

केन्द्रीय विद्यालय लेखापानी
व्यावसायिक फर्मों के पंजीकरण हेतु सूचना

पंजीकृत/स्वीकृत/फर्मों/आपूर्तिकर्ताओं से वर्ष 2020-2021 के लिए निम्नांकित सामान एवं सेवाएं प्रदान करने के लिए आवेदन पत्र आमंत्रित हैं- फर्नीचर की आपूर्ति एवं मरम्मत, प्रयोगशाला हेतु सामान एवं मरम्मत, कम्प्यूटर तथा उससे संबन्धित अतिरिक्त सहायक सामान की आपूर्ति तथा मरम्मत, कम्प्यूटर तथा फोटोस्टेट मशीन के लिए ए.एम.सी., खेलकूद सामग्री, शिक्षण सहायक सामग्री, संगीत वाद्य-यंत्र आपूर्ति व मरम्मत, प्रिंटिंग कार्य, दृश्य-श्रव्य सहायक सामग्री की आपूर्ति तथा मरम्मत, स्मृति-चिह्न एवं पदक, स्टेशनरी, पुस्तकालय पुस्तकें, वॉच एवं वार्ड (security) की सेवाएं, साफ-सफाई प्रबंध एवं बागवानी, किराए पर परिधान उपलब्ध करवाने हेतु, वॉटर प्यूरीफायर, रेफ्रिजरेटर, अग्निशमन यंत्र तथा उनकी भराई, वातानुकूलित यंत्र (एयर कंडीशनर), परिभ्रमण एवं साहसिक गतिविधियों हेतु वाहन उपलब्धि, सफेदी व रंगरोगन का सामान, सेनेटरी सामग्री की आपूर्ति तथा मरम्मत, हार्डवेयर सामग्री, किराए हेतु टेंट-शामियाना, बिस्तर, लाइट एंड साउंड सिस्टम, बिजली के सामान की आपूर्ति तथा मरम्मत, बिल्डिंग मेटेरीयल आपूर्ति, ग्रिल, चैनल, गेट, बागवानी के यंत्र एवं विद्यालय के विविध कार्यक्रमों में कैटरिंग एवं भोजनालय व्यवस्था हेतु प्राचार्य को पैन, जी.एस.टी. नंबर की छायाप्रतियाँ आदि सहित दिनांक 31.01.2020 तक आवेदन करें। आवेदन प्रारूप एवं विस्तृत जानकारी विद्यालय वेबसाइट www.lekhapani.kvs.ac.in से प्राप्त करें।

प्राचार्य

KENDRIYA VIDYALAYA LEKHAPANI
NOTICE FOR REGISTRATION OF FIRMS

Applications for registration from the registered/ approved firms/ suppliers are hereby invited for supply of goods and services for the year 2020-21 as mentioned below.

Supply and Repair of furniture , material for science labs , Computer Peripherals and Accessories, Water Purifier, Refrigerator, Air Conditioners, Water Coolers, Sports Material, Teaching Aids, Musical Instruments, Stationary Items; **Printing works; AMC** for computers and Photostat Machine; **Supply of** Audio- Visual Aids, Trophies and Medals, Library Books, Electrical Items;; **Service** of Watch and Ward (Security), Sanitation / Cleanliness and Gardening, Catering and school canteen ; **Hiring of** Dresses, Tent-Shamiana, Bedding, Light & sound system, Transport for excursion/ adventure activities etc ; White wash, Paint Material and Labour, Plumber, Sanitary and Hardware Material, Fire Extinguisher & their refilling, Grill Channel Gate, Gardening equipments, flower pots, Building Material & Maintenance etc.

Apply to the Principal along with the Photocopies of TAN/TIN/ sales Tax/ GST numbers etc. up to **31-01-2020**. For Application form and detailed information visit Vidyalaya web site www.lekhapani.kvs.ac.in

Principal

Registration of suppliers for the Financial Year 2020-21

Application are invited from prospective supplier / authorized distributors willing to supply quality stores at Kendriya Vidyalaya Lekhapani as Registered suppliers for the following items during the year 2020-21

Supply and Repair of furniture , material for science labs , Computer Peripherals and Accessories, Water Purifier, Refrigerator, Air Conditioners, Water Coolers, Sports Material, Teaching Aids, Musical Instruments, Stationary Items; **Printing works; AMC** for computers and Photostat Machine; **Supply of** Audio- Visual Aids, Trophies and Medals, Library Books, Electrical Items;; **Service** of Watch and Ward (Security), Sanitation / Cleanliness and Gardening, Catering and school canteen ; **Hiring of** Dresses, Tent-Shamiana, Bedding, Light & sound system, Transport for excursion/ adventure activities etc. ; White wash, Paint Material and Labour, Plumber, Sanitary and Hardware Material, Fire Extinguisher & their refilling, Grill Channel Gate, Gardening equipment, flower pots, Building Material & Maintenance etc.

Interested parties may register with Kendriya Vidyalaya Lekhapani by submitting a filled-in application form that is available at www.lekhapsani.kvs.ac.in and at the Vidyalaya office during 9:30 am to 12:30 pm on all working days. This form is available free of cost. The Last date to submit the filled in application form is 31/01/2020.

Principal

KENDRIYA VIDYALAYA LEKHAPANI

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. Lekhapani reserves the right to reject any application.
4. Preference will be given to those Firm who 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 www.lekhapsani.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 Lekhapani registers any firm as approved supplier he has to supply items i.e. Payment shall be made by cheque within 20 days from the date of 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 Lekhapani 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 / SUPPLIER / 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)	S. 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 DOCUMENTS ARE ENCLOSED WITH THE HARD COPY OF THIS APPLICATION THAT IS MEANT FOR REGISTRATION OF FIRM FOR 2015 - 16												
-	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 **LEKHA PANI** AT THE EARLIEST ANY CHANGE IN THE DETAILS MENTIONED 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