



**पीएम श्री केन्द्रीय विद्यालय क्र. 1 शाहीबाग**  
**PM SHRI KENDRIYA VIDYALAYA No.1 Shahibaug**



एम्. आर. केम्पस, पुलिस कमिश्नर ऑफिस के पास, अहमदाबाद -380004

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## **फर्मो का पंजीकरण/Registration of firms**

PM SHRI KV No.1 Shahibaug Ahmedabad invites applications for registration of reputed firms for the supply of the goods/works/services required for the smooth functioning of the school in session 2024-25. Interested firms may register themselves with the school by submitting duly filled Registration form along with all requisite documents upto 27.03.2024. Details of registration and scope of work is available with the school website (<http://mrcahmedabad.kvs.ac.in>) or may obtained from the school office (11:00AM to 01:00PM).

पीएम श्री के.वि.क्र.1 शाहीबाग अहमदाबाद सत्र 2024-25 में स्कूल के सुचारू संचालन के लिए आवश्यक वस्तुओं/कार्यों/सेवाओं की आपूर्ति के लिए प्रतिष्ठित फर्मों से पंजीकरण के लिए आवेदन आमंत्रित करता है। इच्छुक फर्म सभी आवश्यक दस्तावेजों के साथ पंजीकरण फॉर्म भरकर स्वयं को दिनांक 27.03.2024 तक पंजीकृत कर सकती हैं। पंजीकरण फार्म और कार्य के दायरे का विस्तृत विवरण स्कूल की वेबसाइट (<http://mrcahmedabad.kvs.ac.in>) पर उपलब्ध है या स्कूल कार्यालय से (11:00 पूर्वाह्न से 01:00 अपराह्न तक) प्राप्त किया जा सकता है।

**PRINCIPAL/प्राचार्य**

**पी एम श्री केन्द्रीय विद्यालय क्र. १, शाहीबाग, अहमदाबाद/  
PM SHRI KENDRIYA VIDYALAYA No.1, Shahibaug, Ahmedabad**

वर्ष 2024-25 के लिए फ़र्म पंजीकरण का प्रपत्र/FORM FOR THE REGISTRATION OF THE FIRMS FOR THE YEAR 2024-25

विषय: वस्तुओं/सेवाओं की आपूर्ति हेतु फ़र्म/एजेंसी का पंजीकरण Sub:-Registration of firms/Agencies for Supply/Service

