

Kendriya Vidyalaya Narela, Delhi-110040

Form for
(2019-20)

Registration firms/ Agencies for Supply /Services

1. Name & Address of the Firm/Agency:

.....
.....

2. Contact Number:

3. Email ID

4. Name of the owner of the firm.....

with address:

5. GST, TIN, TAN Number of firm: GST No.....

TIN No.

TAN No.....

6. PAN number of the owner:.....

7. Copies of return of VAT/TIN/

TAN of last 03 years should be
Attached with format

8. Details of experience & place of work during the last 03 years:

Institution where Rendered Service/supplied	Period	Name of the Service/supplies

Note: Without GST/TIN/PAN and VAT number, 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
document furnished by me found to be incorrect/false, the offer of my contract will be cancelled automatically
and action may be taken as per KVS rule. I assure you to provide the best service to the Vidyalaya.

Seal of Company

Signature with date

Name & Desig. of the authorized
representative of the firm

Tender Notice

KENDRIYA VIDYALAYA NARELA, DELHI-40 **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. Application Form shall be signed by the authorised representative of the Firm.
3. K.V. Narela Delhi 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".
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 www.kvnarela.edu.in .
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. Narela, Delhi registers any Firm as approved Supplier he has to supply the material at K.V.Narela, Delhi. He has to accept the K.V. Narela Delhi payment terms i.e. Payment shall be sent into account of the firm within 20 days from the date of supply of the material in good condition.
10. Any change in address, phone number, and Email Id shall be informed to K.V. Narela, Delhi immediately, so as to have proper communication with these Firms/Manufacturers.
11. The documents that are to be enclosed with the registration form.
 - (i) Registration of firm and GST
 - (ii) PAN number copy
 - (iii) Income tax returns of last three years

PRINCIPAL