



केन्द्रीय विद्यालय सारनी डब्लू.सी.एल.  
Kendriya Vidyalaya, Sarni WCL  
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### फर्म पंजीकरण हेतु आवेदन पत्र/Form for Firm Registration

सेवा का प्रकार /(Type of Service):-----

क्र. -----सेवा / वस्तु का नाम :-----

प्रत्येक सेवा/वस्तु के लिए पृथक आवेदन किया जाना चाहिए  
(Separate Application is to be filled-up for each category)

#### सेवा प्रदान करने के नियम / Conditions for Supplying Services

- 1) The Firm/Supplier should be in profession for at least one year (copy of proof must be enclosed).
- 2) The Firm/Supplier should have registration with state & Local Authorities for undertaking the profession ( Copies of proof to be enclosed)
- 3) Kindly attach copy of Pan, GIST Registration No and Income Tax returns.

#### APPLICATION FOR FIRM/SUPPLIER/ SERVICE PROVIDER

#### PART – 1 GENERAL INFORMATION

S.No.	Information sought	Information to be Provided
1	Name of the Firms ( in Block Letters)	
2	Date of Establishment/Incorporation	
3	E Mail Id (Mandatory)	
4	Correspondence address and Telephone No.	
5	Address of Head Office ( if Separate and Telephone No.	
6	Status Proprietary/Partnership/Private Limited Company/ Public Limited Company	
7	Names of the Partners/Directors	
8	Name of Chief Executive with his present address and Telephone Nos.	
9	Name of Representative(s) with Designation who would be calling on us and attending to our jobs.	

10	Is the Firm registered Under any Act “? If so, state (a) License No. (b) PAN No. (c) TIN No. (d) GIST No. (e) ESIS No. if any (f) EPF Registration No. if any. <b>(enclosed copy of each one)</b>	
11	State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last 3 years. IT Returns Balance Sheets & Revenue, A/c to be enclosed).	
12	Turnover for last three financial years	F.Y 2020-21:- F.Y 2021-22:- F.Y 2022-23:-
13	Are you agreeable to make deliveries to Kendriya Vidyalaya, Sarni WCL, when so directed?	
14	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts?	
15	If your firm is registered with any KV/KVS, RO/ KVS, HQ or any other State/ Central Govt. offices. Please give name and address.	
16	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached).	
17	Mention any other specialties of your Establishment.	

**NOTE: Without PAN and GIST number, 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.**

**DECLARATION**

I Mr./Ms. \_\_\_\_\_ Proprietor of  
M/s \_\_\_\_\_ do hereby undertake  
that the above furnished information is correct to the best of my knowledge and belief. In case of any  
information / supporting document furnished by me found to be incorrect / false, the offer of my  
contract will be cancelled automatically and action may be taken as per KVS rule. I assure you to  
provide the best service to the Vidyalaya.

SEAL OF /FIRM  
COMPANY

Signature with  
Date,  
Name and Designation of  
Authorized Representative of the  
Firm

## TERMS AND CONDITIONS:

1. Application submitted by the firm(s) in the prescribed "**Registration Form**" for each group only will be accepted.
2. All pages of "**Registration Form**" shall be signed by the authorised representative of the Firm.
3. K.V. SARNI WCL reserves the right to reject any application.
4. Preference will be given to those firms who are registered on Government E Market (Gem) Portal.
5. 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.
6. Intimation with regard to registration of the firm as "**Approved Supplier**" or otherwise will be communicated to each firm.
7. 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.
8. Prescribed "**Registration Form**" may be obtained from <https://wclsarni.kvs.ac.in> and Vidyalaya office as well.
9. In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
10. If Kendriya Vidyalaya, SARNI WCL registers any Firm as approved Supplier he has to supply the material at Kendriya Vidyalaya, SARNI WCL without claiming Transportation charges. He has to accept the Kendriya Vidyalaya, SARNI WCL payment terms i.e. Payment shall be made by **Electronic Pay System** within **30 days** from the date of supply of the material in good condition.
11. Firms/Manufacturers/Authorised dealers are requested to submit their **Gem ID's**, in order to start e-procurement.
12. Any change in address, phone number, Fax no. And Email Id shall be informed to Kendriya Vidyalaya, SARNI WCL immediately, so as to have proper communication with these Firms/Manufacturers.
13. The documents that are to be submitted at the time of registration
  - (i) Registration of firm
  - (ii) PAN, GST number copy
  - (iii) Income tax returns 2020-21, 2021-22, 2022-23

PRINCIPAL