

KENDRIYA VIDYALAYA ONGC SIVASAGAR

Application form for the Registration of Firms/Agencies for Supply of Articles/Providing Services

FOR THE PERIOD OF ONE YEAR (Session: 2022 - 2023)

* Name of the articles/services/work for which registration is applied:

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1. Name & Address of the Firm/Agency:

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2. Telephone Number:

3. Email Id: Mobile No:

4. Name of the owner of the firm with address:

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5. GST NO. Of the Firm/Agency:

6. PAN/TAN of the Owner & Firm/Agency:

7. Copies of return of VAT/TIN/TANoflast03yearsshouldbeattached with format:

8. Details of experience & Place of work duringthelast03years:

Institution where rendered service/supplied articles	Period		Name of the Service/Supplies	If contract cancelled before expiry, mention reason.
	From	To		

NOTE: Without GST number, no firm will be registered. Vidyalaya reserves the right to cancel the name of the Supplier/Firm/Agency/Service Provider from its approved lists at its absolute discretion without assigning any reason.

DECLARATION

I Mr. /Ms. _____, Proprietor/Partner 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 rules. I assure you to provide the best services to the Vidyalaya.

SEALOF Firm/Agency

Signature with Date:

Name and Designation of the Authorized Representative of the Firm

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Please Tick the areas in which the Firm/Agency/Vendor wishes to provide the service:

<ul style="list-style-type: none"> <input type="checkbox"/> Printing of Diaries. <input type="checkbox"/> Printing of School Magazine/News Letters. <input type="checkbox"/> Printing of Question Papers. <input type="checkbox"/> Printing of Answer Books. <input type="checkbox"/> Printing of Various KVS Formats. <input type="checkbox"/> Supply of Printed Envelopes. <input type="checkbox"/> AMC of Photocopier Machines. <input type="checkbox"/> AMC of Air Conditioners/Water Coolers. <input type="checkbox"/> AMC of Water Filtration Equipments. <input type="checkbox"/> AMC of Computer Peripherals & Networking. <input type="checkbox"/> Providing of Manpower for Security/House Keeping Services etc. <input type="checkbox"/> Providing Sanitation Services <input type="checkbox"/> Providing Tent House Articles on rental basis. <input type="checkbox"/> Providing Stage Decoration & Lightening Services. <input type="checkbox"/> Providing Bus/Mini Bus/Car/Taxi Services for Local& Outstation Journeys. <input type="checkbox"/> Scrap / Disposal of Raddi. <input type="checkbox"/> Providing all type of Stationery Items <input type="checkbox"/> Providing Trucks / Tempos for transportation of material. <input type="checkbox"/> Providing Computer Peripherals. <input type="checkbox"/> Providing Data Entry Operators Services. <input type="checkbox"/> Providing Services of Photography & Videography. <input type="checkbox"/> Providing/Installation, Repair, AMC of Sound Systems and related services. <input type="checkbox"/> Providing PA System on Rental Basis. 	<ul style="list-style-type: none"> <input type="checkbox"/> Welding Services. <input type="checkbox"/> Carpenter Services. <input type="checkbox"/> Providing New Furniture Items. <input type="checkbox"/> Providing Steel Almirahs & Other Steel Furniture. <input type="checkbox"/> Providing Lock Repair Services. <input type="checkbox"/> Providing Air Conditioners Water Coolers/Fridge etc. <input type="checkbox"/> Providing Water Filtration Equipments and Repair Parts etc. <input type="checkbox"/> Providing White Washing Services. <input type="checkbox"/> Providing Civil Repair Works. <input type="checkbox"/> Providing Electrical Repair Works. <input type="checkbox"/> Providing Telephone Repair Services. <input type="checkbox"/> Providing Consumable & Non Consumable Lab. Equipments (Scientific Articles). <input type="checkbox"/> Providing Software and Hardware Services. <input type="checkbox"/> Internet Related Services. <input type="checkbox"/> Providing Chemicals and Other Chemistry Lab. Equipments. <input type="checkbox"/> IVRS Services / SMS Services. <input type="checkbox"/> Providing Food & Catering Services. <input type="checkbox"/> Canteen /Mess /Refreshment Services. <input type="checkbox"/> Games &Sports items. <input type="checkbox"/> Installation, Repair, AMC of CCTV's. <input type="checkbox"/> Providing Rubber Stamps, Name Plates, Numbering Machines. <input type="checkbox"/> Supply of Plumbing Sanitary Items.
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SEAL of Firm/Agency

Signature with Date:

Name and Designation of the Authorized Representative of the Firm

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REGISTRATION OF FIRMS AS APPROVED SUPPLIERS/VENDORS/SERVICE PROVIDERS

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. KV ONGC SIVASAGAR reserves the right to reject any application.
4. Preference will be given to those firms who are on the approved list of Govt. Dept. & 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 <https://no1sibsagar.kvs.ac.in> and Vidyalaya Office as well.
8. In case of Accredited Agents and Authorised Dealers/Stockists, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
9. If KV ONGC SIVASAGAR registers any Firm as "Approved Supplier" he has to supply the material at KV ONGC SIVASAGAR. He has to accept the KV ONGC SIVASAGAR payment terms i.e. payment shall be made by **Crossed Cheque** within 20 days from the date of supply of the material in good condition.
10. Firms/Manufacturers/Authorised Dealers/Agencies 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 KV ONGC SIVASAGAR immediately, so as to have proper communication with these Firms/Manufacturers/Agencies.
12. The documents that are to be submitted at the time of registration:
 - (i) Copy of Registration of Firm/Agency.
 - (ii) Copy of PAN/TAN of the Owner & Firm/Agency.
 - (iii) Copy of last three years Income Tax Returns.

