



केन्द्रीय विद्यालय क्रमांक-1, भोपाल (म.प्र.) 0755-2551640 (O)

मैदामिल के सामने, होशंगाबाद रोड, भोपाल-462011

Kendriya Vidyalaya No.1, Bhopal (M.P.)

Opp. Central India Flour Mill, Hoshangabad Road, Bhopal – 462011

E-Mail address: kv1bhopal@yahoo.com

संस्था/पूर्तिकर्ता/सेवा प्रदाता के लिए आवेदन पत्र

APPLICATION FOR FIRM/SUPPLIER/ SERVICE PROVIDER

भाग - 1 सामान्य विवरण

PART – 1 GENERAL INFORMATION

क्र. सं.	वांछनीय जानकारी Information sought	सूचनाएँ जो दी जानी हैं Informations to be Provided
1	संस्था का नाम Name of the Firm / Agency/Company (in Block Letters)	
2	स्थापना / निगमन की तिथि Date of Establishment/Incorporation	
3	पत्राचार का पता Correspondence address.	
4	दूरभाष संख्या Contact Number (s)	
5	प्रधान कार्यालय का पता (यदिअलगहै और दूरभाष नंबर)Address of Head Office (if Separate and Telephone No.)	
6	स्थिति : एकल स्वामित/साझेदारी/प्राइवेट लिमिटेड कंपनी/पब्लिक लिमिटेड कंपनी Status:Sole Proprietor/Partnership/Private Limited Company/ Public Limited Company	
7	मालिक/भागीदारों /निदेशकोंके नाम Names of the Proprietor / Partners/Directors	
8	मुख्य कार्यकारी अधिकारी का नामतथा वर्तमान पतादूरभाष संख्या के साथ। Name of Chief Executive with his present address and Telephone Nos.	
9	पदनाम के साथ प्रतिनिधि का नाम Name of Representative(s) with Designation who would be calling on us and attending to our jobs.	
10	पता और दूरभाष संख्या के साथ बैंकर्स का नाम। Name of Bankers with address & telephone nos.	
11	क्या फर्म अधिनियम के तहत पंजीकृत है?यदि हां, तो राज्य (क) लाइसेंस संख्या (ख) लाइसेंस के अंतिम नवीनीकरण की तिथि (संलग्न किए जाने वाले लाइसेंस की प्रति) (ग) पैन संख्या (घ) यदि कोई हो तो ESIC No. (ङ) ईपीएफ पंजीकरण संख्या यदि कोई हो। Is the Firm registered Under the Factories Act “? If so, state (a) Licence No. (b) Date of Last renewal of Licence (Copy of the licence to be enclosed) (c) PAN No. (d) ESIC No. if any (e) EPF Registration No. if any.	हाँ/नहीं Yes / No (क) (ख) / / (ग) (घ) (ङ)

11	क्या दुकान और स्थापना अधिनियम के तहत प्रमाण पत्र धारित करते हैं? नवीनीकरण प्रति संलग्न करें। Whether holding certificate under shops & establishment act? Enclose renewed copy.	Yes / No हाँ/नहीं
12	नवीनतम आयकर कर, वर्ष और मूल्यांकन की गई कर की राशि (पिछले तीन वर्षों की प्रतियाँ) (आईटी रिटर्न, बैलेंस शीट्स और राजस्व खाता संलग्न किया जाना है।) 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).	Year : वर्ष
13	पिछले तीन वित्तीय वर्षों के लिए टर्नओवर Turnover for last three financial years	(वित्तीय वर्ष) F.Y 2016-17 (वित्तीय वर्ष) F.Y 2017-18 (वित्तीय वर्ष) F.Y 2018-19
14	जब आप निर्देशित किए जाते हैं- तो क्या आप केन्द्रीय विद्यालय क्रमांक -1 भोपाल के भीतर और बाहर के केन्द्रीय विद्यालय में सुपुर्दगी कराने के लिए सहमत हैं ? Do you agree to make deliveries to Kendriya Vidyalaya within and out of Kendriya Vidyalaya No-1 Bhopal when so directed?	
15	क्या आप निविदाओं और अनुबंधों के नियमों और शर्तों का सख्ती से पालन करने के लिए सहमत हैं? Do you agree to abide strictly by the Terms and Conditions of the Tenders and contracts?	
16	यदि आपकी फर्म किसी केन्द्रीय विद्यालय / केन्द्रीय विद्यालयसंगठन, मुख्यालय या किसी अन्य राज्य / केन्द्रीय सरकार के साथ पंजीकृत है तो कार्यालयों नाम और पते दें । If your firm is registered with any KV/KVS, RO/ KVS, HQ or any other State/ Central Govt. offices. Please give name(s) and address(s).	
17	आपके कुछ सबसे मूल्यवान ग्राहकों (अलग सूची संलग्न की जा सकती है) के नाम, पते और दूरभाष संख्या। Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached).	
18	अपने प्रतिष्ठान की अन्य विशिष्टताओं का उल्लेख करें। 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, No-1 Bhopal (MP) 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 _____ this _____ day of _____ 2019.

