**सत्र 2023-24 के लिए फॉर्म पंजीकरण हेतु आवेदन पत्र / APPLICATION FORM FOR FIRM REGISTRATION (2023-24)**

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| --- | --- | --- |
| 1. | Name of the Firm (in Block Letters) |  |
| 2. | Date of establishment/ Incorporation |  |
| 3. | Correspondence address and Telephone No & Valid E-mail ID |  |
| 4. | Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company |  |
| 5. | Names of the Partners/Directors with his present address and mobile nos. |  |
| 6. | Name of Representative(s) with Designation with mobile nos. who would be calling on us and attending to our jobs. |  |
| 7. | Is the Firm under any Act? If so, state |   |
| 1. License No.
 |  |
| 1. Date of last renewal of Licence (copy of the licence to be enclosed)
 |  |
| 1. PAN No.
 |  |
| 1. TIN No.
 |  |
| 1. GST No.
 |  |
| 1. FSSAI Certificate (for canteen service only)
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| 1. ESIC No., if any
 |  |
| 1. EPF Registration No., if any
 |  |
| (Copies must be enclosed for point No. a to h) |  |
| 8. | State the latest Income Tax Assessed year and the amount of the Tax Assessed (Copies of last 3 years IT returns audited. Balance Sheets to be enclosed. |  |
| 9. | Turnover for the last three financial years | F.Y. 2019-20:-F.Y. 2020-21:-F.Y. 2021-22:- |
| 10. | If your firm is registered with any KV/KVS, RO or any other State/ Central Govt. Offices. Please give name and address |  |
| 11. | Name, Addresses and Telephone Nos. of some of your most valued clients. (A separate list may be attached). |  |
| 12. | Mention any other specialties of your establishment. |  |

**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.**

**DECLARATION**

I, Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Proprietor of M/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby undertake that the above furnished information is correct to the best of my knowledge and belief, in case of any information / supporting documents furnished by me found to be incorrect / false, the offer of my contract will be cancelled automatically and action may be action may be taken as per KVS rule. I assure you to provide the best services to the Vidyalaya.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2023

 **Signature**

**& Name and Designation of**

**Seal of Company 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 the “Application Form” shall be signed by the authorized representative of the Firm.

3. Kendriya Vidyalaya Sector-8, Rohini reserves the right to reject any application.

4. Preference will be given to those firms who are on the approved list of Govt. Deptt & Public sector undertakings of ISO Certificate holders or dealers authorized 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 an “Approved Supplier” will be kept valid for a period of 01 year. However, it will be reviewed, once a year, eliminating firms that may have gone out of business or whose performance has been found to be unsatisfactory.

7. Prescribe “Application Form” may be obtained from Vidyalaya’s website **“https://rohinisec8.kvs.ac.in/”**.

8. In the case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their manufacturers shall be submitted along with the completed application form.

9. If Kendriya Vidyalaya. Sector-8, Rohini registers any Firm as an approved Supplier he has to supply the material at Kendriya Vidyalaya Sector-8, Rohini. He has to accept the Kendriya Vidyalaya Sector-8, Rohini payment terms i.e. Payment shall be made by RTGS/NEFT within 30 days from the date of supply of the material in good condition.

10. Firms/Manufacturers/Authorised dealers are requested to submit their **email address**, in order to start e-procurement.

11. Any change in address, phone number and email id shall be informed to Kendriya Vidyalaya Sector-8, Rohini immediately, so as to have proper communication with these firms/manufacturers.