

KENDRIYA VIDYALAYA NAMRUP
Registration of suppliers for the Financial Year 2023-24

Applications are invited from prospective supplier / authorized distributors willing to supply quality stores at Kendriya Vidyalaya Namrup as Registered suppliers for the following items during the year 2023-24

1. Furniture including its repair and maintenance.
2. Children Park.
3. Stationary Items.
4. Printing Materials.
5. Computer /Printer & other stationary items/repair and maintenance.
6. Repair & maintenance of the Vidyalaya & Field etc.
7. Science lab consumables and equipment.
8. Xerox machine ink & other accessories.
9. Sports Items.
10. Tent& Catering services.
11. Security & Cleaning Staff.
12. Audio Visual Aids.
13. Craft & SUPW Items.

Interested parties may register with Kendriya Vidyalaya Namrup by submitting a filled-in application form that is available at <https://namrupbvfl.kvs.ac.in/> and at the Vidyalaya office during 9:30am to 12:30pm on all working days. This form is available free of cost. The Last date to submit the filled in application form is 15/03/2023.

Principal

REGISTRATION 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 by the authorized representative of the Firm.
3. K.V. NAMRUP reserves the right to reject any application.
4. Preference will be given to those Firms which are on the approval list of Govt. Dept. and Public Sector Undertaking or ISO Certificate holders or dealers authorized by manufacturers.
5. Intimation with regards 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 financial 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://namrupbvfl.kvs.ac.in/> and Vidyalaya office as well as.
8. In case of Accredited Agents and Authorized Dealers/Stockiest, satisfactory evidence from their manufacturers shall be submitted along with the completed application form.
9. If KV Namrup registers any firm as approved supplier it has to supply items and Payment shall be made after the supply of the material in good condition.
10. Firms/Manufactures/Authorized dealers are requested to submit their e-mail address, in order to start e-procurement.
11. Any change in address, phone number, and email address shall be informed to KV Namrup immediately. So as to have proper communication with these Firms/ Manufacturers.
12. The documents that are to be submitted at the time of registration.
 - a) Registration of Firm.
 - b) PAN number copy.
 - c) Income Tax return (Last two years)
 - d) TIN No.
 - e) GST Registration copy.

TO BE FILLED BY AUTHORIZED PERSON/ OWNER OF ORGANIZATION

1	NAME OF THE ORGANIZATION/COMPANY/SUPPLIERS/ VENDOR																		
2	ADDRESS FOR COMMUNICATION	SHOP NO																	
		STREET NAME																	
		VILLAGE(POST)																	
		CITY																	
		PINCODE																	
3	TELEPHONE NUMBERS	LANDLINE(O)																	
		FAX(O)																	
		MOBILE																	
4	BRAND /ARTICLE IN WHICH BUSINESS IS DOING. (Incomplete in any sense may be rejected)	SL.NO	Name of the Brand/Article/Item that you can supply	Name of the Manufacturer															
		1)																	
		2)																	
		3)																	
		4)																	
		5)																	
5	Registration Related Numbers	GST NUMBER																	
		TIN/VAT NUMBER																	
		PAN NUMBER																	
6	I DECLARE THAT, THE FOLLOWING DOCUMENT ARE ENCLOSED WITH THE HARD COPY OF THIS APPLICATION THAT IS MEANT FOR REGISTRATION OF FIRM FOR 2018-19																		
-	Copy of registration of firm/company/shop	YES	NO																
-	Copy of TIN(VAT) number copy	YES	NO																
-	PAN NUMBER Copy	YES	NO																
-	LIST OF ARTICLES that we can supply to the Vidyalaya	YES	NO																
-	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 **KV NAMRUP** AT THE EARLIEST ANY CHANGE IN THE DETAILS MENTIONED IN THE ABOVE. I/WE HEREBY AGREE TO ABIDE BY THE CONDITIONS PRESCRIBED IN THE ENCLOSED STATEMENT.

THANKING YOU,

Yours faithfully,

SEAL OF COMPANY

Signature with Date,

Name and Designation of the Authorized Representative of the Firm