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 his absolute discretion without assigning any reason.

I/We DECLARE THAT, THE FOLLOWING DOCUMENTS ARE ENCLOSED WITH THE HARD COPY OF THIS APPLICATION THAT IS MEANT FOR REGISTRATION OF FIRM FOR 2019– 20 CHECKLIST			
	Copy of registration of firm / company / shop / establishment.	YES	NO
	Copy of TIN (VAT) number copy	YES	NO
	Copy of PAN Card	YES	NO
	LIST OF ARTICLES to be supplied to the Vidyalaya	YES	NO
	Proof of 3 years performance/ Income Tax Returns 2016–17, 2017-18 & 2018-19	YES	NO

DECLARATION

I / WE DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY/OUR KNOWLEDGE. I/WE UNDERTAKE TO INFORM KV NO-1 BHOPAL AT THE EARLIEST ANY CHANGE IN THE DETAILS MENTIONED ABOVE.

I / WE HEREBY AGREE TO ABIDE BY THE CONDITIONS PRESCRIBED IN THE ENCLOSED STATEMENT.

THANKING YOU,

Yours faithfully,

SEAL OF FIRM/COMPANY

Signature with Date,
Name and Designation of the 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. NO-1, Bhopal 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. 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.
6. Prescribed "Application Form" may be obtained from www.no1bhopal.kvs.ac.in or Vidyalaya office.
7. In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
8. If KV No-1 registers any Firm as approved Supplier he has to supply the material at KV No-1 Bhopal Stores and he has to accept the KV NO-1 Bhopal payment terms i.e. Payment shall be made by Cheque/NEFT within 20 days from the date of supply of the material in good condition.
9. Firms/Manufacturers/Authorised dealers are requested to submit their e-mail address, in order to start e-procurement.
10. Any change in address, phone number, Fax no. Shall be informed to KV No-1 Bhopal immediately, so as to have proper communication with these Firms/Manufacturers.
11. The documents that are to be submitted at the time of registration
 - a) Copy of registration of firm / company / shop / establishment.
 - b) Copy of TIN (VAT) number copy
 - c) Copy of PAN Card
 - d) LIST OF ARTICLES to be supplied to the Vidyalaya
 - e) Proof of 3 years performance/ Income Tax Returns 2016–17, 2017-18& 2018-19

PRINCIPAL

- **Tick the areas in which the firm wishes to provide the service/ goods.**
- Supply of office stationery.**
- Supply of Sports goods (Track Suits, Playing Kits, playing equipment and other sports goods etc.)**
- Supply of building material.**
- Supply of Electric items.**
- Supply of Hardware (carpenter) Material.**
- Supply of Hardware (Plumbing& sanitary) Material.**
- Supply of Lab equipments**
- Providing services for repairing and supply of Musical instruments.**
- Providing services of Photography and Videography.**
- Providing Bus/ Van / Car etc. for transportation (local and outstation).**
- Supply of tent & decoration Material oh hired basis.**
- Supply of Electric Generator on hired basis**
- Supply of sound system, lighting system etc. on hired basis.**
- Providing Air Conditioners repair services and its spare parts.**
- Providing repair and maintenance services of Water Purifiers and water coolers.**
- Providing cleaning services of water tanks.**
- Providing services for refilling of fire extinguisher.**
- Providing services of repair and maintenance of Intercom/ Telephone.**
- Services for House keeping staff, Guard and Gardner.**
- Providing services of Electrician.**
- Printing services on Flex etc.**
- Providing canteen services and labour for catering (cook and other staff)**

Signature with Date

Name and Designation of the Authorized Representative of the
Firm