**Ref No. F. Dated**

To ,

The Principal

Kendriya Vidyalaya,

No.1 Kota-324002

Sub.:- Request for registration of our firm for the supply of………………………….………….. (Name of work)

Sir,

This has reference to your advertisement in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_newspaper dated \_\_\_\_\_\_\_\_ inviting request for firm’s registration for the financial year 2020-21.

The brief resume of the firm/company is as given below:

1. Name of the applicant/company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Full address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Telephone No. (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Constitution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Whether individual/Firm/Company/Co-op. Society)

5. Date & Year of Establishment & Regd. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Tax & Other Registration Nos. (Please attach the photocopies of GST & PAN nos.)

 i) GST Registration No.\_\_\_\_\_\_\_\_\_\_ (ii) Income Tax PAN No\_\_\_\_\_\_\_\_\_\_\_

 iii) ESI. EPF, PASARA (where applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Product/Items/Services/ Category for which Registration is applied for:

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Name of Product/Items/Services/ Category |  Whether Original Manufacturer/ Authorized Agent or Distributor/ Dealer | Remarks  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(In case of supplier please enclose authorization of your manufacturer/Authorized dealer/Supplier/Contractor Certificate)

8. No. of years of experience

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Details of experience & place of work during the last 03 Years:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Institute where rendered service/supplied articles | Period | Name of supplies/ service | Remarks if any |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I/We declare that the above information is true to the best of my knowledge. In the event of the contract being awarded to me/us. I/We undertake to abide by the terms and conditions will be given by the Vidyalaya. 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

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Proprietor /Firm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Seal of the Firm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_