

**FORM FOR REGISTRATION OF FIRMS FOR THE PERIOD OF ONE YEAR
W.E.F. 1.10.2017 TO 30.09.2018**

Sub: Registration of firms / suppliers / service providers for supply of _____.

1	Category under which registration is sought (tick as appropriate)	a) Manufacturer b) Assembler c) Supplier d) Service Provider																		
2	Name & address of the firm																			
3	Whether it is Individual or Firm(Attach Document in support)																			
4	Telephone number																			
5	Name of the owner of the firm with address																			
6	VAT,TIN,TAN etc numbers of the firm (Please Attach copies of related document)	Registration No. VAT No TIN No TAN No EPF A/c No. ESI A/c No. GST No																		
7	PAN number of Firm																			
8	PAN number of owner																			
9	Details of experience & place of work during the last 03 years	<table border="1"> <thead> <tr> <th>Institute where rendered service/Supplies</th> <th>Period</th> <th>Name of supplies/Service</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Institute where rendered service/Supplies	Period	Name of supplies/Service															
Institute where rendered service/Supplies	Period	Name of supplies/Service																		
	Brief details of Bankers	Name of Bank Bank Account No. IFSC No of Bank																		
	Income Tax Circle in which the applicant firm is assessed to Income Tax (Please indicate GIR/PAN No.)																			
	Sale Tax Registration No.																			
	Total Numbers of the workers in the firm																			

Date: _____

SIGNATURE OF OWNER
OF THE FIRM & SEAL

UNDERTAKING

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 documents by me found to be incorrect/case, the offer of my registration/contract will be cancelled automatically and action may be taken as per KVS rules. I assure you to provide the best service to the KVS.

Place: _____
Date: _____

Signature
Name of Proprietor
Seal of the Firm

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, CHENNAI

Notice for Registration of Firms

Interested suppliers are requested to register their firm's name for supplying the following items/services at Kendriya Vidyalaya Sangathan, Regional Office, Chennai. Photocopy of Registration Number, TIN Number, GST No., PAN Number etc. must be enclosed with the application form. Suppliers must be dealing with the particular items/services only. This Office has reserved the right to cancel the same without assigning any reason thereto. The last date for registration of firm is 06.10.2017.

1. Watch & ward (Security), Gardening, Housekeeping etc.
2. Printing of materials
3. Supply of all types stationaries
4. Computer Peripherals/ AMC etc.
5. Games & Sports items/Equipment's etc.
6. AMC of Photocopier
7. Furniture supply/repairing
8. AMC to intercoms/Acquaguard / Air Conditions / Aquarium
9. Xerox services
10. Transport facilities (Cab services)

Registration form to be submitted is available on KVS RO Chennai website i.e. www.kvsrochennai.tn.nc.in. For more details contact: 044-22570367.

Deputy Commissioner