

KENDRIYA VIDYALAYA NO.2 SALT LAKE KOLKATA

**NOTICE FOR EMPANELEMENT OF SUPPLIERS/VENDORS/SERVICE PROVIDERS/
CONTRACTORS FOR THE YEAR 2023-24**


Kendriya Vidyalaya No.2 Salt Lake Kolkata (under Min. of Education intends to empanel suppliers/ Vendors/ Service providers/ contactors for various items (for value less than 25 lakhs) such as - Printing supply of stationery items, Identity Cards, furniture & fixture, Sports materials, PA system, Civil, Electrical and Musical instruments, Laboratory articles, A.V. Aids, Catering services, Purchase and AMC of Computers, Air Conditioner, Water coolers, RO Plant, Xerox machines, Digital Bell, CCTV, Refilling of fire extinguishers, Conveyance Services Mini bus, Bus & Four wheelers, Hiring of dress, costumes & other items for cultural programme, Decorator service & Service Provider like Security, Conservancy & Gardening for the year 2023-24. For any query please call (Phone No. 033-23358486).

1. Application for empanelment duly completed should be submitted at the address:

**Kendriya Vidyalaya No.2 Salt Lake,
I/C Block, Sector-3 Salt Lake
Kolkata, West Bengal, Pin - 700106**

In a closed envelope super scribed as "Application for empanelment of Category Sr. No....." The last date of receipt of application is 25.09.2023, 14:00 HRS through registered/ speed post only. **The form for empanelment is attached herewith.**

2. Mere submission of Application for empanelment does not confer the right of empanelment. KV No.2 Salt Lake Kolkata reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof for which KV NO.2 Salt Lake Kolkata shall neither be liable nor obligatory to inform the application the grounds of such action.



PRINCIPAL
प्राचार्य / Principal
केन्द्रीय विद्यालय-२
Kendriya Vidyalaya-2
साल्ट लेक/Salt Lake
कोलकाता/Kolkata-106

KENDRIYA VIDYALAYA No2 SALT LAKE,
KOLKATA

**Empanelment of Supplier/Service Provider/Manufactures/
Wholesalers**

Applications are invited from reputed manufactures/ printers/vendors / wholesalers /service providers for empanelment for following items for the year 2022-23

Sl.N o.	Category
1	<u>STATIONERY:</u> Table & office stationery; such as Pens, Files Photocopier Paper, Punching Machines, Staplers, Envelopers etc.
2	<u>PRINTING:</u> Offset / Screen printers for printing of forms / ledgers, brochures, reports, invitations, Identity cards visiting cards Vidyalaya Patrika etc.
3	Sports Materials
4	Service provider for Security, Conservancy & Gardener.
5	<u>FURNITURE:</u> Wooden / Steel / Molded furniture & Fixture manufacture / supplier.
6	Catering Services.
7	Civil, Electrical Materials, M&R, Supplying of labours, coloring of School building (Petty Repairs of masonry , Plumbing Carpentry and Electrical Nature)
8	Laboratory Equipment.
9	PA Systems & Audio Visual Aids.
10	Purchase & AMC of Computer, Air Conditions , water coolers, RO Plant , Xerox Machines, Digital Bell, CCTV. Power backup/Generator
11	Conveyance Service : Mini bus, Bus, four wheelers.
12	Decorator Services
13	Hiring of Dress , costumes & other cultural items.
14	Refilling of Fire extinguishers


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Application form for Empanelment of Firm for the year 2023-24

Sl.No. of Category _____ Name of Category _____
(Separate application is to be filled up for each category)

Conditions for Empanelment:

1. The firm/supplier should be in profession for at least 2 years (Copy of proof must be enclosed).
2. The firm/Supplier should have registration with state & local authorities for under taking the profession (Copies of proof to enclose).
3. The firm / supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.

Application for firms / supplier/service provider.

Part -I General information:

Sl.No.	Information needed by KV 2 SALT LAKE, KOLKATA	Information provided by the firm
1	Name of the firm (in Block Letter)	
2	Date of Establishment / incorporation	
3	Correspondence Address and Telephone No.	
4	Status proprietary /partnership limited company/ public Limited Company	
5	Name of the partners/ Directors	
6	Name of operations Manager with his present address and Telephone Nos.	
7	Name of representative (S) with Designation who would be calling on us and attending to our jobs.	
8	Name of bankers with addresses & Telephone Nos.	
9	Is the firm registered under the Acts? If so, state	
	a) Trade License No. (Copy of license to be enclosed)	Xerox copy attached Yes/No
	b) PAN No. (Copy to be enclosed) c) GST Registration No., if any (Copy to be enclosed)	Xerox copy attached Yes/No
	d) ESIS No. if any (Copy to be enclosed)	Xerox copy attached Yes/No
	e) EPF registration No. if any (Copy to be enclosed)	Xerox copy attached Yes/No
10	Whether holding certificate under shops & establishment act, duly renewed copy should be enclosed	
11	State the latest Income Tax Assessed year and the amount of Tax Assessed (Copies of last 3 years, IT returns, Balance sheets to enclosed)	
12	Are you agreeable to abide strictly by the Terms & Conditions of the Tenders and contracts	
13	If your firm is empanelled with any office of Kendriya Vidyalaya Sangathan or KVs give details	
14	Mention any other socialites of your Establishment	

Note: Please type this form or fill it 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 No2 SALT LAKE, KOLKATA to consider inclusion of my/our name in the list of their approved firm / suppliers. I/We agree to make deliveries of goods to KV No2 SALT LAKE, KOLKATA and to give full satisfaction to the Principal, K.V.No2 SALT LAKE, KOLKATA in this mater.

Date _____ day of _____ 2023.

Signature with seal