



केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय,
92, गांधीनगर मार्ग, बजाज नगर, जयपुर (राज.)

फर्म पंजीकरण सूचना

केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, जयपुर द्वारा वित्तीय वर्ष 2018-19 के लिए प्रश्न पत्र, अध्ययन सामग्री व विभिन्न प्रमाण पत्रों के मुद्रण, स्पोर्ट्स किट, मेडल्स एवं ट्रेकसूट, कम्प्यूटर्स व प्रिन्टर्स खरीदने, सुरक्षा गार्ड सेवा, साफ-सफाई, एयरकन्डिशनर/कम्प्यूटर, प्रिन्टर कार्टेज की रिफिलिंग, इन्टरकोम, आर.ओ., पावर फैक्टर, फोटो कापी मशीन, रिजोग्रा मशीन आदि से सम्बन्धित ए.एम.सी. बिजली का सामान व बिजली मैकेनिक की मजदूरी दर पलम्बिंग सामग्री व (प्लम्बर) मैकेनिक की मजदूरी दर, कार्यालय एवं सरकारी आवासों में फर्नीचर से संबंधित सामान एवं खाती की मजदूरी दर, सफेदी/डिस्टम्बर का सामान एवं सफेदी/पेन्ट करने वाले की मजदूरी दर, स्टेशनरी का सामान तथा विज्ञापन ऐजेन्ट इत्यादि से सम्बन्धित कार्य हेतु फर्मों के पंजीकरण किया जाना है इच्छुक फर्म पंजीकरण हेतु अपने लैटर पैड पर पंजीकरण संख्या, **GST** पंजीकरण संख्या: अंकित हो के उचित संलग्नकों सहित प्रकाशन की तिथि से 15 दिवसों के अन्तर्गत तक डाक द्वारा अथवा व्यक्तिगत रूप से आवेदन कर सकते हैं। आवेदन के साथ संबंधित कार्य का अनुभव प्रमाण पत्र, **PAN NO./TAN NO./PHOTO COPY OF BANK PASS BOOK** तथा वार्षिक टर्न ओवर का विवरण लगाना आवश्यक है।

उपायुक्त



KENDRIYA VIDYALAYA SANGATHAN,(R.O.)JAIPUR

FIRM REGISTRATION

Registration of firm is invited by Kendriya Vidyalaya Sangathan, Regional Office, Jaipur for the Session 2017-2018 for printing of Question papers & Student Support Material & other printing works, purchase for Sports Kits & **Track Suits** /other Sports articles and Computers, Printers & Computer equipment. The interested firm may submit application alongwith supporting document of firm registration, GST No. Mentioned in the letter pad, PAN/TAN No. And photo copy of Bank Pass Book with Annual turnover statement for above purpose with in 15 days of publication of this notice.

Dy. Commissioner

फर्म पंजीकरण हेतु आवेदन प्रपत्र

Form for Firm Registration

सेवा का प्रकार :-
(Type of Service)

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

सेवा प्रदान करने हेतु शर्तें : Conditions for Supplying Services

- 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)
- 5) Kindly attach copy of GST, PAN, TAN, Registration No, income tax returns and other documents.

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 License No. Date of Last renewal of License (Copy of the license to be enclosed) PAN No. TAN No. if any ESIS No. if any EPF Registration No. GST 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 Ruterns Balance Sheets & Revenue, A/c to be enclosed).	
13	Turnover for last three financial years	F.Y 2014-15 F.Y 2015-16 F.Y 2016-17
14	Are you agreeable to make deliveries to Kendriya Vidyalaya within and out of KVS Regional Office Jaipur, 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.	
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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 Sangathan, Regional,Office,Jaipur to consider inclusion or 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 _____ 2018.

Signature with Seal

Name:- _____

Designation: _____

Note: The KVS (RO) Jaipur 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.