



केन्द्रीय विद्यालय बिलासपुर (छग)
मानव संसाधन विकास मंत्रालय : भारत सरकार
Kendriya Vidyalaya Bilaspur (CG)

Phone: 07752-249160 (O) 249161 (R)
Ministry of HRD : Govt. of India
गुरु नानक चौक के पास बिलासपुर-495004
Near Guru Nanak Chauk, Bilaspur-495004

Email- bilaspurkv@gmail.com

Ref.No.-455/KVB/2022-23/

Date-19/04/2022

Firm Registration for Session 2022-23

Applications are invited from prospective suppliers/ distributors/ service providers/ firms/ dealers etc. to supply various items i.e. (Stationary items/ Lab equipment's /Printing services/games & sports material /civil petty construction & maintenance/Catering & canteen service/Tent services/ AMC for computer & CCTV Xerox Machine/Water filter- cooler/ AC etc./Electrical Items/ Dress & Costumes/ Sanitary Material/Musical Instruments/Furniture Repair /Plumbing Item /Transport services) in different heads/ areas for the Vidyalaya for the session 2022-23 should reach the office latest upto 05/05/2022 upto 2.00PM. For details of registration process and format may visit <https://bilaspur.kvs.ac.in>

NOTE : on the top of the envelope vendor/firm should mention – firm registration for the session 2022-23 with type of service for which application is being submitted.

List of services for registration for the session 2022-23 at KV BILASPUR

Sl	Name of Service/ Category	Brief Description	Remarks
1	Lab Equipment	Supply of materials and services for Physics, Chemistry, Biology, Mathematics, Jr. Science lab etc.	
2	Stationary Items	Copy, printing paper, pen, pencil, cardboard, etc	
3	Games & Sports	Supply of materials and services for Games and sports	
4	Printing Services	Answer Sheet, Question Paper, School Magazine, Diary, FLEX, BANNER, Screen Printing etc.	
5	Civil Petty Construction & Maintenance	Supply of materials and services for petty construction/ repairing works including hardware store materials	
6	Catering and Canteen Services	Supply of catering items and running canteen etc. in various occasions	
7	Tent Services	Supply of materials and services for tent, decoration of mandap/ pendal, stage decoration, Light & Sound / bedding/cot etc.	
8	AMC for Computer/ CCTV/ Xerox Machine/ Gen Set/ Water filter-cooler/ AC etc.	Supply of materials and services for different machineries	
9	Electrical Items	Supply of electrical materials for Vidyalaya use.	
10	Dress & Costumes	Supply of materials and services on purchase or on rent for various programme	
11	Sanitary Materials	Supply of various sanitary materials for toilets/ washrooms/ brooms, jharu/ phenyl, odonil etc	

12	Musical Instruments	Supply of musical instrumental materials on rent or on purchase	
13	Furniture Repair	Repairing of various furniture	
14	Plumber Item	Supply of Plumbing materials for Vidyalaya.	
15	Transport services	Supply of various types of vehicles on rent basis	



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Form for Firm Registration

सेवा का प्रकार :-

(Type of Service)

(Separate Form is to be filled-up for each category from the enclosed list)

सेवा प्रदान करने हेतु शर्तें: Conditions for Supplying Services:

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. Preference will be given to those firms who are on the approved list of Govt. Dept. And Public sector Undertakings or ISO Certificate holders or dealers authorised by manufacturers.
4. 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.
5. Prescribed "Application Form" may be obtained from www.kvbilaspur.com or from Vidyalyaya office as well.
6. In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
7. If KV Bilaspur registers any Firm as approved Supplier he has to supply the material at KV Bilaspur Stores and he has to accept the KV Bilaspur payment terms i.e. Payment shall be made by Digital Transactions or A/c Payee Cheque once the materials are supplied in good condition.
8. Firms/Manufacturers/Authorised dealers are requested to submit their Bank account detail, IFSC code etc. and e-mail address, in order to start e-procurement.
9. Any change in address, phone number, Fax no. Shall be informed to KV Bilaspur immediately, so as to have proper communication with these Firms/Manufacturers.

10. K.V. Bilaspur reserves the right to reject any application.

11. Last date of Registration (sealed packed with hard copy including all relevant documents) is 05 May 2022 upto 2.00 PM.

PRINCIPAL

के. वि. बिलासपुर में 2022-23 सत्र के लिए फर्म पंजीकरण हेतु आवेदन पत्र

Application Form for Firm Registration at KV Bilaspur for 2022-23

Last Date of Registration- 5 May 2022 upto 2.00 PM

सेवा का प्रकार :-
(Type of Service)

(Separate Form is to be filled-up for each category from the enclosed list)

TO BE FILLED BY AUTHORIZED PERSON / OWNER OF ORGANIZATION

1	NAME OF THE/ VENDOR ORGANIZATION/ COMPANY / SUPPLIER / FIRM										
2	ADDRESS IN DETAIL	Office Address-									
		Communication Address-									
3	TELEPHONE NUMBERS	Landline(O)									
		Mobile									
		Mobile									
		Email									
4	Registration Related Numbers	GST									
		PAN NUMBER									
		TIN NUMBER									
		BANK DEETAILS FOR PAYMENT		A/C-		Bank Name-					
				Branch-							
				IFSC Code-							
5	I DECLARE THAT, THE FOLLOWING DOCUMENTS ARE ENCLOSED WITH THE HARD COPY OF THIS APPLICATION THAT IS MEANT FOR REGISTRATION OF FIRM FOR 2022 – 23. (Tick applicable)										

	Copy of firm registration/ License etc.	
	Copy of GST	
	Copy of PAN Card	
	Copy of TIN (VAT) number	
	Proof of similar experience of the firm	
	IT Return file detail	
	EPF Registration No. detail (if any)	
	Any Other	

DECLARATION

I / we declare that the information furnished above is true to the best of my/our knowledge. I/we undertake to inform KV BILASPUR at the earliest in any change of the details mentioned above.

I / we hereby agree to abide by the terms & conditions prescribed in the enclosed statement.

Thanking you,

Date-
(Authorized Representative)

Signature with Seal

Name:- _____

Designation: _____

Contact No- _____

(Office Seal)