

FIRM REGISTRATION INSTRUCTIONS**DATE: 25-08-2018**

Application are invited from suppliers / authorized distributors / service providers/ registered firms, willing to supply quality stores and to provide necessary services at KENDRIYA VIDYALAYA MASIMPUR 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 MASIMPUR 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.kvmasimpur.in . The last date to submit the filled in application form is 15/09/2018 up to 2.00 PM.

**List of services for registration for the session 2018-19 at KV
MASIMPUR**

SI	Name of Service/ Category	Brief Description
1	Security Services	Supply of Security services
3	Housekeeping/ Conservancies	Supply of Housekeeping / Conservancies services
4	Lab Equipment	Supply of materials and services for Physics, Chemistry, Biology, Mathematics, Jr. Science lab etc.
5	Games & Sports	Supply of materials and services for Games and sports
8	Civil Petty Construction & Maintenance	Supply of materials and services for petty construction/ repairing works including hardware store materials
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
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

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. All pages of "Application Form" shall be signed by the authorised representative of the Firm.
3. 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.
4. 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.
5. Prescribed "Application Form" may be obtained from www.kvmasimpur.in or from Vidyalaya office as well.
6. In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
7. If KV Masimpur registers any Firm as approved Supplier he has to supply the material at KV Masimpur Stores and he has to accept the KV Masimpur payment terms i.e. Payment shall be made by Digital Transactions or A/c Payee Cheque once the materials are supplied in good condition.
8. 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.
9. Any change in address, phone number, Fax no. Shall be informed to KV Masimpur immediately, so as to have proper communication with these Firms/Manufacturers.
10. KV Masimpur reserves the right to reject any application.
11. Last date of Registration (sealed packed with hard copy including all relevant documents) is 15th of September 2018 upto 2.00 PM.

PRINCIPAL