

PM SHRI KENDRIYA VIDYALAYA SECTOR -12 DWARKA
PROFORMA FOR REGISTRATION OF FIRMS FOR SUPPLIER/SERVICE PROVIDER

1.	Category under which registration is sought			
2.	Name of the owner of the firm with address			
3.	Name & office address of the Firm/Agency			
4.	Date of Establishment of the agency/firm			
5.	Length of Experience in the given Field			
6.	Contact Details of representative	First		Second
		Name/ Designation		
		Mob		
		Landline		
	Email Id			
7.	VAT, TIN, TAN etc. numbers of the firm .(Please attach copies of related document)	GST No.		
		TAN No.		
		EPF A/c No.		
		ESI A/c No.		
		Service Tax No.		
		PAN No.		
8.	Details of experience & place of work during the last 03 years where the similar service are provided	Institute where rendered service/Supplies	Period	Name of supplies / Service

9.	State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last 3 years. IT Returns audited Balance Sheets & Revenue, A/c to be enclosed).					
10.	Brief details of Bankers	<table border="1"> <tr> <td>A/C Holder Name :</td> </tr> <tr> <td>Name of Bank :</td> </tr> <tr> <td>Bank Account No :</td> </tr> <tr> <td>IFSC No. of Bank :</td> </tr> </table>	A/C Holder Name :	Name of Bank :	Bank Account No :	IFSC No. of Bank :
A/C Holder Name :						
Name of Bank :						
Bank Account No :						
IFSC No. of Bank :						
11.	Are you agreeable to make deliveries to Kendriya Vidyalaya, Sec 12 Dwarka, when so directed?					
12.	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts?					
13.	If your firm is registered with any KV/KVS, RO/ KVS, HQ or any other State/ Central Govt. offices. Please give name and address					
14.	Whether the firm is blacklisted by any Govt. Dept/ Autonomous body or any criminal case is registered against the firm or its owners/partners anywhere in India					

NOTE: Without PAN,GST number and other mandatory documents required for specific works/services , 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.

Date: _____

SIGNATURE OF OWNER OF THE FIRM & SEAL

UNDERTAKING

I, Mr./Ms. _____ Director/Partner/Proprietor of M/s. _____ hereby undertake that the above furnished information is correct to the best of my knowledge and belief. In case of any information / supporting documents by me found to be incorrect/incomplete, the offer of my registration / contact will be cancelled automatically and action may be taken as per KVS rule. I assure you to provide the best service to the Vidyalaya.

Place :

Signature:

Name of Director/Partner/Proprietor

Date :

Seal 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. PM SHRI Kendriya Vidyalaya Sec 12 Dwarka reserves the right to reject any application.
4. Intimation with regard to registration of the firm as "Approved Supplier" or otherwise will be communicated to each firm.
5. The registration as "Approved Supplier" will be kept valid for a period of 01 years. 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 <https://dwarkasec12.kvs.ac.in>.
7. If PM SHRI Kendriya Vidyalaya Sec 12 Dwarka registers any Firm as approved Supplier he has to supply the material at PM SHRI Kendriya Vidyalaya Sec 12 Dwarka. He has to accept the PM SHRI Kendriya Vidyalaya Sec 12 Dwarka payment terms i.e. Payment shall be made by Crossed Cheque/RTGS/NEFT after receiving of the material in good condition.
8. Firms/Manufacturers/Authorised dealers are requested to submit their e-mail address, in order to start e-procurement.
9. Any change in address, phone number, Fax no. And Email Id shall be informed to PM SHRI Kendriya Vidyalaya Sec 12 Dwarka immediately, so as to have proper communication with these Firms/Manufacturers.
10. The documents that are to be submitted at the time of registration
 - Registration of firm
 - PAN, GST, EPF, ESIS number copy (self-attested)
 - Income tax returns of last 3 years.
 - Last 1 to 3 years work contract of any Govt. office. If applicable.