalaya 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) PAN, GIST, EPF, and ESIS number copy
 - (iii) Income tax returns 2021-22, 2022-2023, 2023-24,

PRINCIPAL

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

	Printing of Question paper		Printing of Answer books
	Supply of printed envelopes		printing of Flex/banner
	AMC of Photocopiers/Riso machine		AMC of intercom machine
	AMC of Water cooler/water purifier UV plan		AMC of Computers
	Providing sanitation services		Providing Bus Services
	Scrap / disposal of Scrap		Providing Tent Services
	digital display screen /DTH services		Welding service
	Carpenter services		Providing new furniture
	providing steel almirahas /wooden almirahas		Furniture/lock repair services
	providing fridge/air cooler repair / services		Providing white washing services
	civil repair		Electrical repair
	Telephone repair services		providing Computer /ICT/printer etc. items
	Supply of electrical items		Printing of Diaries and School Magazine
	Supply of Sports items		Installation, repair, AMC of CCTV's
	Air conditioner – Supply, rental, repair, AMC etc		providing photography /videography
	Providing Rubber stamps, name plates, numbering machine		Supply of A-4 size paper, supply of Photocopy machine with operator
	Providing Catering Services		Providing Paints and other materials.
	Supply of laboratories materials and equipment's.		Supply Gardening materials.
	Supply of Library Books		Supply of office Stationary & General Items