

KENDRIYA VIDYALAYA NO 2 ISHAPORE

NOTICE FOR EMPANELEMENT OF SUPPLIERS/VENDORS/SERVICE PROVIDERS/CONTRACTORS FOR THE YEAR-2022-23

Kendriya Vidyalaya, No 2 Ishapore (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 2022-23. For any query please call (Phone No. [033 2540 9004](tel:03325409004)).

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

**Kendriya Vidyalaya No2 Ishapore,
East Land Estate, PO Bengal Enamel
Palta, North 24 Parganas,
West Bengal, PIN- 743122**

in a closed envelope super scribed as "Application for empanelment of Category Sr.No....." The last date of receipt of application is 20.05.2022, 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 Ishapore 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 Ishapore shall neither be liable nor obligatory to inform the applicants the grounds of such action.

PRINCIPAL.

KENDRIYA VIDYALYA No2 Ishapore
Empanelment of Supplier/Service
Provider/Manufactures/Wholesalers

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

SNo	Category
1	<u>STATIONERY:</u> Table & office stationery; such as Pens, Files PhotocopierPaper, Punching Machines, Staplers, Envelopers etc.
2	<u>PRINTING:</u> Offset / Screen printers for printing of forms / ledgers, brochures, reports, invitations, Identity cards visiting cards VidyalayaPatrika etc.
3	Sports Materials
4	Musical equipments
5	FURNITURE: False ceiling, Supply and fixing of Aluminum frame sliding doors and windows.
6	Catering Services- Food supply for small to medium function.
7	Civil, Electrical Materials, M&R, Supplying of labours, coloring of Schoolbuilding (Petty Repairs of masonry , Plumbing Carpentry and Electrical Nature)
8	Laboratory Equipment / consumables, Laying of Gas pipe line etc.
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 on hire/rentals.
12	Decorator Services – Laying of tents / supply of light etc
13	Dress Supply- Hiring of Dress, costumes & other cultural items.
14	Refilling of Fire extinguishers
15	Repair and maintenance of RO Plant (500Ltrs capacity)

PRINCIPAL

Application form for Empanelment of Firm for the year 2022-23

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 3 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	Details	
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 whowould be calling on us and attending to our jobs.		
8	Name of bankers with addresses & Telephone Nos.		
9 10	Is the firm registered under the Acts? If so, state		
	a) Trade License No. (Copy of license to be enclosed)		Xerox copy attached Yes/No
	b) PAN No. (Copy to be enclosed)		Xerox copy attached Yes/No
	c) GST Registration No., if any (Copy to be enclosed)		Xerox copy attached Yes/No
	c) Credentials		Xerox copy attached Yes/No
11	Whether holding certificate under shops & establishment act, duly renewed copy should be enclosed		
12	State the latest Income Tax Assessed year andthe amount of Tax Assessed (Copies of last 3 years, IT returns, Balance sheets to enclosed)		
13	Are you agreeable to abide strictly by the Terms & Conditions of the Tenders and contracts	YES / NO	

14	If your firm is empanelled with any office of Kendriya Vidyalaya Sangathan or KVs give details	
15	Any special qualities of your firm	

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

I / We _____ request

Kendriya Vidyalaya No2 Ishapore 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 Ishapore and to give full satisfaction to the Principal, K.V.No2 Ishapore in this matter.

With full believe and confidence I declare that the statement and documents given above are correct to the best of my knowledge.

Date _____ day of _____ 2022.

Signature with seal

Firm Seal