



प्रतिष्ठानों के पंजीकरण हेतु सूचना

वित्तीय वर्ष 2019-20 के लिए केंद्रीय विद्यालय बबीना छावनी में सामानों की खरीद व् एजेंसी की सेवाएँ लेने हेतु पंजीकृत फर्मों का पंजीयन किया जाना है | अतः इच्छुक फर्म एवं एजेंसी दिनांक 31.03.2019 तक कार्यालय दिवसों में दोपहर 2 बजे से 4 बजे तक निम्नलिखित सामानों / सेवाओं हेतु पंजीकरण करवा सकते हैं | पंजीकरण के समय आयकर व्यय पत्रक , GSTIN / PAN, Resgistration of firm, FSSAI प्रमाण पत्र आदि की प्रमाणित छायाप्रतियां साथ में अवश्य संलग्न करें | पंजीकरण प्रपत्र विद्यालय की वेबसाइट www.kvbabinacantt.com से डाउनलोड किये जा सकते हैं तथा सभी दस्तावेज सील बंद लिफाफे में ऊपर “प्रतिष्ठानों के पंजीकरण हेतु आवेदन पत्र” अंकित होना चाहिये | अन्य नियम व् शर्तें केंद्रीय विद्यालय संगठन के नियमनुसार होगी | **प्रत्येक केटेगरी के लिए प्रथम पंजीकरण – आवेदन पत्र, आवश्यक अनुसंगलकों सहित ही स्वीकार्य होंगे** | पूर्व वर्ष में पंजीकृत फर्म को भी नए सत्र हेतु पुनः पंजीकरण करवाना होगा |

1. प्रयोगशाला सामान (भौतिक विज्ञान / रसायन विज्ञान / जीव विज्ञान) |
2. स्टेशनरी प्रदाय / मुद्रण कार्य / कंप्यूटर स्टेशनरी / कंप्यूटर कंज्यूमेबल आदि |
3. फर्नीचर एवं फिटिंग सप्लाय एवं सुधार कार्य |
4. दृश्य एवं श्रवण सामग्री / वाद्य यंत्र / ध्वनि विस्तारक यंत्रों का प्रदाय एवं सुधार कार्य |
5. बिजली / इलेक्ट्रॉनिक सामग्री प्रदाय / सुधार कार्य |
6. फोटोग्राफी / फोटोकॉपी / वीडियोग्राफी / एल.ई.डी डिस्प्ले स्क्रीन |
7. कंप्यूटर / नेटवर्किंग / प्रिंटर / इंक रिफिल आदि |
8. खेलकूद सामग्री (कंज्यूमेबल एवं नॉन- कंज्यूमेबल) |
9. साजसज्जा सामान, टेंट / शामयाना |
10. कैटरिंग / खान-पान व्यवस्था (FSSAI अनिवार्य) |
11. भवन निर्माण सामग्री / हार्डवेयर / पेंट / विद्यालय की रंगाई-पुताई एवं मरम्मत कार्य |
12. सुरक्षा / सफाई/ बागबानी की अनुबंध आधार पर सेवाएँ |
13. वाटर कूलर , ऐ.सी एयर कूलर प्रदाय, सी.सी.टी.वी कैमरा प्रदाय एवं सुधार कार्य |
14. वार्षिक रख-रखाव, ठेका (AMC) कंप्यूटर, सी.सी.टी.वी कैमरा, जेरोक्स/ रिफो मशीन / ऐ.सी / वाटर कूलर / आर.ओ प्लांट 500 लीटर प्र.घ क्षमता |
15. सेनेटरी मटेरियल प्रदाय एवं नल फिटिंग सुधार कार्य |
16. छात्रों को एडवेंचर, शैक्षिक भ्रमण, खेलकूद आदि के लिए ऑटो रिक्शा, जीप एवं बस किराये पर देना |
17. विद्यालय कैटीन किराये पर संचालन हेतु (FSSAI अनिवार्य) |
18. उपयोगी वस्तुओं / क्रोकरी / सफाई की सामग्री प्रदाय |

प्रचार्य

केंद्रीय विद्यालय बबीना कैंट



केन्द्रीय विद्यालय बबीना कैंट

Kendriya Vidyalaya Babina Cantt

KLP Area Babina Cantt

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फर्म पंजीकरण हेतु आवेदन पत्र/Form for Firm Registration

सेवा का प्रकार / (Type of Service):-

(Separate Application is to be filled-up for each category)

सेवा प्रदान करने के नियम / Conditions for Supplying Services

- 1) The Firm/Supplier should be in profession for at least one year (**copy of proof must be enclosed**).
- 2) The Firm/Supplier should have registration with state & Local Authorities for undertaking the profession (**Copies of proof to be enclosed**)
- 3) Kindly attach copy of Pan,GIST Registration No and Income Tax returns.

