



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	Firm registration details of GeM (Government e-Marketing) portal.	
11	Is the Firm registered for the purpose ? If so, state (a) Licence No. (b) Date of Last renewal of Licence (Copy of the licence to be enclosed) (c) PAN No. (d) GST No. if any (e) Aadhar No. of Firm owner	Yes / No (a) (b) / / (c.) (d)
11	Whether holding certificate under shops & establishment act duly renewed copy should be enclosed.	
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.	
19	Bank Account details for NEFT (enclosed cancelled cheque)	Account No. Name of Bank Branch Address IFSC Code Mobile No. registered with A/c

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 of 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 _____ 2018.

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.

I DECLARE THAT, THE FOLLOWING DOCUMENTS ARE ENCLOSED WITH THE HARD COPY OF THIS APPLICATION THAT IS MEANT FOR REGISTRATION OF FIRM FOR 2018-19		
	YES	Please tick here
Copy of registration of firm / company / shop	YES	
Copy of GST number copy	YES	
PAN NUMBER copy	YES	
LIST OF ARTICLES that we can supply to the vidyalaya	YES	
Proof of 3 years performance of the company/shop	YES	
Copy of Aadhaar No. of Firm owner	YES	
Copy of cancelled cheque	YES	

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,

SEAL OF FIRM/COMPANY

Yours faithfully,

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 without stating any reason.
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" may be kept valid for a period of 01 year. However, it can be reviewed as and required by the Vidyalaya.
6. Prescribed "Application Form" may be obtained from 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, Bhopal 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
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
 - (i) Registration of firm
 - (ii) PAN number copy
 - (iii) Income tax returns 2014 – 15, 2015-16 & 2016-17
 - (iv) GST No. of Firm
 - (v) Aadhaar No. of Firm's owner

PRINCIPAL

• Tick the areas in which the firm wishes to provide the service/ goods.

- Supply of office stationery.
- Printing work including flex banner.
- Supply of Musical Instruments and its repair services.
- Supply of Photocopy machine and its repairs.
- Supply of Sports goods (Track Suits, Playing Kits, playing equipment and other sports goods etc.)
- Supply of Air Conditioner (New) and its repairs.
- Supply of Air/Desert Cooler (New).
- Supply of Fire Extinguisher (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.
- 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 on 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.
- Supply of Equipment of Children Playground and Fixing of Equipment.
- Supply of LCD Projector, Computer peripherals and AMC of Computers.
- Supply of Civil Raw Materials (Cement, Sand, Paver blocks, vinyl flooring, gitti, iron bar, zero gitti etc.)