

KENDRIYA VIDYALAYA NO 2 KANCHRAPARA

NOTICE FOR EMPANELEMENT OF SUPPLIERS/VENDORS/SERVICE PROVIDERS/CONTRACTORS FOR THE YEAR-20-21

Kendriya Vidyalaya, No 2 Kanchrapara (under Min. of Education) intends to empanel suppliers/Vendors/Service Providers/Contractors for various items (for value less than 25 lakhs) such as – Printing of Vidyalaya Patrika , supply of stationery items, Identity Cards, furniture & fixture, Sports materials, PA System, Civil, Electrical and Musical instruments, Laboratory articles, A.V.Aids, Catering services, Purchase and AMC of Computers, Air Conditioners, Water coolers, RO Plant, Xerox machines, Digital Bell, CCTV, Refilling of fire extinguishers, Conveyance Services Mini bus, bus & Four wheelers , Hiring of dress, costumes & other items for cultural programme, Decorator service & Service Provider like Security, Conservancy & Gardener for the year 2020-21. For any query please call (Phone No.0353-2480070).

1. Application for empanelment duly completed should be submitted at the address :

**Kendriya Vidyalaya No2 Kanchrapara,
Officer's Colony, Eastern Railways,
Kanchrapara, North 24 Parganas,
West Bengal, PIN- 743145**

in a closed envelope super scribed as "Application for empanelment of Category Sr.No....." The last date of receipt of application is 06.05.2021, 14:00HRS through registered /speed post only. **The form for empanelment is attached herewith.**

2. Mere submission of Application for empanelment does not confer the right of empanelment. K.V.2 Kanchrapara reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof for which KV 2 Kanchrapara shall neither be liable nor obligatory to inform the applicants the grounds of such action.

PRINCIPAL.

KENDRIYA VIDYALYA No2 Kanchrapara

Empanelment of Supplier/Service Provider/Manufactures/ Wholesalers

Applications are invited from reputed manufactures/ printers/vendors / wholesalers /service providers for empanelment for following items for the year 2021-22.

Sl.No.	Category
1	<u>STATIONERY</u> : Table & office stationery; such as Pens, Files Photocopier Paper, Punching Machines, Staplers, Envelopers etc.
2	<u>PRINTING</u> : Offset / Screen printers for printing of forms / ledgers, brochures, reports, invitations, Identity cards visiting cards Vidyalaya Patrika etc.
3	Sports Materials
4	Service provider for Security, Conservancy & Gardener.
5	<u>FURNITURE</u> : Wooden / Steel / Molded furniture & Fixture manufacture / supplier.
6	Catering Services.
7	Civil, Electrical Materials, M&R, Supplying of labours, coloring of School building (Petty Repairs of masonry , Plumbing Carpentry and Electrical Nature)
8	Laboratory Equipment.
9	PA Systems & Audio Visual Aids.
10	Purchase & AMC of Computer, Air Conditions , water coolers, RO Plant , Xerox Machines, Digital Bell, CCTV. Power backup/Generator
11	Conveyance Service : Mini bus, Bus, four wheelers.
12	Decorator Services
13	Hiring of Dress , costumes & other cultural items.
14	Refilling of Fire extinguishers

PRINCIPAL

Application form for Empanelment of Firm for the year 2021-22

Sl.No. of Category _____ Name of Category _____

(Separate application is to be filled up for each category)

Conditions for Empanelment:

1. The firm/supplier should be in profession for at least 2 years (Copy of proof must be enclosed).
2. The firm/Supplier should have registration with state & local authorities for under taking the profession (Copies of proof to enclose).
3. The firm / supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.

Application for firms / supplier/service provider.

Part -I General information:

Sl.No.	Information needed by KV 2 Kanchrapara	Information provided by the firm
1	Name of the firm (in Block Letter)	
2	Date of Establishment / incorporation	
3	Correspondence Address and Telephone No.	
4	Status proprietary /partnership limited company/ public Limited Company	
5	Name of the partners/ Directors	
6	Name of operations Manager with his present address and Telephone Nos.	
7	Name of representative (S) with Designation who would be calling on us and attending to our jobs.	
8	Name of bankers with addresses & Telephone Nos.	
9	Is the firm registered under the Acts? If so, state	
10	a) Trade License No. (Copy of license to be enclosed)	Xerox copy attached Yes/No
	b) PAN No. (Copy to be enclosed) c) GST Registration No., if any (Copy to be enclosed)	Xerox copy attached Yes/No
	d) ESIS No. if any (Copy to be enclosed)	Xerox copy attached Yes/No
	e) EPF registration No. if any (Copy to be enclosed)	Xerox copy attached Yes/No
	Whether holding certificate under shops & establishment act, duly renewed copy should be enclosed	
11	State the latest Income Tax Assessed year and the amount of Tax Assessed (Copies of last 3 years, IT returns, Balance sheets to enclosed)	
12	Are you agreeable to abide strictly by the Terms & Conditions of the Tenders and contracts	
13	If your firm is empanelled with any office of Kendriya Vidyalaya Sangathan or KVs give details	
14	Mention any other socialites of your Establishment	

Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

I /We_____ request Kendriya Vidyalaya No2 Kanchrapara to consider inclusion of my/our name in the list of their approved firm / suppliers. I/We agree to make deliveries of goods to KV No2 Kanchrapara and to give full satisfaction to the Principal, K.V.No2 Kanchrapara in this matter.
Date _____ day of _____ 2021.

Signature with seal