

केन्द्रीय विद्यालय बालीगंज / KENDRIYA VIDYALAYA BALLYGUNGE
BM Camp, BC Road, Kolkata - 700019

संस्था पंजीकरण हेतु सूचना / NOTICE FOR ENLISTMENT OF FIRM

विद्यालय को सत्र 2019-20 के लिए निम्नलिखित सामान की आपूर्ति एवं सेवाएँ प्रदान करने की इच्छुक पंजीकृत प्राप्त संस्थाएं अपने फार्म रजिस्ट्रेशन हेतु दिनांक 28.02.2019 तक आवेदन प्रस्तुत करें।

सामान (ITEMS)

1. विद्यालय एवं ऑफिस फर्निचर (Vidyalaya & Office Furniture); 2. विज्ञान एवं गणित के उपकरण/सामग्री (Science & Maths lab items, equipment & chemicals); 3. खेलकुद सामग्री (Sports items); 4. विद्युत एवं सेनेटरी सामान (Electric & Sanitary items); 5. स्टेशनरी (Stationery items); 6. संगीत उपकरण (Musical instruments); 7. कम्प्युटर एवं संबन्धित उपकरण (Computer & peripherals); 8. साफ-सफाई सामग्री (Cleaning materials); 9. एयर कंडीशनर, कूलर एवं जल शोधक यंत्र (Air Conditioners, Coolers & RO/Water Purifier); 10. रंग-पेंट सामग्री (Colouring & Painting items); 11. पुरस्कार, मेडल, मोमेंटों (Awards, Medals, Mementos); 12. निर्माण सामग्री (Construction items); 13. सी. सी. टी. वी. कैमरा व अन्य (CCTV & its peripherals).

सेवाएँ (Services)

1. चौकीदार (Security Gurard); 2. साफ-सफाई (House Keeping & Conservancy Staff); 3. बागवानी (Gardener); 4. टेंट सेवाएँ (Tent & other items); 5. छपाई का कार्य (Printing works); 7. कम्प्युटर, फोटोस्टेट, रिजोग्राफ मशीन, प्रिंटर, एक्यूगार्ड, एयर कंडीशनर, कूलर एवं जल शोधक यंत्र हेतु वार्षिक रख-रखाव कार्य (AMC for Computer, Xerox machine, Risograph, Printer, Aquaguard, Air Conditioner, Water Cooler, RO/Water purifier); 8. फर्नीचर मरम्मत (Furniture repairing); 9. किराए पर वस्त्र/पोशाक/आभूषण (Dress, Costume & artificial jewellery on rent); 10. केटरिंग (Catering service); 11. प्रिंटर कार्ट्रिज रिफिलिंग (Printer cartridge refilling); 12. पंखया, स्विच, स्विच बोर्ड, रेग्युलेटर आदि मरम्मत (repairing of Fan, Switch, Switch Board, Regulator etc.); 13. संगीत उपकरण मरम्मत (Repairing of Musical Instruments), 14. कैंटीन (Canteen), 15. परिवहन (Transportation)

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 विद्यालय की वेबसाइट www.kvballygunge.in देखें।

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



केन्द्रीय विद्यालय बालीगंज
KENDRIYA VIDYALAYA BALLYGUNGE
(An Autonomous Body Under Ministry of HRD, Govt. of India)
बालीगंज सैन्य शिविर, बालीगंज मैदान कैंप, कोलकाता -700019
Ballygunge Maidan Camp, Ballygunge Circular Road, Kolkata-19
(033) 24865171, CBSE AffiliationNo.2400018, School Code:08413
Web.: www.kvBallygunge.org, E-mail: kvballygunge17@gmail.com

Registration of Firms – Notice

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. KV Ballygunge reserves the right to reject any application.
4. 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 authorized 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 up-to 30.04.2020. 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" is enclosed herewith and it may be obtained from Vidyalaya office / Website of the Vidyalaya i.e. www.kvballygunge.in as well.
8. In case of Accredited Agents and Authorised Dealers / Stockiest, satisfactory evidence from their manufacturers shall be submitted along with the completed application form.
9. If KV Ballygunge registers any Firm as approved supplier, he has to supply the material at KV Ballygunge and he has to accept the KV Ballygunge payment terms i.e. Payment shall be made through NEFT after supply of the material in good condition.
10. Firms / Manufacturers / Authorised dealers are requested to submit their e-mail address in order to start procurement.
11. Any change in address, phone number, e-mail ID shall be informed to KV Ballygunge immediately, so as to have proper communication with these Firm / Manufacturers.
12. The documents that are to be submitted at the time of registration:
 - i) Registration of Firm
 - ii) PAN
 - iii) Income Tax return 2016-17 & 2017-18

PRINCIPAL

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		
		Mobile No.		
		E-mail ID		
4	Brand / Article 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		
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 registration 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 that we can supply to the Vidyalaya	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 KV Ballygunge 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 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 service to the Vidyalaya.

Yours faithfully,

Seal of the Company

Signature with date

Name & Designation _____
of the Authorised Representative of the Firm