

PM SHRI.KENDRIYA VIDYALAYA NO.5. GWALIOR

वित्तीय वर्ष-2024-25 फर्म पंजीकरण हेतु आवेदन प्रपत्र

Form for Firm Registration

**सेवा का प्रकार :-
(Type of Service)**

(Separate Application is to be filled-up for each category)

सेवा प्रदान करने हेतु शर्तें : Conditions for Supplying Services

- 1) The Firm/Supplier should be in profession for at least one year (copy of proof must be Enclosed).
- 2) Annual Turnover of the firm should not be less than the turnover mentioned against the different categories in any of the three financial years (Attach proof).
- 3) The firm should be on the approved panel of at least 3 reputed Firms.
- 4) The Firm/Supplier should have registration with state & Local Authorities for undertaking the profession (Copies of proof to be enclosed)
- 5) Kindly attach copy of Pan, Tan GST, Identity Proof, firm Registration No.& Shop Act and income tax returns. Bank detail, Current Address Proof

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 firm | |
| 3 | Correspondence address and Telephone No. & Mobile No | |
| 4 | Address of Head office (if Separate and Telephone No. | |
| 5 | Status Proprietary/Partnership/Private Limited Company/Public Limited /Directors | |
| 4 | 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. | |
| 9 | Name of Bankers with address. Account No & IFSC Code | |

| | | |
|----|--|---|
| 10 | Is the Firm registered Under the Factories Act “? If so, state | |
| | 1. Licence No./Registration No | |
| | 2. Date of Last renewal of Licence/ Registration (Copy of the licence to be enclosed) | |
| | 3. PAN No. | |
| | 4. GST No | |
| 11 | Whether holding certificate under shops & establishment act duly renewed copy should be enclosed. | |
| 12 | State the latest income Tax Assessed year and the amount of Tax assessed (copies of last 3 year IT Return Balance Sheet & Revenue A/C to be enclosed) | |
| 13 | Turnover for last three financial years | F.Y 2021-22 F.Y 2022-23 F.Y 2023-24 |
| 14 | Are you agreeable to make deliveries to Kendriya Vidyalaya within and out of KV- 5,Gwalior, when so directed? | |
| 15 | Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts? | |
| 16 | If your firm is registered with any KV/KVS, RO/ KVS, HQ or any other State/ Central Govt. offices. Please give name and address. | |

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
PM SHRI Kendriya Vidyalaya No-5 Gwalior, to consider inclusion or my/our name in the list of their
approved firms/suppliers/service provider. We agree to give full satisfaction to the Vidyalaya in the
event of their doing so.

Dated at _____ this _____ day of _____ 2024

Name of Firm Signature with Seal

Address _____

**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.**