

KENDRIYA VIDYALAYA HARNAUT
FORM OF REGISTRATION OF FIRM

Date:

From:

To
The Principal
Kendriya Vidyalaya
Harnaut Nalanda Bihar
Dist. – NALANDA – 803110

Sub: Application for Registration of firm for year 2021-22 – reg.

Sir,

With reference to your advertisement in Prabhat Khabar daily newspaper on dated: 20.03.2021 on the subject cited above, I am to inform you that I want to register my firm for supply of articles to your Vidyalaya. Details of my firm are as given below:-

Sl.No.	Particulars	Details
01.	Name of Firm	
02.	Address of Firm	
03.	Works of Firm	
04.	Registration No. of Firm	
05.	GST / TIN No. of Firm	
06.	CST No. of Firm	
07.	ST No. of Firm	
08.	PAN No. of Firm	
09.	Tel.No.with STD Code of firm	
10.	Mobile Number	
11.	Fax No. of Firm	
12.	E-mail ID of Firm	
13.	A/c. No. & Bank Name	
14.	Period for Registration	
15.	Name of the Item / Services for Supply	

In view of the above, you are kindly requested to register our firm in your institutions and give us a chance to provide our service.

Thanking you,

Yours faithfully

Encl:

Proprietor

ACCOUNTS CODE OF KVS

Article No.170 Registration of Suppliers

- i) With a view to establishing reliable sources for procurement of goods commonly required for the procuring unit, the purchasing unit will prepare and maintain item-wise lists of eligible and capable suppliers in the locality/city. Such approved suppliers will be known as 'Registered Suppliers' with the approval of Chairman, Vidyalaya Management Committee (VMC). Such registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. They are also ordinarily exempt from furnishing bid security along with their bids.
- ii) Credentials, manufacturing capability, quality control system, past performance, after-sales service, financial background, and proof of registration of GST/IT/TAN/VAT etc. of the supplier should be carefully verified before registration.
- iii) The supplier(s) will be registered for a fixed period of one year. At the end of the period, the registered supplier(s) willing to continue with registration are to apply afresh for renewal of registration. New supplier(s) may also be considered for registration at any time, provided they fulfill all the required conditions.
- iv) Performance and conduct of every registered supplier shall be monitored. The registered supplier(s) are liable to be removed from the list of approved suppliers if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply sub-standard goods or make any false declaration to the KVS or its constituent unit or for any ground which is the opinion of the purchase authority is not in public interest.