PRINCIPAL



केन्द्रीय विद्यालय ओ.एन.जी.सी. शिवसागर, असम
KENDRIYA VIDYALAYA ONGC SIVASAGAR, ASSAM
जिला-शिवसागर(असम)-785697
Dist. - SIVASAGAR,(ASSAM)-785697
दूरभाष:(03772)-295083, 295084
Phone No.: (03772)-295083, 295084
E-mail:kvsivasagar@gmail.com/sivasagar1887@gmail.com
Website: <https://no1sibsagar.kvs.ac.in>
K V Code: 1887,U-DISE No.:18160323805
CBSE Affiliation No.200005, School Code: 39278

F. No. 29/KV/SVS/2021-22


Date: 27.02.2022

Firm Registration Notice

Registration of Firms, Suppliers/Vendors/Authorized Distributors/Service Providers for various items/services is to be done in Kendriya Vidyalaya ONGC Sivasagar for the session 2022-23. Parties willing to supply quality stores and to provide necessary services as registered vendors for local purchase/services/supplies/annual contract may register themselves up to 25.03.2022 by submitting a filled-in application form along with License of the Firm, GST Certificate, Latest IT Return, PAN etc. for the supply of below mentioned items/services:

S. No.	Name of Head	S. No.	Name of Head
1	Security Guards for 24 Hour Security of School Building & its Property.	20	AMC for Computers, Printers, Scanners and UPS.
2	Cleaners for cleanliness of School Building, Class Rooms and Campus.	21	Carpenters, Welders etc. for Furniture Repairing Work.
3	Guarders for maintenance of School Garden.	22	Electricians for electricity related Maintenance & Repairing Work.
4	Supply of Stationary Items for School Office.	23	Plumbers for Pipe Line & Sanitary repairing work.
5	Supply & Repairing of Electronic Items, TV, Fridge, Induction etc.	24	Supply of Paint & Painting Material along with services.
6	Supply of Furniture Items.	25	Supply of Skilled, Semi-Skilled & Un-Skilled Labours.
7	Supply of Computers & related Hardware, Software and Networking items.	26	Supply, Repairing & AMC of Photocopier & Riso Machines.
8	Supply of Tent, Light, PA System, Generator etc. on rental basis.	27	Supply, Repairing & AMC of Water Coolers.
9	Food & Catering Services for various School Programs.	28	Supply, Repairing & AMC of Air Conditioners.
10	Supply of Electrical Items & Fittings.	29	Supply of Fertilizers, Sand etc. for gardening.
11	Supply & Repairing of Audio-Visual and Musical Instruments.	30	Supply of Medicines & Medical Instruments.
12	Supply, Repairing & Refilling work of Fire Extinguishers.	31	Photography & Videography Related Works.
13	Printing Works of Question Papers, Answer Sheets, Registers, Diaries, School Magazines, News Letters and Various School Formats.	32	Supply of Computer Printers, Cartage Tonners, Refilling Work, Ink Cartages, Toners and Masters of Photography & Riso Machines
14	Supply of Text Books and Reference Books for School Library.	33	Transportation Facilities for Educational Tours of the Students.
15	Supply of Games & Sports Items.	34	Supply, Repairing & AMC of Water Purifiers.
16	Supply of Laboratory Instruments & Chemicals.	35	Operating of School Canteen.
17	Supply of Furniture Repairing Materials i.e. Ply Boards, Block Boards, Mica and other Hardware Items.	36	Supply of Materials and Labours for Repairing of Widows & Replacing of Broken Window Glasses.
18	Supply of Sanitary Items.	37	Supply of Building Material and Labours for Civil Repairing Works.
19	Supply, Repairing & AMC of CCTV Cameras and related Equipments.	38	Supply, Repairing & AMC of Central Announcement (Sound) System and related Equipments.

Principal

	Kendriya Vidyalaya ONGC Sivasagar
	ONGC Colony, Sivasagar, Assam-785697

Registration for Suppliers/Vendors/Service Providers for FY 2022 - 23

Applications are invited from prospective suppliers/vendors/authorized distributors/service providers willing to supply quality stores and to provide necessary services at Kendriya Vidyalaya ONGC Sivasagar as registered vendors for local purchase/services/supplies/annual contract for items/services mentioned at the Vidyalaya Website, up to 25.03.2022. Interested parties may register with Kendriya Vidyalaya ONGC Sivasagar by submitting a filled-in application form along with License of the Firm, GST Certificate, Latest IT Return, PAN etc. Detailed information & Registration Form can be obtained free of cost from Vidyalaya website: <https://no1sibsagar.kvs.ac.in> or from the Vidyalaya Office during office hours.

Principal