

To
The Principal
Kendriya Vidyalaya No.2 Kharagpur
PO: Kharagpur , Distt- Paschim Medinipur
West Bengal-721301

**PROFORMA FOR ENLISTMENT OF SUPPLIERS/ VENDORS/
SERVICE PROVIDERS/CONTRACTORS FOR SESSION 2022-24**

Type of Service / Goods: -

(Separate Application is to be filled-up for each category)

1.	Name of the firm/company:	
2.	Address of the firm/company & contact telephone No.:	
3.	Name & address of the proprietor/contractor /partner of the firm/company with communication details like Phone/Fax No., Mobile no/email address	
4.	Registration/enlistment sought for: - as a Supplier/ Service Provider/Contractor	
5.	Registration/enlistment particulars, (Attach supportive documents)	i) Trade License No./Contractors license No. :..... ii) PAN No. : _____ iii) GST/CST registration No. : _____ iv) Service Tax Regn No. : _____ v) Other details if any: _____
6.	Banker's details	a. Current A/c No. _____ b. Name & address of the bank
7.	Whether enlisted with any Govt. Institution or not if yes submit details	
8.	Documents attached: - (Xerox copies of all the documents as the proof of all the above statements should be attached	

I Sri _____ proprietor/partner/authorized signatory of the firm
M/s _____ do here by confirmed that the above information
provided by me are correct. I assure to provide my sincere / satisfactory service to the stated Institution if I am
considered for registration / enlisted at your end.

Signature of the Proprietor/partner/authorized signatory of
M/s _____
Date: _____

STAMP/SEAL

NOTE: Without PAN, GST number, Trade License and other mandatory documents required for specific works/ services , no firm will be registered. The Vidyalaya reserves the right to cancel the name of the supplier/firm/service provider from its approved lists at its absolute discretion without assigning any reason.

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 authorised representative of the Firm.
3. K.V.No.-2 Kharagpur 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 authorised 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 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.
7. Prescribed "Application Form" may be obtained from <https://no2kharagpur.kvs.ac.in/>
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 Kendriya Vidyalaya, No.-2 Kharagpur registers any Firm as approved Supplier he has to supply the material at K.V. No.-2 Kharagpur. He has to accept the Kendriya Vidyalaya, No.-2 Kharagpur payment terms i.e. Payment shall be made by RTGS/NEFT within 30 days from the date of supply of the material/service in good condition.
10. Firms/Manufacturers/Authorised dealers are requested to submit their e-mail address, in order to start e-procurement.
11. Any change in address, phone number, Fax no. And Email Id shall be informed to Kendriya Vidyalaya No.-2 Kharagpur immediately, so as to have proper communication with these Firms/Manufacturers.
12. The documents that are to be submitted at the time of registration
 - (i) Registration of firm
 - (ii) Trade License
 - (iii) PAN, GST, EPF, ESIS number copy (self-attested)
 - (iii) Income tax returns (Last three years)
 - (iv) Last 1 to 3 years work contract of any Govt. office.

नोटिस



केन्द्रीय विद्यालय संस्थान

**KENDRIYA VIDYALAYA
NO.2 KHARAGPUR
NOTICE**

**Notice for enlistment of Suppliers /Vendors/
Service Providers/Contractors for the Session
2023-24 Kendriya Vidyalaya No.2, Khargapur invites**

application from registered and reputed firms having GST Numbers for enlistment to supply of the following items and works Computer (Hardware, Software and peripheral). Office stationary, Sanitation items. Furniture (Wood/Plywood/Steel and repairing). Science equipment (Consumable/ Non Consumable) Music equipment, Teaching aid, Audio Visual items, Electrical items, Hiring of dress for cultural programme, Sports items, Fire extinguisher equipment, Printing work. Photography. Water cooler, Aqua guard, Air Condition, Fridge, Catering & Decoration, Civil work. Transport AMC of Computer and Water purifier, Photocopier etc. Interested firms download enlistment form from our Vidyalaya website <https://no2kharagpur.kvs.ac.in> and send to this Vidyalaya with relevant documents latest by 30.04.2023 in all working days.

PRINCIPAL, KV NO.2 KHARAGPUR

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केन्द्रीय विद्यालय नं. २, खड़गपुर
KENDRIYA VIDYALAYA NO. 2, KHARAGPUR

(अधीनस्थ - शिक्षा मंत्रालय, भारत सरकार)

(Under Ministry of Education, Govt. of India)

रेलवे सेटलमेंट, पोस्ट - खड़गपुर, जिला - प. मिदनापुर, प. बंगाल, पिन - ७२१३०१

Railway Settlement, Post : Kharagpur, Dist : Paschim Midnapore, West Bengal, Pin - 721301

E-mail : kv2kharagpur@gmail.com; Website: <https://no2kharagpur.kvs.ac.in>

Ph.(03222) 255964, KVS Region Code:06, Station Code:159, School Code:1261, CBSE Affiliation No. 2400039, CBSE School No. 19232



पत्रांक फ०.25350/2022-23/KV2/KGP

दिनांक : 21.04.2023

फर्मों के पंजीकरण हेतु सूचना

पंजीकृत फर्मों और जी० एस० टी० संख्या वाली कंपनियों से निर्धारित प्रोफार्मा में सभी संबंधित दस्तावेजों (फोटो प्रतियां) के साथ सूचीकरण हेतु निम्नलिखित क्षेत्रों में आवेदन आमंत्रित किया जाता है:

कंप्यूटर (हार्डवेयर, सॉफ्टवेयर और पेरिफेरल पदार्थ), कार्यालय स्टेशनरी स्वच्छता पदार्थ, फर्नीचर (लकड़ी / प्लाईवुड/इस्पात का सामान एवं कार्य), वैज्ञानिक उपकरण (उपभोज्य और गैर उपभोज्य) सामग्री शिक्षण सहायक सामग्री दृश्य श्रवण सामग्री, इलेक्ट्रिकल उपकरण एवं सामग्री संगीत उपकरण, देशभुषा सांस्कृतिक कार्यक्रम के लिए सामान, खेल सामग्री, अग्निशमन उपकरण, मुद्रण एवं छपाई, फोटोग्राफी, वाटर कूलर, एक्वा गार्ड, एयर कंडीशनर, फ्रिज, खानपान सेवा, टेंट हाउस एवं मंच साज सज्जा सिविल कार्य अनुबंध (मरम्मत एवं रंगाई), परिवहन एजेंसियों, कंप्यूटर का वार्षिक रखरखाव (एएमसी). प्रिंटर आदि। इच्छुक फार्म केंद्रीय विद्यालय संख्या-2, खड़गपुर के वेबसाइट <https://no2kharagpur.kvs.ac.in> से प्रपत्र डाउनलोड करके अपना आवेदन 30.04.2023.14.00 बजे तक सभी कार्य दिवसों में सभी संबंधित दस्तावेजों (फोटो प्रतियां) के साथ डाक द्वारा या हाथोहाथ कार्यालय में भेज सकते हैं।

प्राचार्य

केंद्रीय विद्यालय संख्या-2, खड़गपुर