



केन्द्रीय विद्यालय सांतरागाची  
KENDRIYA VIDYALAYA SANTRAGACHI

(Under Ministry of HRD, Govt. of India)

पो.: जी.आई.पी. कॉलोनी, जजला: हांड़ा-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 – 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.
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 30.04.2018. 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 documents that are to be submitted at the time of registration:
  - i) Registration of Firm
  - ii) PAN, GST
  - iii) Income Tax return 2015-16, 2016-17 & 2017-18 and audited copy of final accounts.
  - iv) Current trade licence from concerned authorities to provide labour to KV Santragachi.
  - v) Registration with EPFO and ESIC of India.

**PRINCIPAL**

Application for Registration for supplying of / providing services for \_\_\_\_\_

**TO BE FILLED BY AUTHORISED PERSON / OWNER OF ORGANISATION**

1	Name of the Organisation / Company / Supplier / Vendor			
2	Address for Communication	Shop No.		
		Street Name		
		Village (P.O.)		
		City		
		PIN Code		
3	Telephone No. /E-mail ID	Land Line		
		Fax No. <small>XXXXXX E-mail</small>		
		Mobile		
4	Type of Services of labour/ 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)	Sl. No.	Name of the type of labour services / Article that you can supply	Licence issue authority /Name of the manufacturer
		1		
		2		
		3		
		4		
		5		
5	Registration Related Numbers	GST Number		
		TIN / VAT		
		PAN		
6	I declare that, the following documents are enclosed with the hard copy of this application that is meant for registration of firm.			
a)	Copy of Registration of Firm	Yes	No	
b)	Copy of TIN / VAT / GST	Yes	No	
c)	Copy of PAN	Yes	No	
d)	List of services/ Articles that we can supply to the Vidyalaya	Yes	No	
e)	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 Santragachi at the earliest about the changes in the details mentioned above. I / We hereby agree to abide by the conditions prescribed in the enclosed statement. 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 Rules. I assure you to provide the best service to the Vidyalaya.

Yours faithfully,

Seal of the Company

Signature with date