

## फर्म पंजीकरण हेतु आवेदन पत्र/Form for Firm Registration (2020-21)

सेवा का प्रकार //(Type of Service/Goods):-

(Separate Application is to be filled-up for each category)

### सेवा प्रदान करने के नियम / Conditions for Supplying Services/Goods

- 1) The Firm/Supplier should be in profession for at least one year (copy of proof must be enclosed).
- 2) Annual Turnover of the firm should not be less than the turnover mentioned against the different categories in any of the three financial years (Kindly attach proof)
- 3) The Firm/Supplier should have registration with state & Local Authorities for undertaking the profession (Copies of proof to be enclosed)
- 4) Kindly attach copy of PAN, GST Registration No. and Income Tax returns of last 03 years for financial turnover.

### APPLICATION FOR FIRM/SUPPLIER/ SERVICE PROVIDER

### PART – 1 GENERAL INFORMATION

S.No.	Information sought	Information to be Provided
1	Name of the Firms ( in Block Letters)	
2	Date of Establishment/Incorporation	
3	Correspondence address and Telephone No.	
4	Address of Head Office ( if Separate and Telephone No.	
5	Status Proprietary/Partnership/Private Limited Company/ Public Limited Company	
6	Names of the Partners/Directors	
7	Name of Chief Executive with his present address and Telephone Nos.	
8	Name of Representative(s) with Designation who would be calling on us and attending to our jobs.	
9	Name of Bankers with address & telephone Nos.	

10	<p>Is the Firm under any Act “? If so, state</p> <p>(a) Licence No.  (b) Date of last renewal of Licence (Copy of the Licence to be enclosed)  (c) PAN No.  (d) TIN No.  (e) GIST No.  (f) FSSAI certificate:-  <b>(For catering / Canteen services)</b>  (g) ESIC No. if any  (h) EPF Registration No. if any.  <b>(Copies must be enclosed for point no. a to h)</b></p>	
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 audited Balance Sheets & Revenue, A/c to be enclosed).	
13	Turnover for last three financial years	F.Y 2016-17:- F.Y 2017-18:- F.Y 2018-19:-
14	Are you agreeable to make deliveries to Kendriya Vidyalaya, Etah, when so directed?	
15	Are you agreeable 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 and address.	
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: Without PAN,GST number and other mandatory documents required for specific works/services , 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.

Date \_\_\_\_\_ day \_\_\_\_\_ of  
\_\_\_\_\_ 2020

Seal of Company  
Name and designation of Authorized  
Representative of the Firm

Signature with Date,

### 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.Etah 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 <https://etah.kvs.ac.in> ..
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 Kendriya Vidyalaya, Etah registers any Firm as approved Supplier he has to supply the material at K.V. Etah. He has to accept the Kendriya Vidyalaya, Etah payment terms i.e. Payment shall be made by **Crossed Cheque/RTGS/NEFT** within **30 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 Kendriya Vidyalaya Etah 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, GST, EPF, ESIS number copy (self attested)
  - (iii) Income tax returns 2016-17, 2017-18, 2018-19.
  - (iv) Last 1 to 3 years work contract of any Govt. office.
  - (v) Tick the areas in which the firm wishes to provide the service**

White Wash & Painting

Installation of CCTV Camera