

# KENDRIYA VIDYALAYA HARDOI

THE REGISTRATION FORM OF THE FIRMS FOR THE PERIOD OF ONE YEAR (2019-20)

## Sub:-Registration firms/Agencies for Supply/service

Sl. No.	Information Sought	Information to be Provided
01.	Name of the Firms ( in Block Letters)	
02.	Date of Establishment/Incorporation	
03.	Correspondence address and Telephone No	
04.	Address of Head Office ( if Separate and Telephone No.	
05.	Status Proprietary/Partnership/Private Limited Company/ Public Limited Company	
06.	Names of the Partners/Directors	
07.	Name of Chief Executive with his present address and Telephone Nos.	
08.	Name of Representative(s) with Designation who would be calling on us and attending to our jobs.	
09.	Is the Firm registered Under any Act “? If so, state (a) Licence No. (b) PAN No. (c) TIN No. (d) GST No. (e) ESIS No. if any (f) EPF Registration No. if any.  <b>(enclosed copy of each one)</b>	(a) (b) (c) (d) (e) (f)
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. : 2016-17 F.Y. : 2017-18 F.Y. : 2018-19
12.	Are you agreeable to make deliveries to Kendriya Vidyalaya, Hardoi 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 TIN/PAN and GST 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

Signature with Date,  
Name and Designation of the  
Authorized Representative of the Firm

**TICK THE AREAS IN WHICH THE FIRM WISHES TO PROVIDE THE SERVICE**

- AMC of Photocopy Machine / Computers.
- AMC of Water cooler
- Providing of manpower Housekeeping/Conservancy Services/Security services/Gardener
- Providing all type of Stationery
- Providing new Furniture
- Providing painting/white washing materials and services
- Electrical Materials & Maintenance work
- Providing Computer software and hardware services
- Printing of Diaries/School Magazine/Envelopes/Printing of Answer Books
- Supply of Games & Sports items and facilities.
- Bharat Scout & Guides Materials.
- Installation, repair, AMC of CCTV's
- Supply of plumbing sanitary items
- Civil Petty Construction
- Teaching Aid Materials
- Musical Instruments and repair work.
- Supply of Lab. Equipments (Physics, Chemistry, Biology, Maths, Work Experience)

Seal of firm

Signature with Date,  
Name and Designation of the  
Authorized Representative of the Firm

**KENDRIYA VIDYALAYA HARDOI**  
**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 authorised representative of the Firm.
3. K.V. Hardoi 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 [www.kvhardoi.org](http://www.kvhardoi.org).
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 K.V. Hardoi registers any Firm as approved Supplier he has to supply the material at K.V. Hardoi. He has to accept the K.V. Hardoi payment terms i.e. Payment shall be made by Crossed Cheque within 20 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 K.V. Hardoi, 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 number copy
  - (iii) Income tax returns 2016-17, 2017-18 & 2018 – 19

PRINCIPAL