

# 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, 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	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.	
9	Name of Bankers with address & telephone nos.	

10	Is the Firm registered Under the Factories Act "? If so, state (a) Licence No. (b) Date of Last renewal of Licence ( Copy of the licence to be enclosed) (c) PAN No. (d) ESIS No. if any (e) EPF Registration No. if any.	
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 years. IT Ruterns Balance Sheets & Revenue, A/c to be enclosed).	
13	Turnover for last three financial years	F.Y 2014-15 F.Y 2015-16 F.Y 2016-17
14	Are you agreeable to make deliveries to Kendriya Vidyalaya within and out of KV-3 Morar Cantt,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.	
17	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached).	
18	Mention any other specialties of your Establishment.	

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  
Kendriya Vidyalaya No-3 Morar Cantt 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 \_\_\_\_\_ 2017.

Signature with Seal

Name:- \_\_\_\_\_

Designation: \_\_\_\_\_

**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.**