

**Notice for enlistment of Suppliers /Vendors/Service Providers/Contractors
for the Session 2026.**

Suppliers/Vendors/Service Providers/Contractors, who intend to get themselves registered, with Kendriya Vidyalaya – No.2 Kharagpur, towards the supply of materials/execution of works contracts & Services etc. for the year 2026, are hereby requested to apply 'The Principal, Kendriya Vidyalaya No.2 Kharagpur', in the prescribed format (can be obtained from Vidyalaya website : <https://no2kharagpur.kvs.ac.in> the office of the Principal, Kendriya Vidyalaya No.2 Kharagpur), with their trade license/contractor license, valid dealership/distributorship certificate, GST/PAN/SERVICE TAX registration certificate etc. as the case may be along with audited balance sheets and banker statement.

PRINCIPAL

Supply of Items' for which Vendors are required to be registered/enlisted: -

1. Furniture (Chair , Table , Desks for class room , Steel Almirah/Lockers , Computer tables etc)
2. Lab equipments & chemicals (For Physics/Chemistry/Biology/Maths/Geography Labs)
3. Stationary items including teaching aids & books etc.
4. Paints & Hardwares (Pipes , Tool items , Cements , Tiles etc)
5. Electrical. Item and accessories
6. Electronics items & accessories
7. Computer & Computer peripherals
8. Clothing & uniforms (Sports)
9. Machinery & Plant items
10. Audio visual items
11. Music Instruments/items
12. Games & Sports items
13. PA Systems , Walkie Talkies
14. Fire fighting equipments.
- 15 Display boards

Works items for which contractors are required to be registered/enlisted:-

1. Civil & construction works
2. Electrical & electrical installation/repairing/construction works & servicing of electrical equipments
[Electrical contractor license must be needed]
3. Servicing of electronic items including copiers, PA systems etc
4. Servicing of Computers & lab equipment
5. Installation of gas lines, plumbing lines etc
6. Transportation/hiring of vehicles
7. Decorators & caterers (Food licence required)
8. Servicing of Machinery spares
9. Security solution
10. Conservancy work
11. Gardening work
12. AMC of computer and peripheral , LCD projectors
13. AMC of Aqua Guard/Kent (water purifier)
14. AMC of Xerox machine
15. AMC of Rissograph/duplicating machine
16. AMC of Air Conditioners
17. AMC of TV, Refrigerators
17. Printing of magazines, invitation card, question papers etc
18. Website management

To
The Principal
Kendriya Vidyalaya No.2 Kharagpur
PO: Kharagpur , Distt- Paschim Medinipur
West Bengal-721301

**PROFORMA FOR ENLISTMENT OF SUPPLIERS/ VENDORS/
SERVICE PROVIDERS/CONTRACTORS FOR SESSION 2026**

1.	Name of the firm/company:	
2.	Address of the firm/company & contact telephone No.:	
3.	Name & address of the proprietor/contractor /partner of the firm/company with communication details like Phone/Fax No., Mobile no/email address	
4.	Registration/enlistment sought for: - as a Supplier/ Service Provider/Contractor	
5.	Registration/enlistment particulars, (Attach supportive documents)	i) Trade License No./Contractors license No. _____ ii) PAN No. _____ iii) GST/CST registration No. _____ iv) Service Tax Regn No. _____ v) Other details if any
6.	Banker's details	a. Current A/c No. _____ b. Name & address of the bank
7.	Whether enlisted with any Govt. Institution or not if yes submit details	
8.	Documents attached: - (Xerox copies of all the documents as the proof of all the above statements should be attached	

I Sri _____ proprietor/partner/authorized signatory of the firm
M/s _____ do here by confirmed that the above information
provided by me are correct. I assure to provide my sincere / satisfactory service to the stated Institution if I am
considered for registration / enlisted at your end.

Signature of the Proprietor/partner/authorized signatory of
M/s _____
Date: _____

STAMP/SEAL