



पी एम श्री केन्द्रीय विद्यालय बालीगंज PM SHRI KENDRIYA VIDYALAYA BALLYGUNGE

(Under Ministry of Education, Govt. of India)

बालीगंज सैन्य शिविर, बालीगंज सर्क्युलर रोड, कोलकाता -700019
Ballygunge Maidan Camp, Ballygunge Circular Road, Kolkata-19
(033) 24865171, CBSE Affiliation No. 2400018, School Code: 19207
Web.: www.baligunge.kvs.ac.in, E-mail: kvballygunge1266@gmail.com

संस्था पंजीकरण हेतु सूचना / NOTICE FOR ENLISTMENT OF FIRM

विद्यालय को सत्र 2024-25 के लिए निम्नलिखित सामान की आपूर्ति एवं सेवाएँ प्रदान करने की इच्छुक पंजीकृत प्राप्त संस्थाएं अपने फार्म रजिस्ट्रेशन हेतु दिनांक 15.04.2024 तक आवेदन प्रस्तुत करें।

सामान (ITEMS)

1. खेलकुद सामग्री (Sports items); 2. साफ-सफाई सामग्री (Cleaning materials); 3. पुरस्कार, मेडल, मोमेंटों (Awards, Medals, Mementos).

सेवाएँ (Services)

1. लाइट एंड साउंड (Light and Sound) 2. टेंट सेवाएँ (Tent & other items); 3. छपाई का कार्य (Printing works); 4. कम्प्यूटर, फोटोस्टेट, रिजोग्राफ मशीन, प्रिंटर, एक्यूगार्ड, एयर कंडीशनर, कूलर एवं जल शोधक यंत्र हेतु वार्षिक रख-रखाव कार्य (AMC for Computer, Xerox machine, Risograph, Printer, Aquaguard, Air Conditioner, Water Cooler, RO/Water purifier); 5. किराए पर वस्त्र/पोशाक/आभूषण (Dress, Costume & artificial jewellery on rent); 6. केटरिंग (Catering service); 7. संगीत उपकरण मरम्मत (Repairing of Musical Instruments), 8. विद्यालय कैंटीन (School Canteen), 9. परिवहन (Transportation),

विशेष (NOTE): संस्था के पास TIN, PAN, EPF No., ESI Registration, Labour License, GST Registration (जो भी लागू हो), Firm Registration एवं Bank A/c No. होना आवश्यक है तथा इनकी छाया प्रतियाँ प्रार्थना पत्र के साथ भिजवाना अनिवार्य है। आवेदन हेतु विद्यालय की वेबसाइट <https://ballygunge.kvs.ac.in> देखें।

NOTE: General Order Suppliers need not apply.

For format for Application and Terms & Conditions please see Page 2 & 3 below:





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Registration of Firms – Notice

REGISTRATION OF FIRMS AS APPROVED SUPPLIERS / VENDORS

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 authorized representative of the firm.
3. KV Ballygunge 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 authorized 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 one year from the date of approval of "Supplier Registered". However, it will be reviewed regularly and the firms may be deregistered if they gone out of business or whose performance is found to be unsatisfactory.
7. Prescribed "Application Form" is enclosed herewith and it may be obtained from Vidyalaya office / Website of the Vidyalaya i.e. <https://ballygunge.kvs.ac.in> 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 KV Ballygunge registers any Firm as approved supplier, he has to supply the material at KV Ballygunge and he has to accept the KV Ballygunge payment terms i.e. Payment shall be made through NEFT after supply of the material in good condition.
10. Firms / Manufacturers / Authorized dealers are requested to submit their e-mail address in order to start procurement.
11. Any change in address, phone number, e-mail ID shall be informed to KV Ballygunge immediately, so as to have proper communication with these Firm / Manufacturers.
12. The documents that are to be submitted at the time of registration:
 - i) Registration of Firm
 - ii) PAN
 - iii) Income Tax return 2021-22, 2022-23 & 2023-24

PRINCIPAL





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TO BE FILLED BY AUTHORISED PERSON / OWNER OF ORGANISATION

1	Name of the Organization / Company / Supplier / Vendor		
2	Address for Communication	Shop No.	
		Street Name	
		Village (P.O.)	
		City	
3	Telephone No.	PIN Code	
		Land Line	
		Mobile No.	
		E-mail ID	
4	Name of Bank with address & telephone		
5	Registration Related Numbers	GST Number	
		TIN	
		PAN	
		License No.	
		Date of last renewal of License	
6	I declare that, the following documents are enclosed with the hard copy of this application that is meant for registration of firm.		
a)	Copy of Registration Certificate of Firm	Yes	No
b)	Copy of TIN / GST Registration certificate	Yes	No
c)	Copy of PAN	Yes	No
d)	List of Articles that we can supply to the Vidyalaya	Yes	No
e)	Proof of 3 years performance of the company / shop	Yes	No
f)	Are you agreeable to abiding strictly by the Terms and Conditions of the Tenders and contracts?	Yes	No

DECLARATION

I / We declare that the information furnished above is true to the best of my / our knowledge. I / We undertake to inform KV Ballygunge at the earliest about the changes in the details mentioned above. I / We hereby agree to abide by the conditions prescribed in the enclosed statement. 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 Rules. I assure you to provide the best service to the Vidyalaya.

Yours faithfully,

Seal of the Company

Signature with date

Name & Designation _____
of the Authorized Representative of the Firm

