



केन्द्रीय विद्यालय वायुसेना बोरझार
माउंटेन शैडो, पोस्ट ऑफिस - अजारा, गुवाहाटी 781017 -

KENDRIYA VIDYALAYA, AFS, BORJHAR

Mountain Shadow, P.O.-Azara, Guwahati -781017

Phone- 0361-2840324, Fax- 0361- 2841728

Website: www.kvafsborjhar.edu.in Email: prikvb@yahoo.com

CBSE Affiliation No.- 200001, CBSE SCHOOL NO.- 05008, KV CODE- 1467, STATION CODE- 251

Ref: 445/KVB/2019-20/

DATE: 05-03-2019

Application are invited from prospective suppliers / authorized distributors / service providers/ registered firms, willing to supply quality stores and to provide necessary services at KENDRIYA VIDYALAYA AFS BORJHAR as registered vendors for local purchase / services / supplies / annual contract for the following categories/ areas mentioned below. Interested parties have to register with KENDRIYA VIDYALAYA AFS BORJHAR by submitting a filled-in application form that is available free of cost at the Vidyalaya office during Vidyalaya office hours from 10.30 am to 2.00 pm. The forms can be downloaded from the vidyalaya website at www.kvafsborjhar.edu.in. **The last date to submit the filled in application form is 20/03/2019 upto 2.00 PM.**

List of services for registration for the session 2019-20 at KV AFS Borjhar

SI	Name of Service/ Category	Brief Description
1	Lab Equipment	Supply of materials and services for Physics, Chemistry, Biology, Mathematics, Jr. Science lab etc.
2	Stationary Items	Copy, printing paper, pen, pencil, cardboard, etc.
3	Security Services	Supply of Security services
4	House-keeping (Security) / Conservancies	Supply of House keeping/ Conservancies services
5	Games & Sports	Supply of materials and services for Games and sports
6	Printing Services	Answer Sheet, Question Paper, School Magazine, Diary, FLEX, BANNER, Screen Printing etc.
7	Computer & Other Machinery	Supply of computer related items, various printer/ Xerox machine tonners/ cartridges and other consumables
8	Civil Petty Construction & Maintenance	Supply of materials and services for petty construction/ repairing works including hardware store materials, Painting materials (Colour/ Primer/ Putty etc.)
9	Catering and Canteen Services	Supply of catering items and running canteen etc. in various occasions
10	Tent Services	Supply of materials and services for tent, decoration of mandap/ pendal, stage decoration, supply of bedding/ cot etc.
11	Light and Sound System	Supply of materials and services for various lights and sound system for various occasions
12	AMC for Computer/ CCTV/ Xerox Machine/ Gen Set/ Water filter-cooler/ AC etc.	Supply of materials and services for different machineries
13	Electrical Works Services	Supply of materials and services for electrical works and maintenance
14	Teaching Aids	Supply of materials and services for various teaching aids or TLM
15	Dress & Costumes	Supply of materials and services on purchase or on rent for various programme
16	Sanitary Materials	Supply of various sanitary materials for toilets/ washrooms/ brooms, jharu/ phenyl, odonil etc.
17	Musical Instruments	Supply of musical instrumental materials on rent or on purchase
18	Library materials	Supply of books, periodicals, newspapers, magazine etc.
19	Furniture	Supply of various furniture
20	Carpentry work and services	Supply of Carpentry materials and services
22	Plumber work and services	Supply of plumber materials and services
23	Transport services	Supply of various types of vehicles on rent basis
24	Disposable of Scraps/ Raddi	Arranging services for Disposable items of the Vidyalaya
25	Hospitality / Beautification / Gardening	Supply of Gamocha, Shawl, Flower bouquet, Flower Pot, Flower Saplings, Gardening Materials etc.

PRINCIPAL
Principal
के०वि० बोरझार/K.V. Borjhar
Guwahati-17

फर्म पंजीकरण हेतु आवेदन प्रपत्र
Form for Firm Registration

सेवा का प्रकार :-
(Type of Service)

(Separate Form is to be filled-up for each category from the enclosed list)

सेवा प्रदान करने हेतु शर्ते : Conditions for Supplying Services:

1. Application submitted by the firm(s) in the prescribed "Application Form" for each group only will be accepted.
2. The Firms/Manufacturers/Authorised dealers should have Trade License in the type of service applied for.
3. Application Form and all relevant documents must be signed by the authorised representative of the Firm.
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. 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.
6. Prescribed "Application Form" may be obtained from www.kvafsborjhar.edu.in or from Vidyalaya office as well.
7. In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
8. If KV AFS Borjhar registers any Firm as approved Supplier he has to supply the material at KV AFS Borjhar Stores and he has to accept the KV AFS Borjhar payment terms i.e. Payment shall be made by Digital Transactions or A/c Payee Cheque once the materials are supplied in good condition.
9. Firms/Manufacturers/Authorised dealers are requested to submit their Bank account detail, IFSC code etc. and e-mail address, in order to start e-procurement.
10. Any change in address, phone number, Fax no. Shall be informed to KV AFS Borjhar immediately, so as to have proper communication with these Firms/Manufacturers.
11. Incomplete forms or forms without adequate documents will be summarily rejected.
12. K.V. AFS Borjhar reserves the right to reject any application.
13. Last date of Registration (hard copy only with sealed packed including all relevant documents) is 20th March 2019 upto 2.00 PM.

PRINCIPAL

के वि बोरझार में २०१९-२० सत्र के लिए फर्म पंजीकरण हेतु आवेदन प्रपत्र
Application Form for Firm Registration at KV AFS Borjhar for 2019-20
Last Date of Registration- 20th March 2019 upto 2.00 PM

सेवा का प्रकार :-
 (Type of Service)

(Separate Form is to be filled-up for each category from the enclosed list)

TO BE FILLED BY AUTHORIZED PERSON / OWNER OF ORGANIZATION

1.	NAME OF THE/ VENDOR ORGANIZATION/ COMPANY / SUPPLIER / FIRM		
2.	ADDRESS IN DETAIL	Office Address-	
		Communication Address-	
3.	TELEPHONE NUMBERS	Landline (O)	
		Mobile	
		Mobile	
		Email	
4.	Registration Related Numbers	TRADE LICENSE DETAILS	
		GST NUMBER	
		PAN NUMBER	
		BANK DETAILS FOR PAYMENT	A/c No-
			Bank Name-
Branch-			
	IFSC Code-		
5.	<i>I declare that, the following documents are enclosed with the hard copy of this application that is meant for registration of firm for 2019 – 20. (Tick applicable)</i>		
	Copy of Registration with Govt. / PSU etc.		
	Copy of GST		
	Copy of PAN Card		
	Trade License		
	Proof of similar experience of the firm		
	IT Return file detail		
	EPF Registration No. detail (if any)		
	Any Other		

DECLARATION

I / we declare that the information furnished above is true to the best of my/our knowledge. I/we undertake to inform KV AFS BORJHAR at the earliest in any change of the details mentioned above.

I / we hereby agree to abide by the terms & conditions prescribed in the enclosed statement.

Thanking you,

Date-

Signature with Seal (Authorized Representative)

Name:-

Designation:

Contact No-

(Office Seal)