



**KENDRIYA VIDYALAYA CTPS CHANDRAPURA, DISTT. – BOKARO,
JHARKHAND - 828403**

**APPLICATION FORM FOR REGISTRATION OF FIRM FOR
THE YEAR 2020-21**

Name of the Category :

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

CONDITIONS FOR REGISTRATION:

- 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) Incomplete forms without required enclosures will be rejected.

APPLICATION FOR REGITRATION OF FIRM AS SUPPLIER/ SERVICE PROVIDER

PART – 1 GENERAL INFORMATION

S.No.	Information sought	Information to be Provided
1	Name of the Firm (in Block Letters)	
2	Date of Establishment/Incorporation	
3	Correspondence address with Telephone No.	
4	Address of Head Office with 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	<p>Is the Firm registered Under the Factories Act "? If so, state</p> <p>(a) Shop Act No. (b) Labour License No. (c) Date of Last renewal of License (Copy of the license to be enclosed) (d) PAN No. (e) ESI No. (f) EPF Registration No. (g) GSTN (h) Service Tax No. (i) CST No. (j) BST No. (k) VAT No. (l) LBT No. (m) License from Police Commissioner</p>	
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 Returns Balance Sheets & Revenue, A/c to be enclosed).	
13	Turnover for last three financial years	<p>F.Y. 2017-18</p> <p>F.Y. 2018-19</p> <p>F.Y. 2019-20</p>
14	Are you agreeable to make deliveries to Kendriya Vidyalaya within and out of KV CTPS Chandrapura when so directed?	

15	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts?	
16	If your firm has provided services to 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.	

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, Madhupur to consider inclusion of my/our name in the list of their approved
Firms/Suppliers/Service provider. I/ We agree to give full satisfaction to the Vidyalaya in the event of their
doing so.


Dated at _____ of this _____ day of _____ 2020.

Signature with Seal

Name:- _____

Designation: _____

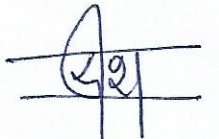
Note: The Vidyalaya reserves the right to cancel the name of the supplier / firm /service provider from its approved lists at its absolute discretion without assigning any reason.


प्राचार्य / Principal
केंद्रीय विद्यालय / Kendriya Vidyalaya
मीटीपीएस, चन्द्रपुरा / CTPS, Chandrapura
बोकारो-828403 (झारखण्ड)
Bokaro-828403 (Jharkhand)

KENDRIYA VIDYALAYA CTPS CHANDRAPURA, DISTT-BOKARO, JHARKHAND
REGISTRATION 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.
2. All pages of "Application Form" shall be signed by the authorised representative of the Firm.
3. K.V. CTPS Chandrapura, Bokaro 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 <http://chandrapura.kvs.ac.in> 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 K.V. CTPS Chandrapura registers any Firm as approved Supplier he has to supply the material at K.V. CTPS Chandrapura.He has to accept the K.V. CTPS Chandrapura payment terms i.e. Payment shall be made by **Crossed Cheque** within 20 days from the date of supply of the material in good condition.
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 K.V. CTPS Chandrapura 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) PAN number copy
 - (iii) Income tax returns 2018- 19 & 2019 - 20



PRINCIPAL

प्रधान / Principal
केंद्रीय विद्यालय / Kendriya Vidyalaya
सीटीपीएस, चन्द्रपुर / CTPS, Chandrapura
बोकारो-828403 (झारखण्ड)
Bokaro-828403 Jharkhand