



KENDRIYA VIDYALYA ,ITBP,MERTHI,  
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## फर्म पंजीकरण हेतु आवेदन पत्र/Form for Firm Registration

सेवा का प्रकार /(Type of Service):----- ----- क्र. -----सेवा / वस्तु का नाम :-----
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प्रत्येक सेवा/वस्तु के लिए पृथक आवेदन किया जाना चाहिए  
(Separate Application is to be filled-up for each category)

### सेवा प्रदान करने के नियम / Conditions for Supplying Services

- 1) The Firm/Supplier should be in profession for at least one year (**copy of proof must be enclosed**).
- 2) The Firm/Supplier should have registration with state & Local Authorities for undertaking the profession ( **Copies of proof to be enclosed**)
- 3) Kindly attach copy of Pan, GIST Registration No and Income Tax returns.

### APPLICATION FOR FIRM/SUPPLIER/ SERVICE PROVIDER

#### PART – 1 GENERAL INFORMATION

S.No.	Information sought	Information to be Provided
1	Name of the Firms ( in Block Letters)	
2	Date of Establishment/Incorporation	
3 a	EMAIL ID (Mandatory)	
3 b	Correspondence address and Telephone No.	
4	Address of Head Office ( if Separate and 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.	
09	Is the Firm registered Under any Act “? If so, state (a) Licence No. ,PAN No.,TIN No. (b) GIST No. (c) ESIS No. if any (d) EPF Registration No. if any. (enclosed copy of each one)	
10	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).	
11	Turnover for last three financial years	F.Y 2020-21 :- F.Y 2021-22 :- F.Y 2022-23 :-
12	Are you agreeable to make deliveries to Kendriya Vidyalaya, ITBP MERTHI, when so directed?	
13	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts?	
14	If your firm is registered with any KV/KVS, RO/ KVS, HQ or any other State/ Central Govt. offices. Please give name and address.	
15	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached).	
16	Mention any other specialties of your Establishment.	

**NOTE: Without PAN and GIST 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 FIRM/COMPANY**

Signature with Date, Name and  
Designation of 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. ITBP MERTHI 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 [mirthiitbp.kvs.ac.in/](http://mirthiitbp.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 Kendriya Vidyalaya, ITBP MERTHI registers any Firm as approved Supplier he has to supply the material at Kendriya Vidyalaya, ITBP MERTHI . He has to accept the Kendriya Vidyalaya, ITBP MERTHI payment terms i.e. Payment shall be made by **Electronic Pay System** within **30 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 Kendriya Vidyalaya, ITBP MERTHI 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, GIST, EPF, ESIS number copy
  - (iii) LAST THREE Income tax returns

PRINCIPAL

• **Tick the areas in which the firm wishes to provide the service**

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|--|--|
| <input type="checkbox"/> Printing of Question paper  | <input type="checkbox"/> Printing of Answer books                      |
| <input type="checkbox"/> Supply of printed envelopes   | <input type="checkbox"/> printing of Flex/banner                       |
| <input type="checkbox"/> AMC of Photocopiers/Riso machine                                    | <input type="checkbox"/> AMC of intercom machine                       |
| <input type="checkbox"/> AMC of Water cooler/water purifier UV plant                         | <input type="checkbox"/> AMC of Computers                              |
| <input type="checkbox"/> Providing of manpower (Clerks, Typist, Peon) etc.                   | <input type="checkbox"/> Providing housekeeping services               |
| <input type="checkbox"/> Providing sanitation services                                       | <input type="checkbox"/> providing security services                   |
| <input type="checkbox"/> Providing Bus Services  | <input type="checkbox"/> Scrap / disposal of Scrap                     |
| <input type="checkbox"/> Providing Tent Services   | <input type="checkbox"/> digital display screen /DTH services          |
| <input type="checkbox"/> Welding service   | <input type="checkbox"/> Carpenter services                            |
| <input type="checkbox"/> Providing new furniture   | <input type="checkbox"/> providing steel almirahas /wooden almirahas   |
| <input type="checkbox"/> Furniture/lock repair services                                      | <input type="checkbox"/> providing fridge/air cooler repair / services |
| <input type="checkbox"/> Providing white washing services                                    | <input type="checkbox"/> civil repair                                  |
| <input type="checkbox"/> Electrical repair   | <input type="checkbox"/> Telephone repair services                     |
| <input type="checkbox"/> Manpower consultancy services                                       | <input type="checkbox"/> providing Computer /ICT/printer etc. items    |
| supply, services   |  |
| <input type="checkbox"/> Internet and mobile related services                                | <input type="checkbox"/> Supply of electrical items                    |
| <input type="checkbox"/> Printing of Diaries and School Magazine                             | <input type="checkbox"/> Supply of Musical Instrument                  |
| <input type="checkbox"/> Supply of Sports items  | <input type="checkbox"/> Installation, repair, AMC of CCTV's           |
| <input type="checkbox"/> Air conditioner – Supply, rental, repair, AMC etc                   | <input type="checkbox"/> providing photography /videography            |
| <input type="checkbox"/> Providing Rubber stamps, name plates, numbering machine             | <input type="checkbox"/> Supply of plumbing sanitary items             |
| <input type="checkbox"/> Supply of A-4 size paper, supply of Photocopy machine with operator |  |
| <input type="checkbox"/> Providing Catering Services   | <input type="checkbox"/> Providing Paints and other materials.         |
| <input type="checkbox"/> Supply of laboratories materials and equipment's.                   | <input type="checkbox"/> Supply Gardening materials.                   |
| <input type="checkbox"/> Supply of Library Books   | <input type="checkbox"/> Supply of office Stationary & General Items   |