ANNEXURE – II

Terms and conditions to apply for the Registration of Firm/Company to participate in the probable Limited Tender Enquiries w.e.f. 01/11/2025 to 31/10/2027 (As per Rule 150 (i) of GFR 2017) Registration of Firms Notice No.: 01/2025-26.

Registering authority i.e. K.V.- Sector-24 NOIDA appreciates and encourages the eligible firms to participate in the process of registration of Firm/Company to participate in the probable Limited Tender Enquiries w.e.f. 01/11/2025 to 31/10/2027 (As per Rule 150 (i) of GFR 2017) for which the terms and condition for the willing firm for registration are as follows:

1. Firms applying for the registration may first ensure that they possess the eligibility criteria by all mean as desired in the Sl. No.-1 and documents desired at Sl. No.- 3 of **Limited Tender Enquiry Registration Notice and in accordance with the requirement of Goods/Services/Articles in Annexure-III which is notified and published in the public domain and available on the official website of** K.V.- Sector-24 NOIDA https://noida.kvs.ac.in).

2. The registration of firm/suppliers is for the purposes of any instant procurement of goods and services or minor repair works through limited tender enquiries in offline mode which are either not available through the online mode on GeM portal or the situation of time exigency or contingency. In such probable conditions the all-respective registered firms/suppliers in the category may receive limited tender enquiries and in a short or very short notice period (as the situation may be) they will be asked bid/quotation of rate for the goods/services required and the registering/tendering authority will decide the supply order as per the provisions of GFR and other relevant rules.

3. Firms applying for the registration may affirm the availability of Goods/Services/Articles in the applied categories (sl. No.3 of annexure-I) for which a tentative list of required goods/services/articles/works has been published through the *Annexure-III* with possessing legible trade licenses/business entity or registrations from all legal aspects and concerned governmental (state/central)/ non-governmental or local bodies authorities.

4. While inviting Limited Tender Enquires if it will require in any particular cases in obligation to the any rule the firms/suppliers/vendors/company will be asked to deposit the earnest/security money with bids or for the award/contract as the case may be.

5. Registration of any firm is subject to their eligibility in applied category which will be finalised after the scrutiny of their credentials and information furnished by them and documents made available with the application form for registration. Mere application or even registration does not mean to any sort of right for having any supply order for the goods or services or award of any contracts or work order.

6. Applying firm/suppliers/vendors/company may ensure the business entity by all legal and statutory aspects for the applied category with required licenses/registrations from the respective governmental authorities as central/state/local bodies as the case may be. The registering authority reserves the right to prefer the firm on the basis of status of sound credentials in the cases of any similar financial quotes of rates for the same quality/specification of goods or services.

7. Registration requests may not be entertained from any such firms, stake holders of whom have any interest in deregistered/banned firms. It will be the sole responsibility of an applying firm that he may disclose the status if such have involved with and not send the request for registration, otherwise the firm/suppliers/vendors/company itself will stand responsible about it.

8. Any firm/suppliers/vendors/company who have any involved with the any officials of Kendriya Vidyalaya Sangathan KVS directly or indirectly is barred from to apply for the registration, hence it is the responsibility of applying firm that may ensure about it and if exist anything such may not apply otherwise the firm/suppliers/vendors/company itself will stand responsible about it.

9. Firm/suppliers/vendors/company against whom punitive action has been taken, shall not be eligible for re-registration for a period of two years or as prescribed. hence it is the responsibility of applying firm that may ensure about it and if exist anything such may not apply otherwise the firm/suppliers/vendors/company itself will stand responsible about it.

10. Registering/Registered firms will abide by the Code of Integrity in case of transgression of the code of integrity, their names are likely to be deleted from the list of registered suppliers, besides any other penalty or more severe action as deemed fit.

11. If awarded a contract in any Limited Tender Enquiry (LTE) in which a registered firm participate, it will bind to abide by the this Procuring Entity's General Conditions of Contract (GCC) issued at the time of initiation of LTE.

