



केन्द्रीय विद्यालय गणेशखिंड पुणे-४११००७

KENDRIYA VIDYALAYA GANESHKHIND, PUNE-411007

राष्ट्रीय शिक्षा एवं प्रशिक्षण प्रत्यायन बोर्ड द्वारा मान्यता प्राप्त
Accredited by National Accreditation Board for Education and Training

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KENDRIYA VIDYALAYA, GANESHKHIND PUNE

REGISTRATION OF FIRMS

Application are invited from Reputed and Registered agencies/firms for the registration for providing the following articles(Consumable & Non Consumables) & service to the Vidyalaya for the year 2019-20. Interested agencies having experience in providing such articles and service to institution may submit their application along with proof of registration of IT/TAN/VAT/GST/ past experience etc. to the Vidyalaya on or before 14/11/2019. **Application form for registration of firms is available on our website: ganeshkhind.kvs.ac.in**

1	Furniture	2	Printing Work	3	Computer & IT equipment, Projectors, Interactive Board
4	Stationery	5	Sports Articles	6	Lab. Articles (Con. & Non Cons.) including Maths Lab. Article
7	Tent & Catering	8	Hardware material (Paint/Elect./plumbing/Water Tanks/fiber doors/iron angles & fencing/fabrication/Building material/sand/murum/Brick etc.)	9	Supply of buses/mini buses/Taxi for local & outstation
10	Audio Visual Aids	11	LAN & Internet	12	Teaching Aids
13	AMC for Computers & IT equipment, Xerox Machine, RO Plant, On line UPS	14	Air Conditioner	15	Musical Instrument
16	Library Books	17	Electrical Repair	18	Housing, Security, Gardner
19	Notice Board, Green Board, White Board	20	Water cooler ,water purifier (Supply & Repair)	21	Invertor, UPS, Batteries
22	Curtain, Durry, cushion	23	Work related TDS, Prof Tax		

PRINCIPAL

Tender Notice

KENDRIYA VIDYALAYA GANESHKHIND PUNE 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. K.V. GANESHKHIND 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. 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.
6. Prescribed "Application Form" may be obtained from *ganeshkhind.kvs.ac.in*
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 K.V. Ganeshkhind, Pune registers any Firm as approved Supplier he has to supply the material at K.V. Ganeshkhind, Pune .He has to accept the K.V. GANESHKHIND Pune payment terms i.e. Payment shall be made by **Crossed Cheque/ RTGS**.
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. And Email Id shall be informed to K.V. Ganeshkhind, Pune 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 2018– 19 to 2019 – 20
 - (iv) GST registration

PRINCIPAL

KENDRIYA VIDYALAYA GANESHKHIND PUNE
APPLICATION FORM FOR REGISTRATION OF FIRM FOR THE YEAR 2019-20

S. No. of Category :	Name of the Category with :-
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(Separate Application is to be filled-up for each category)

CONDITIONS FOR REGISTRATION:

- 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 (Attach proof).
- 3) The firm should be on the approved panel of at least 3 reputed Firms.
- 4) The Firm/Supplier should have registration with state & Local Authorities for undertaking the profession (Copies of proof to be enclosed)

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	Is the Firm registered Under the Factories Act “? If so, state (a) Licence No. (b) Date of Last renewal of Licence (Copy of the licence to be enclosed) (c) PAN No. (d) ESIS No. if any (e) EPF Registration No. if any.	

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).	
13	Turnover for last three financial years	
14	Are you agreeable to make deliveries to Kendriya Vidyalaya within and out of Ganeshkhind, Pune 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: 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, Ganeshkhind, Pune (Mah.) to consider inclusion of my/our name in the list of their approved firms/suppliers/service provider. We agree to give full satisfaction to the Vidyalaya in the event of their doing so.

Dated at _____ this _____ day of _____ 20__

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.