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

**Notice for enlistment of Suppliers /Vendors/Service Providers/Contractors**

**for the Session 2022-23.**

Suppliers/Vendors/Service Providers/Contractors, who intend to get themselves registered, with

Kendriya Vidyalaya – No.2 Kharagpur, towards the supply of materials/execution of works contracts & Services etc. for the year 2022-23, are hereby requested to apply ‘The Principal, Kendriya Vidyalaya No.2 Kharagpur’, in the prescribed format (can be obtained from Vidyalaya website : [www.no2kharagpur.kvs.ac.in](http://www.no2kharagpur.kvs.ac.in) and the office of the Principal, Kendriya Vidyalaya No.2 Kharagpur), with their trade license/contractor license, valid dealership/distributorship certificate, GST/PAN/SERVICE TAX registration certificate etc. as the case may be along with audited balance sheets and banker statement and performances if any since last two years with Govt. sectors. Last date of receiving proposal for enlistment is 25.03.2022

**PRINCIPAL**

**Supply of Items’ for which Vendors are required to be registered/enlisted: -**

1. Furniture ( Chair , Table , Desks for class room , Steel Almirah/Lockers , Computer tables etc)

2. Lab equipments & chemicals ( For Physics/Chemistry/Biology/Maths/Geography Labs)

3. Stationary items including teaching aids & books etc.

4. Paints & Hardwares ( Pipes , Tool items , Cements , Tiles etc)

5. Electrical. Item and accessories

6. Electronics items & accessories

7. Computer & Computer peripherals

8. Clothing & uniforms ( Sports )

9. Machinery & Plant items

10. Audio visual items

11. Music Instruments/items

12. Games & Sports items

13. PA Systems , Walkie Talkies

14. Fire fighting equipments.

15 Display boards

**Works items for which contractors are required to be registered/enlisted:-**

1. Civil & construction works

2. Electrical & electrical installation/repairing/construction works & servicing of electrical equipments

[Electrical contractor license must be needed]

3. Servicing of electronic items including copiers, PA systems etc

4. Servicing of Computers & lab equipments

5. Installation of gas lines, plumbing lines etc

6. Transportation/hiring of vehicles

7. Decorators & caterers (Food licence required)

8. Servicing of Machinery spares

9. Security solution

10. Conservancy work

11. Gardening work

12. AMC of computer and peripheral , LCD projectors

13. AMC of Aqua Guard/Kent (water purifier)

14. AMC of Xerox machine

15. AMC of Rissograph/duplicating machine

16. AMC of Air Conditioners

17. AMC of TV, Refrigerators

17. Printing of magazines, invitation card, and question papers etc

18. Website management

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 2022-23**

|  |  |  |
| --- | --- | --- |
|  | Name of the firm/company: |  |
|  | Address of the firm/company  & contact telephone No.: |  |
|  | Name & address of the proprietor/contractor  /partner of the firm/company with communication  details like Phone/Fax No., Mobile no/email address |  |
|  | Registration/enlistment sought for: -  as a **Supplier/ Service Provider/Contractor** |  |
|  | Registration/enlistment particulars, ( Attach supportive documents) | i) Trade License No./Contractors license No.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ii) PAN No.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ iii) VAT/CST registration No.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ iv) Service Tax Regn No.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ v) Other details if any |
|  | Banker’s details | a. Current A/c No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b. Name & address of the bank |
|  | Whether enlisted with any Govt. Institution or not if yes submit details |  |
|  | 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
STAMP/SEAL Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_