12. The applications for registration of firm/suppliers/vendors/company may reach to the Principal, PM Shri Kendriya Vidyalaya, A-7, Sector-24 NOIDA, U.P., PIN CODE-201301 on or before 10/10/2025 positively after which the registering authority will scrutinised and verify the applications and a notification for the list of registered firm/suppliers/vendors/companies will be notified by 31/10/2025. In case of non-eligible responses or inadequate numbers of responses in any certain category the registering authority may reserves the right to cancel the registration process for the same.

13. As the registration of firm is being invited for different 10 types of categories the application must depict the certain name of particular category as detailed at sl. No.-3 of the annexure of registration notice. However, a particular firm may be applied for the more than one category subject to the possessing relevant eligibilities in the applied categories. But, separate form(s) should be using category wise to dully filled and in complete for each category with enclosing relevant documents in all.

14. A tentative list of GOODS/SERVICES/MATERIALS/ARTICLES has been prepared separate for each category of registration (as notified in sl. No.-3 of registration form *ANNEXURE-I*) which is also available in public domain and as well as on the **official website of** K.V.- Sector-24 NOIDA https://noida.kvs.ac.in) the interesting FIRM/SUPPLIER/VENDOR/COMPANY may access and verify with the availability and business entity to meet the eligibility in the category before to applying, therein.

15. Complete Registration Forms should be submitted through the 'Registered Post' of Indian Postal System in sealed envelope only superscribed with "Application for Registration of Firm for the category of _____" marking **Postal Address for Submission: Principal, PM Shri Kendriya Vidyalaya, A-7, Sector-24 NOIDA, U.P., PIN CODE-201301.**

16. Any firm after having registration in the category applied which will be for two years w.e.f. 01.11.2025 to 31.10.2027 it shall be the responsibility of the registered unit, to keep such arrangements/agreements renewed/alive at all times, to keep their registration/licenses/ business entity valid for the period for which it has been granted. Any failure in this regard may make the registration null and void ineffective retrospectively from any such dates which the registering authority considers appropriate;

17. While, this process of registration of FIRM/SUPPLIER/VENDOR/COMPANY is to accomplish within stipulated time period as notified in the advertisement but registering authority **Principal, PM Shri Kendriya Vidyalaya, A-7, Sector-24 NOIDA, U.P., PIN CODE-201301 reserves the right to consider any** new for registration at any time, provided they fulfil all the required conditions as per rules.
18. The application form, complete in all respects and accompanied with the requisite processing fee and prescribed documents shall be submitted by the firms to this registering authority. The registration application form, duly filled-in, received from the firms will be scrutinised accordingly for to assess the capacity and capability of the firms including credentials, manufacturing capability, quality control system, past performance, after-sales service facilities, financial background, and so on, of the applicant. References verification might be obtained or made to other firms of standing of whom the applicant firm claims to be a supplier/contractor. Likewise, if required the applicant firm's bankers may also be requested to advice about the financial standing of the firm.
19. There is no any prescribed fees for registration of FIRM/SUPPLIER/VENDOR/COMPANY at this stage but, while at time of Limited Tender Enquiry if any such fees like earnest money deposit or security deposit in due course or will require to be necessary as per rules provisions the participating firms will abide to follow.
20. Performance and conduct of every registered supplier may be watched by this registering authority it also reserves the right to remove firms who do not perform satisfactorily, even during the validity of registration if they fail to abide by the terms and conditions of the registration or fail to execute contracts on time or supply substandard goods or make any false declaration or for any ground which, in the opinion of this registering authority.
21. This Registering authority retains option to reassess firms who will be registered, even for at any later date, if satisfied with the current financial soundness/credit worthiness, facilities available, and so on considered or with necessary changes as deemed fit. In case of adverse reports while procurement this registering authority may reassess the firm and may delete such firm from the registered suppliers list (Rule 150 of GFR 2017).