**फ़र्म/प्रतिष्ठान के अधिकृत व्यक्ति / मालिक द्वारा भरा जाय / TO BE FILLED BY AUTHORIZED PERSON /**

**OWNER OF ORGANIZATION**

1.	प्रतिष्ठान / कंपनी / आपूर्तिकर्ता / विक्रेता का नाम NAME OF THE ORGANIZATION/ COMPANY / SUPPLIER / VENDOR											
2.	पत्राचार का पता/ADDRESS FOR COMMUNICATION	दुकान सं./नामShop No./Name										
		गली का नामStreet Name										
		ग्राम व पोस्टVillage (Post)										
		नगरCity										
		पिन कोड/PINCODE										
3.	टेलीफोन नं. ई.मेल/TELEPHONE NUMBER/EMAIL ID	लैंडलाइन (का.)/Landline(O)										
		फ़ैक्स (का.)/Fax (O)										
		मोबाइल/Mobile										
		ई.मेल/Email Id										
4.	व्यापार की जाने वाली ब्रांड/सामग्रीBRAND/ARTICLE IN WHICH BUSINESS IS DONE *यदि किसी अन्य वस्तु/सामग्री की आपूर्ति कर सकते हैं तो पंजीकरण आवेदन पत्र के साथ अलग से प्रपत्र भरा जाय/ *if any other item/article you can supply, then a separate sheet may be used while submitting hardcopy of registration	क्र सं/ S. No	ब्रांड/वस्तु/सामग्री/सेवा का नाम/ Name of the Brand/ Article/Item that you can supply									
		1)										
		2)										
		3)										
		4)										
		5)										
5.	पंजीकरण संबंधी संख्या/Registration Related Numbers	वस्तु एवं सेवा कर संख्या/GST NUMBER										
		टिन/वैट नं./TIN / VAT NUMBER										
		स्थायी खाता संख्या/PAN NUMBER										
6.	मैं,.....एतद्वारा घोषणा करता हूँ कि निम्नलिखित दस्तावेजों की स्वप्रमाणित प्रतियाँ वर्ष 2024-25 के लिए पंजीकरण हेतु इस आवेदन पत्र के साथ संलग्न की गई हैं। I DECLARE THAT, THE FOLLOWING DOCUMENTS ARE ENCLOSED WITH THE HARD COPY OF THIS APPLICATION THAT IS MEANT FOR REGISTRATION OF FIRM FOR 2024-25											
Enclosure/ संलग्नक												
(i). फ़र्म/कंपनी/दुकान के पंजीकरण की प्रति/ Copy of registration of firm / company / shop		हाँ/YES	नहीं/NO									
(ii). वस्तु एवं सेवा कर नं. की प्रति/Copy of GST Number copy of the firm		हाँ/YES	नहीं/NO									
(iii). स्थायी खाता सं. की प्रति/ PAN NUMBER copy		हाँ/YES	नहीं/NO									
(iv). वस्तुओं/सेवाओं की सूची जिसकी आपूर्ति विद्यालय को किया जा सकता है/LIST OF ARTICLES that can be supplied to the Vidyalaya by the firm		हाँ/YES	नहीं/NO									
(v). पिछले 3 वर्षों में फ़र्म/कंपनी/दुकान के निष्पादन का प्रमाण/Proof of 3 years performance of the company/shop		हाँ/YES	नहीं/NO									
(vi). अन्य/Others (PSARA/EPF/ESI/ Certificates etc.)												

## घोषणा/DECLARATION

मैं/हम,..... एतद्वारा घोषणा करते हैं कि उपर्युक्त सूचनाएँ मेरी/हमारी जानकारी में सत्य हैं। उपर्युक्त विवरण में किसी प्रकार के परिवर्तन की स्थिति में मैं/हम पी एम श्री केन्द्रीय विद्यालय क्र. १, शाहीबाग, अहमदाबाद को यथाशीघ्र सूचित करने का वचन देता/देते हूँ/हैं। I / WE..... DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY/OUR KNOWLEDGE I/WE UNDERTAKE TO INFORM PM SHRI KV No.1, Shahibaug, Ahmedabad AT THE EARLIEST IF ANY CHANGE IN THE DETAILS MENTIONED ABOVE.

मैं/हम एतद्वारा वचन देता/देते हूँ/हैं कि मैं/हम संलग्न नियम एवं शर्तों के अधीन पूर्णतया बाध्य हूँ/हैं। I/WE HEREBY AGREE TO ABIDE BY THE CONDITIONS PRESCRIBED IN THE ENCLOSED STATEMENT.

सधन्यवाद!THANKING YOU,

भवदीयYours faithfully,

दिनांक सहित हस्ताक्षर/Signature  
with Date,

कंपनी की मोहर फ़ॉर्म के अधिकृत प्रतिनिधि का नाम और पद/Name & Designation of the Authorized Representative of the Firm

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### **PM SHRI KENDRIYA VIDYALAYA No.1, Shahibaug, Ahmedabad 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 authorised representative of the Firm.
3. **PM SHRI KENDRIYA VIDYALAYA No.1, Shahibaug** 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 on website of the school only.
6. The registration as "Approved Supplier" will be kept valid for a period of 01 year. However, it may be reviewed, time to time as per need, 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.mrc Ahmedabad.kvs.ac.in](http://www.mrc Ahmedabad.kvs.ac.in) and Vidyalaya office as well from **11:00AM to 01:00PM on all work days upto 27.03.2024.**
8. In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.  
If PM SHRI K.V. No.1, Ahmedabad registers any Firm as approved Supplier issue and supply order, then firm has to accept the PM SHRI KV No.1, Shahibaug payment terms i.e. Payment shall be made by **Online Digital Mode** within 30 days from the date of supply of the material in good condition or completion of the work.
9. Firms/Manufacturers/Authorised dealers are requested to submit their **e-mail address**, in order to start e-procurement.
10. Any change in address, phone number, Fax no. And Email Id shall be informed to PM SHRI K.V. No.1, Shahibaug immediately, so as to have proper communication with these Firms/Manufacturers.
11. The documents that are to be submitted at the time of registration
  - (i) Registration of firm
  - (ii) GST NUMBER
  - (iii) PAN number copy
  - (iv) Income tax returns previous two years
  - (v) PSARA Certificate, EPF, ESI Registration Certificate for supply of Man Power.

