

**Ref: 1-6/KVN/2019-20/**

**DATE: 20.02.2019**

Application are invited from prospective suppliers / authorized distributors / service providers/ registered firms, willing to supply quality stores and to provide necessary services at KENDRIYA VIDYALAYA NARANGI as registered vendors for local purchase / services / supplies / annual contract for the following categories/ areas mentioned below. Interested parties have to register with KENDRIYA VIDYALAYA NARANGI by submitting a filled-in application form that is available free of cost at the Vidyalaya office during Vidyalaya office hours from 10.30 am to 1.30 pm. The forms can be downloaded from the vidyalaya website at [www.kvnarangi.ac.in](http://www.kvnarangi.ac.in). The last date to submit the filled in application form is 06.03.2019 up to 1.30 PM.

**List of services for registration for the session 2019-20 at KV  
Narangji**

Sl	Name of Service/ Category	Brief Description	Remarks
1	Lab Equipment	Supply of materials and services for Physics, Chemistry, Biology, Mathematics, Jr. Science lab etc.	
2	Stationary Items	Copy, printing paper, pen, pencil, cardboard, etc.	
3	Security Services	Supply of Security services	
4	Housekeeping/ Conservancies	Supply of Housekeeping/ Conservancies services	
5	Games & Sports	Supply of materials and services for Games and sports	
6	Printing Services	Answer Sheet, Question Paper, School Magazine, Diary, FLEX, BANNER, Screen Printing etc.	
7	Computer & Other Machinery	Supply of computer related items, various printer/ Xerox machine tonners/ cartridges and other consumables	
8	Civil Petty Construction & Maintenance	Supply of materials and services for petty construction/ repairing works including hardware store materials	
9	Catering and Canteen Services	Supply of catering items and running canteen etc. in various occasions	
10	Tent Services	Supply of materials and services for tent, decoration of mandap/ pendal, stage decoration, supply of bedding/ cot etc.	
11	Light and Sound System	Supply of materials and services for various	

		lights and sound system for various occasions	
12	AMC for Computer/ CCTV/ Xerox Machine/ Gen Set/ Water filter-cooler/ AC etc.	Supply of materials and services for different machineries	
13	Electrical Works Services	Supply of materials and services for electrical works and maintenance	
14	Teaching Aids	Supply of materials and services for various teaching aids or TLM	
15	Dress & Costumes	Supply of materials and services on purchase or on rent for various programme	
16	Sanitary Materials	Supply of various sanitary materials for toilets/ washrooms/ brooms, jharu/ phenyl, odonil etc.	
17	Musical Instruments	Supply of musical instrumental materials on rent or on purchase	
18	Library materials	Supply of books, periodicals, newspapers, magazine etc.	
19	Furniture	Supply of various furniture	
20	Carpentry work and services	Supply of Carpentry materials and services	
22	Plumber work and services	Supply of plumber materials and services	
23	Transport services	Supply of various types of vehicles on rent basis	
24	Disposable of Scraps/ Raddi	Arranging services for Disposable items of the vidyalaya	

फर्म पंजीकरण हेतु आवेदन प्रपत्र

Form for Firm Registration

सेवा का प्रकार:-

(Type of Service)

*(Separate Form is to be filled-up for each category from the enclosed list)*

## सेवा प्रदान करने हेतु शर्तें : Conditions for Supplying Services:

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. 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.
4. 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.
5. Prescribed "Application Form" may be obtained from [www.kvnarangi.ac.in](http://www.kvnarangi.ac.in). or from Vidyalaya office as well.
6. In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
7. If KV Narangiregisters any Firm as approved Supplier he has to supply the material at KV NarangiStores and he has to accept the KV Narangipayment terms i.e. Payment shall be made by Digital Transactions or A/c Payee Cheque once the materials are supplied in good condition.
8. Firms/Manufacturers/Authorised dealers are requested to submit their Bank account detail, IFSC code etc. and e-mail address, in order to start e-procurement.
9. Any change in address, phone number, Fax no. Shall be informed to KV Narangi immediately, so as to have proper communication with these Firms/Manufacturers.
10. K.V. Narangireserves the right to reject any application.
11. Last date of Registration (sealed packed with hard copy including all relevant documents) is 6<sup>th</sup> March 2019 upto 1:30 PM.

PRINCIPAL

# Application Form for Firm Registration at KV NARANGI for 2019-20

**Last Date of Registration- 6<sup>th</sup> March 2019 upto 1:30 PM**

सेवा का प्रकार:-

(Type of Service)

*(Separate Form is to be filled-up for each category from the enclosed list)*

**TO BE FILLED BY AUTHORIZED PERSON / OWNER OF ORGANIZATION**

1	<b>NAME OF THE/ VENDOR ORGANIZATION/ COMPANY / SUPPLIER / FIRM</b>										
2	<b>ADDRESS IN DETAIL</b>	<b>Office Address-</b>									
		<b>Communication Address-</b>									
3	<b>TELEPHONE NUMBERS</b>	<b>LANDLINE</b>									
		<b>MOBILE</b>									
		<b>MOBILE</b>									
		<b>EMAIL</b>									
4	<b>Registration Related Numbers</b>	<b>GST NUMBER</b>									
		<b>PAN NUMBER</b>									
		<b>TIN / VAT NUMBER</b>									
		<b>BANK DETAILS FOR PAYMENT</b>		<b>A/c No-</b>							

			Bank Name-
			Branch-
			IFSC Code-
	<b><i>I DECLARE THAT, THE FOLLOWING DOCUMENTS ARE ENCLOSED WITH THE HARD COPY OF THIS APPLICATION THAT IS MEANT FOR REGISTRATION OF FIRM FOR 2019 – 20. (Tick applicable)</i></b>		
a)	<b>Copy of firm registration/ License etc.</b>		
b)	<b>Copy of GST</b>		
c)	<b>Copy of PAN Card</b>		
d)	<b>Copy of TIN (VAT) number</b>		
e)	<b>Proof of similar experience of the firm</b>		
f)	<b>IT Return file detail</b>		
g)	<b>EPF Registration No. detail (if any)</b>		
h)	<b>Any Other</b>		

**DECLARATION**

I / we declare that the information furnished above is true to the best of my/our knowledge. I/we undertake to inform KV NARANGI at the earliest in any change of the details mentioned above.

I / we hereby agree to abide by the terms & conditions prescribed in the enclosed statement.

Thanking you,

**Date- .....**  
**(Authorized Representative)**

**Signature with Seal**

**Name:-** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Contact No-** \_\_\_\_\_

**(Office Seal)**