

**केन्द्रीय विद्यालय संगठन, संभागीय कार्यालय, कोलकाता**  
**KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, KOLKATA**

**संस्था सूचीबद्धता हेतु सूचना / NOTICE FOR ENLISTMENT OF FIRM**

केविसं, कोलकाता संभाग को सत्र 2022-23 के लिए निम्नलिखित सेवाएँ प्रदान करने की इच्छुक पंजीकृत संस्थाएं अपने फार्म को सूचीबद्ध करने के लिए दिनांक 20.03.2023 तक आवेदन प्रस्तुत करें।

- 1) एयर कंडीशनर का वार्षिक रखरखाव (AMC for Air Conditioners),
- 2) कम्प्यूटर, प्रिंटर का वार्षिक रखरखाव (AMC for Computer and Printer),
- 3) छपाई का कार्य (Printing works)
- 4) एक्यूगार्ड, कूलर एवं जल शोधक यंत्र हेतु वार्षिक रख-रखाव कार्य (AMC for Aquaguard, Water Cooler, RO/Water purifier);
- 5) फर्नीचर मरम्मत (कुर्सी, टेबल इत्यादि) / Furniture repairing (Chair, Table etc);
- 6) पानी का नल आदि मरम्मत (Repairing of Water Tap etc.)
- 7) पंखा, स्विच, स्विच बोर्ड, रेग्युलेटर आदि मरम्मत (repairing of Fan, Switch, Switch Board, Regulator etc.)
- 8) Refilling of Fire Extinguishers / अग्निशामक यंत्र की रिफिलिंग।

विशेष (NOTE): संस्था के पास TIN, PAN, EPF No., ESI Registration, Labour License (जो भी लागू हो), Firm Registration एवं Bank A/c No. होना आवश्यक है तथा इनकी छाया प्रतियाँ प्रार्थना पत्र के साथ भिजवाना अनिवार्य है | आवेदन हेतु केविसं, कोलकाता संभाग की वेबसाइट <https://rokkolkata.kvs.gov.in> देखें |

**For format for Application and Terms & Conditions please see Page 2 & 3 below:**

# **Enlistment of Firms – Notice**

## **ENLISTMENT 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. All pages of "Application Form" shall be signed and stamped by the authorized representative of the firm.
3. KVS RO Kolkata reserves the right to accept / reject any application.
4. Intimation with regard to enlistment of the firm as "Approved Supplier" or otherwise will be communicated to each firm.
5. The firm enlisted as "Approved Supplier" will be kept valid up-to 31.03.2024. 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.
6. If KVS RO Kolkata enlists any Firm as approved supplier / service provider, it has to supply / provide the material / service to KVS RO Kolkata and it has to accept the KVS RO Kolkata payment terms i.e. Payment shall be made through NEFT after supply of the material or after providing the services satisfactorily.
7. Any change in address, phone number, e-mail ID shall be informed to KVS RO Kolkata immediately, so as to have proper communication with the Firm / Manufacturer.
8. The documents that are to be submitted at the time of enlistment:
  - i) Registration of Firm
  - ii) PAN

**Dy. Commissioner**

**APPLICATION FOR ENLISTMENT OF FIRM**  
(TO BE FILLED BY AUTHORISED PERSON / OWNER OF ORGANISATION)

1	Name of the Organisation / Company / Supplier / Vendor			
2	Address for Communication	Shop No.		
		Street Name		
		Village (P.O.)		
		City		
		PIN Code		
3	Telephone No.	Land Line No.		
		Mobile No.		
		E-mail ID		
4	Brand / Article / services in which Business is done  (*if any other item / article you can supply, then a separate sheet may be used while submitting hardcopy of registration)	Sl. No.	Name of the Brand / Article / Item that you can supply	Name of the manufacturer
		1		
		2		
		3		
		4		
5	Registration Related Numbers	GST Number		
		TIN		
		PAN		
6	I declare that, the following documents are enclosed with the hard copy of this application that is meant for enlistment of firm.			
a)	Copy of Registration Certificate of Firm	Yes	No	
b)	Copy of TIN / GST Registration certificate	Yes	No	
c)	Copy of PAN	Yes	No	
d)	List of Articles / services for which enlistment requested.	Yes	No	
e)	Proof of 3 years performance of the company / shop	Yes	No	

**DECLARATION**

I / We declare that the information furnished above is true to the best of my / our knowledge. I / We undertake to inform KVS RO Kolkata at the earliest about the changes in the details mentioned above. I / We hereby agree to abide by the conditions prescribed in the enclosed statement. In case of any information / supporting document furnished by me / we found to be incorrect / false, the offer of my /our contract will be cancelled automatically and action may be taken as per KVS Rules. I / we assure you to provide the best service to KVS Regional Office, Kolkata.

Yours faithfully,

Seal of the Company

Signature with date

Name & Designation \_\_\_\_\_  
of the Authorised Representative of the Firm