

Tender Notice

KENDRIYA VIDYALAYA LOKRA **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. KV Lokra 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.kvlokra.in and Vidyalaya office 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 Lokra registers any Firm as approved Supplier he has to supply the material at KV Lokra Stores and he has to accept the KV Lokra payment terms
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. Shall be informed to KV Lokra 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) Copy of PAN Card.
 - (iii) Income tax returns for last 03 (three) Financial Year.
 - (iv) TIN No.
 - (v) Licence No. from Ministry of Home Affairs.

PRINCIPAL
KV Lokra

• **Tick the areas in which the firm wishes to provide the service**

- Printing of Question papers
- Printing of Answer books
- AMC of Photocopies
- AMC of Water cooler
- AMC of Computers
- Providing of manpower (Clerks, Typist, Peon, labors) etc.
- Providing housekeeping/ sanitation/ security services
- Refilling and Installation of Fire Extinguisher
- Providing Buses for local/outstation journeys
- Providing covered tempos
- Providing watermarked Paper (for printing books)
- Providing all type of stationery
- Providing Taxi, SUMO and Tempo for local journey
- Providing Taxi, SUMO and Tempo outstation
- Providing Trucks / Tempos for transportation of material
- Carpenter services
- Providing new furniture
- Providing steel almirahas
- Providing air cooler repair / watering services
- Providing white washing services
- Civil repair
- Electrical repair
- Manpower consultancy services
- Providing software and hardware services
- Internet and website related services
- Canteen / Mess / Refreshment services
- Printing of Diaries
- Printing of School Magazine
- Sports items
- Installation, repair, MC of CCTV's
- Air conditioner – Supply, rental, repair, AMC etc
- Providing Rubber stamps, name plates, numbering machine

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

TO BE FILLED BY AUTHORIZED PERSON / OWNER OF ORGANIZATION

1.	NAME OF THE ORGANIZATION / COMPANY / SUPPLIER / VENDOR													
2.	ADDRESS FOR COMMUNICATION	Shop No.												
		Street Name												
		Village (Post)												
		City												
		PINCODE												
3.	TELEPHONE NUMBERS	Landline (O)												
		Fax (O)												
		Mobile												
4.	BRAND/ARTICLE IN WHICH BUSINESS IS DONE *if any other item/article you can supply, then a separate sheet may be used while submitting hardcopy of registration	S. No	Name of the Brand/Article/Item that you can supply				Name of the Manufacturer							
		1)												
		2)												
		3)												
		4)												
		5)												
5.	Registration Related Numbers	GST/TIN NUMBER												
		Licence No. from MHA												
		PAN NUMBER												
6.	Name of the Bank:			IFSC Code:				Acc No:						
7.	I DECLARE THAT, THE FOLLOWING DOCUMENTS ARE ENCLOSED WITH THE HARD COPY OF THIS APPLICATION THAT IS MEANT FOR REGISTRATION OF FIRM FOR 2019 - 20													
		Copy of registration of firm / company / shop						YES			NO			
		Copy of TIN/Licence number copy						YES			NO			
		PAN NUMBER copy						YES			NO			
		LIST OF ARTICLES that we can supply to the vidyalaya						YES			NO			
		Proof of 3 years performance of the company/shop						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 LOKRA 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 THE SHOP/FIRM/COMPANY

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