

PM SHRI KENDRIYA VIDYALAYA NO.2 SALT LAKE

Enlistment of Firms - Notice

In order to get large number of bidder for limited tender enquiry for purchase of articles/ services as per the GFR rule 162 in this Vidyalaya, eligible firms are requested to enlist their firm as per detailed instruction mention below:

ENLISTMENT 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 27.10.2024. In any circumstances the application forms received after due date will not be accepted.
2. All pages of "Application Form" shall be signed by the authorized representative of the firm.
3. KV No.2 Salt Lake 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, MSMEs 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 28.06.2025. 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 No.2 Salt Lake registers any Firm as approved supplier, he has to supply the material at KV No.2 Salt Lake and he has to accept the KV No.2 Salt Lake payment terms i.e. Payment shall be made by NEFT/RTGS etc. 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 No.2 Salt Lake 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/ Panchayat area as applicable
 - iii) PAN & GST Registration
 - iv) Income Tax return (last 2 years)

PRINCIPAL

KENDIRYA VIDYALAYA NO.2 SALT LAKE

REGISTRATION FORM FOR ENLISTMENT

TO BE FILLED BY AUTHORISED PERSON / OWNER OF ORGANISATION

Application for Registration of Farm for _____

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.	Land Line		
		Fax No.		
		Mobile		
		Email		
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)	Sl. No.	Name of the Brand / Article / Item that you can supply	Name of the manufacturer
		1		
		2		
		3		
		4		
		5		
5	Registration Related Numbers	Trade Licence No.		
		FSSAI No.**		
		GST Number		
		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			
b)	Trade Licence			
c)	Licence issued from FSSAI (** for Canteen Service)			
d)	Copy of GST			
e)	Copy of PAN			
f)	List of Articles that we can supply to the Vidyalaya			
g)	Proof of 3 years performance of the company / shop			

DECLARATION

I / We declare that the information furnished above is true to the best of my / our knowledge. I / We undertake to inform KV No.2 Salt Lake 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.

Seal of the Company

Signature with name date

Name & Designation of the Authorised Representative of the Firm

Registration of Firms

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

- (i) AMC for Computer, CCTV & Audio-Visual System.
- (ii) Printing (Exam & Office related items).
- (iii) Stationary Items.
- (iv) Carpenter Works
- (v) Carpenter materials
- (vi) Electrical Works
- (vii) Electrical materials
- (viii) Civil Works
- (ix) Plumbing works
- (x) Plumbing Materials
- (xi) Painting Works
- (xii) Furniture supply
- (xiii) Laboratory Items
- (xiv) Musical Items
- (xv) Sports Items
- (xvi) Catering & Canteen
- (xvii) Decorators
- (xviii) AMC for Photocopy Machine
- (xix) AMC for Water Cooler
- (xx) AMC for Air Conditioner
- (xxi) Electrical Works

(xxii) Computer Items

(xxiii) Fire Safety Equipments

(xxiv) Security guards

(xxv) Housekeeping

(xxvi) Gardeners

(xxvii) Refilling of tonners

(xxviii) Gardening materials

(xxix) House keeping materials

Note: Single envelop will be for single purpose. If firms are giving multiple items in a single form the same will be rejected.

Principal

KENDRIYA VIDYALAYA NO.2 SALT LAKE

Registration of Firms - Notice

*In order to get large number of bidder for limited tender enquiry for purchase of artcles/ services as per the GFR rule 162 in this Vidyalaya, eligible firms are requested to enlist their firm by following detailed instruction mention in the web site:
no2saltlake.kvs.ac.in.*

PRINCIPAL

केन्द्रीय विद्यालय नं.2 साल्ट लेक

फर्मों का पंजीकरण - सूचना

इस विद्यालय में जीएफआर नियम 162 के अनुसार वस्तुओं/सेवाओं की खरीद के लिए सीमित निविदा हेतु बड़ी संख्या में बोली लगाने वालों को प्राप्त करने के लिए, पात्र फर्मों से अनुरोध है कि वे वेबसाइट no2saltlake.kvs.ac.in में उल्लिखित विस्तृत निर्देशों का पालन करके अपनी फर्म को सूचीबद्ध करें।

प्राचार्य