PRINCIPAL

**पी एम श्री केन्द्रीय विद्यालय क्र. १, शाहीबाग, अहमदाबाद/**  
**PM SHRI KENDRIYA VIDYALAYA No.1, Shahibaug, Ahmedabad**

• **Tick the areas in which the firm wishes to provide the service**

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- |  |   |
|--|---|
| <input type="checkbox"/> Printing of Question papers                               | <input type="checkbox"/> AMC of Photocopies                                 |
| <input type="checkbox"/> Printing of Answer books                                  | <input type="checkbox"/> AMC of Water cooler                                |
| <input type="checkbox"/> Supply of printed envelopes                               | <input type="checkbox"/> AMC of Computers and Printers.                     |
| <input type="checkbox"/> Providing all type of stationery                          | <input type="checkbox"/> Air conditioner – Supply, rental, repair, AMC etc. |
| <input type="checkbox"/> Printing of Diaries                                       | <input type="checkbox"/> Installation, repair, AMC of CCTV's                |
| <input type="checkbox"/> Printing of Work Books/ Study Material/Student Diary etc. |   |
| <input type="checkbox"/> Supply of A-4 size paper, supply of Photocopy machine     |   |
| <input type="checkbox"/> Providing watermarked Paper (for printing books)          |   |
| <input type="checkbox"/> Printing of School Magazine                               |   |
| <input type="checkbox"/> Providing Taxi for local journey                          |   |
| <input type="checkbox"/> Providing Taxi/ Bus outstation                            |   |
| <input type="checkbox"/> Providing Trucks / Tempos for transportation of material  |   |
| <input type="checkbox"/> Providing sanitation services                             |   |
| <input type="checkbox"/> Providing covered tempo / Taxi                            | <input type="checkbox"/> Providing Computer on rental basis                 |
| <input type="checkbox"/> Providing lock repair services                            |   |
| <input type="checkbox"/> Providing Air Conditioner(AC) repair & maintenance        | <input type="checkbox"/> Providing white washing services                   |
| <input type="checkbox"/> Telephone repair services                                 |   |
| <input type="checkbox"/> Providing software and hardware services                  |   |
| <input type="checkbox"/> Welding service   |   |
| <input type="checkbox"/> Carpenter services  | <input type="checkbox"/> Providing new furniture                            |
| <input type="checkbox"/> Providing steel almirahas                                 | <input type="checkbox"/> Laboratory Equipments                              |
| <input type="checkbox"/> Electrical repair   | <input type="checkbox"/> Advertisement Agencies                             |
| <input type="checkbox"/> Internet related services                                 | <input type="checkbox"/> Civil Repair & Maintenance Work                    |
| <input type="checkbox"/> Scrap / disposal of garbage/ condemned items              | <input type="checkbox"/> Supply of Construction Materials                   |
| <input type="checkbox"/> Mobile telephony services                                 | <input type="checkbox"/> Tent/ Mandap/ PA System Service.                   |
| <input type="checkbox"/> IVRS services / SMS services                              | <input type="checkbox"/> Supply of White/ Green Board                       |
| <input type="checkbox"/> Printing, dispatch of admit cards                         | <input type="checkbox"/> Dress Material/ Costumes on rent.                  |
| <input type="checkbox"/> Canteen / Mess / Refreshment services                     | <input type="checkbox"/> Musical & Audio/ Video Room Equipments             |
| <input type="checkbox"/> Sports items  | <input type="checkbox"/> Supply of plumbing sanitary items                  |
| <input type="checkbox"/> Providing Rubber stamps, name plates, numbering machine   |   |

Any other than specified above: