



केन्द्रीय विद्यालय क्रमांक-1, भोपाल (म.प्र.)

0755-2551640 (O)

मैदा मिल के सामने, होशंगाबाद रोड, भोपाल-462011

Kendriya Vidyalaya No.1, Bhopal (M.P.)

Opp. Central India Flour Mill, Hoshangabad Road, Bhopal – 462011

E-Mail address: kv1bhopal@yahoo.com

**APPLICATION FOR FIRM / SUPPLIER / SERVICE PROVIDER**

**PART – 1 GENERAL INFORMATION**

S. No.	Information sought	Information to be Provided
1	Name of the Firm / Agency/Company ( in Block Letters)	
2	Date of Establishment/ Incorporation	
3	Correspondence address.	
4	Contact Number (s)	
5	Address of Head Office ( if Separate and Telephone No.)	
6	Status: Sole Proprietor/ Partnership/ Private Limited Company/ Public Limited Company	
7	Names of the Proprietor / Partners / Directors	
8	Name of Chief Executive with his present address and Telephone Nos.	
9	Name of Representative(s) with Designation who would be calling on us and attending to our jobs.	
10	Name of Bankers with address & telephone nos.	
11	Is the Firm registered Under the Factories Act “? If so, state (a) Licence No. (b) Date of Last renewal of Licence ( Copy of the licence to be enclosed) (c) PAN No. (d) ESIC No. if any (e) EPF Registration No. if any.	Yes / No (a) (b) / / (c.) (d) (e.)
11	Whether holding certificate under shops & establishment act? Enclose renewed copy.	Yes / No
12	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).	Year :
13	Turnover for last three financial years	F.Y 2014-15 F.Y 2015-16 F.Y 2016-17
14	Do you agree to make deliveries to Kendriya Vidyalaya within and out of Kendriya Vidyalaya No-1 Bhopal when so directed?	
15	Do you agree to abide strictly by the Terms and Conditions of the Tenders and contracts?	
16	If your firm is registered with any KV/KVS, RO/ KVS, HQ or any other State/ Central Govt. offices. Please give name(s) and address(s).	
17	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached).	
18	Mention any other specialties of your Establishment.	

Note: please fill this form legibly in ink. If space provided is insufficient please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

I/ WE \_\_\_\_\_ request Kendriya Vidyalaya, No-1 Bhopal (MP) to consider inclusion or my/our name in the list of their approved firms/suppliers/service provider. I/We agree to give full satisfaction to the Vidyalaya in the event of their doing so.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

Signature with Seal

Name:- \_\_\_\_\_

Designation: \_\_\_\_\_

**Note: The Vidyalaya reserves the right to cancel the name of the supplier/firm/service provider from its approved lists at his absolute discretion without assigning any reason.**

<b>I/We DECLARE THAT, THE FOLLOWING DOCUMENTS ARE ENCLOSED WITH THE HARD COPY OF THIS APPLICATION THAT IS MEANT FOR REGISTRATION OF FIRM FOR 2017 – 18</b>			
<b>CHECKLIST</b>			
	<b>Copy of registration of firm / company / shop / establishment.</b>	<b>YES</b>	<b>NO</b>
	<b>Copy of TIN (VAT) number copy</b>	<b>YES</b>	<b>NO</b>
	<b>Copy of PAN Card</b>	<b>YES</b>	<b>NO</b>
	<b>LIST OF ARTICLES to be supplied to the Vidyalaya</b>	<b>YES</b>	<b>NO</b>
	<b>Proof of 3 years performance/ Income Tax Returns 2014-15, 2015-16 &amp; 2016-17</b>	<b>YES</b>	<b>NO</b>

**DECLARATION**

I / WE DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY/OUR KNOWLEDGE. I/WE UNDERTAKE TO INFORM KV NO-1 BHOPAL AT THE EARLIEST ANY CHANGE IN THE DETAILS MENTIONED ABOVE.

**I / WE HEREBY AGREE TO ABIDE BY THE CONDITIONS PRESCRIBED IN THE ENCLOSED STATEMENT.**

THANKING YOU,

Yours faithfully,

SEAL OF FIRM/COMPANY

Signature with Date,  
Name and Designation of the 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. K.V. NO-1, Bhopal 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. 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.
6. Prescribed "Application Form" may be obtained from [www.kv1bhopal.edu.in](http://www.kv1bhopal.edu.in) or Vidyalaya office as well.
7. In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
8. If KV No-1 registers any Firm as approved Supplier he has to supply the material at KV No-1 Bhopal Stores and he has to accept the KV NO-1 Bhopal payment terms i.e. Payment shall be made by Cheque/NEFT within 20 days from the date of supply of the material in good condition.
9. Firms/Manufacturers/Authorised dealers are requested to submit their e-mail address, in order to start e-procurement.
10. Any change in address, phone number, Fax no. Shall be informed to KV No-1 Bhopal immediately, so as to have proper communication with these Firms/Manufacturers.
11. The documents that are to be submitted at the time of registration
  - a) Copy of registration of firm / company / shop / establishment.
  - b) Copy of TIN (VAT) number copy
  - c) Copy of PAN Card
  - d) LIST OF ARTICLES to be supplied to the Vidyalaya
  - e) Proof of 3 years performance/ Income Tax Returns 2014–15, 2015-16 & 2016-17

**PRINCIPAL**

- **Tick the areas in which the firm wishes to provide the service / goods.**
- Supply of office stationery.**
- Supply of wooden & steel furniture for class rooms and office.**
- Supply of CCTV, DVR, and other items related to CCTV.**
- Supply of Musical Instruments (NEW).**
- Supply of Photocopy machine.**
- Supply of Sports goods (Track Suits, Playing Kits, playing equipment and other sports goods etc.)**
- Supply of Air Conditioner (New).**
- Supply of Air Cooler (New).**
- Supply of Fire Extinguisher (New).**
- Supply of Electricity Generator (New).**
- Supply of Magazines, Journals, News Papers for the school.**
- Supply of Paint white wash material.**
- Supply of Hardware (carpenter) Material.**
- Supply of Hardware (Plumbing & sanitary) Material.**
- Supply of trophies, Mementos & Gift Items etc.**
- Supply of drinking (mineral) water (bottles/ dispensers / packed water glass etc.)**
- Supply of Equipment of Children Playground and Fixing of Equipment.**
- Providing services for repairing of Musical instruments.**
- Providing catering services / Refreshment food services for school.**
- Providing Bus/ Van / Car etc. for transportation (local and outstation).**
- Providing Photography /Videography Services**
- Supply of Air conditioner on hired basis.**
- Supply of tent & decoration Material oh hired basis.**
- Supply of Electric Generator on hired basis**
- Supply of sound system, lighting system etc. on hired basis.**
- Providing Air Conditioners repair services and its spare parts.**
- Providing repair and maintenance services of Water Purifiers.**
- Providing cleaning services of water tanks.**
- Providing services for refilling of fire extinguisher.**
- Providing services of repair and maintenance of Intercom/ Telephone.**
- Providing Air cooler repair services.**
- Providing electrical repair services.**
- Providing services of Carpenter.**
- Providing services of Electrician.**

Signature with Date

Name and Designation of the Authorized Representative of the Firm