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.	

09	Is the Firm registered Under any Act “? If so, state (a) Licence No. (b) PAN No. (c) TIN No. (d) GIST No. (e) ESIS No. if any (f) EPF Registration No. if any. (enclosed copy of each one)	
10	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).	
11	Turnover for last three financial years	F.Y 201516:- F.Y 2016-17:- F.Y 2017-18:-
12	Are you agreeable to make deliveries to Kendriya Vidyalaya, Babina Cantt, when so directed?	
13	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts?	
14	If your firm is registered with any KV/KVS, RO/ KVS, HQ or any other State/ Central Govt. offices. Please give name and address.	
15	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached).	
16	Mention any other specialties of your Establishment.	

NOTE: Without TIN/PAN and GIST number, no firm will be registered. The Vidyalaya reserves the right to cancel the name of the supplier/firm/service provider from its approved lists at its absolute discretion without assigning any reason.

DECLARATION

I Mr./Ms. _____ Proprietor of M/s _____ do hereby undertake that the above furnished information is correct to the best of my knowledge and belief. 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 rule. I assure you to provide the best service to the Vidyalaya.

SEAL OF
COMPANY

Signature with Date,
Name and Designation of Authorized
Representative of the Firm

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 authorised representative of the Firm.
3. K.V. BABINA CANTT 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. 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 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.
7. Prescribed "**Application Form**" may be obtained from www.babinacantt.com and 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 Kendriya Vidyalaya, Babina Cantt registers any Firm as approved Supplier he has to supply the material at K.V.Babina Cantt. He has to accept the Kendriya Vidyalaya, Babina Cantt payment terms i.e. Payment shall be made by **NEFT / RTGS / Crossed Cheque** as and when fund available with this Vidyalaya.
10. Firms/Manufacturers/Authorised dealers are requested to submit their **e-mail address**, in order to start e-procurement.
11. Any change in address, phone number, Fax no. And Email Id shall be informed to Kendriya Vidyalaya Babina Cantt immediately, so as to have proper communication with these Firms/Manufacturers.
12. The documents that are to be submitted at the time of registration
 - (i) Registration of firm
 - (ii) GST, PAN, TIN, GIST, EPF, ESIS number copy
 - (iii) Income tax returns 2016-17, 2017-18, 2018-19.

(R.K Sharma)
PRINCIPAL

• **Tick the areas in which the firm wishes to provide the service**

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- Printing of Question paper
- Printing of Answer books
- Supply of printed envelopes
- Printing of Flex
- AMC of Photocopies
- AMC of intercom machine
- AMC of Water cooler
- AMC of Computers
- Providing of manpower (Clerks, Typist, Peon) etc.
- Providing housekeeping services
- Providing sanitation services
- Providing security services
- Providing Bus Services
- Scrap / disposal of Scrap
- Providing Tent Services
- Providing all type of stationery
- Welding service
- Carpenter services
- Providing new furniture
- Providing steel almirahas
- Providing lock repair services
- Providing air cooler repair / services
- Providing white washing services
- Civil repair
- Electrical repair
- Telephone repair services
- Manpower consultancy services
- Providing software and hardware services
- Internet and mobile related services
- Supply of electrical items
- Printing of Diaries and School Magazine
- Supply of Musical Instrument
- Supply of Sports items
- Installation, repair, AMC of CCTV's
- Air conditioner – Supply, rental, repair, AMC etc
- Providing photography services
- Providing Rubber stamps, name plates, numbering machine
- Supply of plumbing sanitary items
- Supply of A-4 size paper, supply of Photocopy machine with operator
- Providing Catering Services
- Providing Paints and other materials.
- Supply of laboratories materials and equipments.
- Supply Gardening materials.