



केन्द्रीय विद्यालय सांतरागाछी
KENDRIYA VIDYALAYA SANTRAGACHI
(Under Ministry of HRD, Govt. of India)
पो.: जी.आई.पी. कॉलोनी, जिला: हावड़ा-711112 (प.ब.)
PO: GIP Colony, Distt.: Howrah-711112 (W.B)
CBSE Affiliation No. 2400048, School Code: 09908
☎(033) 2657 3092, 📠 (033) 2657 5073
Web.: www.kvsantragachi.org, E-mail: kvsantragachi@gmail.com

Registration of Firms

Interested and eligible firms are hereby invited to register their name for:

- (i) AMC for Computer, CCTV & Audio System
- (ii) Catering & Canteen.

Last Date: 04.05.19.

Principal



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Registration of Firms – Notice

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 upto **25.04.2019** by **Speed Post/Registered Post** only.
2. All pages of "Application Form" shall be signed by the authorized representative of the firm.
3. KV Santragachi 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 authorized 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 up-to 30.04.2020. 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" is enclosed herewith and it may be obtained from 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 Santragachi registers any Firm as approved supplier, he has to supply the material at KV Santragachi and he has to accept the KV Santragachi payment terms i.e. Payment shall be made by Cheque after supply of the material in good condition.
10. Firms / Manufacturers / Authorised dealers are requested to submit their e-mail address in order to start procurement.
11. Any change in address, phone number, e-mail ID shall be informed to KV Santragachi immediately, so as to have proper communication with these Firm / Manufacturers.
12. The mandatory documents that are to be submitted at the time of registration:
 - i) Form for Registration of Firm
 - ii) Trade Licence from Municipal Corporation
 - iii) PAN
 - iv) Income Tax return (last 2 years)
 - v) Licence from FSSAI (Canteen & Catering Service)

PRINCIPAL

