

KENDRIYA VIDYALAYA DULIAJAN

REGISTRATION OF FIRMS/SUPPLIERS FOR THE FINANCIAL YEAR 2024-25

Application(s) are invited from prospective supplier / authorized distributors willing to supply quality stores at Kendriya Vidyalaya Duliajan, OIL as Registered Suppliers for the following items during the year 2024-25 :-

1. Furniture –Supply and Repair.
2. Children Park – Materials – Supply and Repair.
3. Stationary Items – Supply and Printing Work.
4. Printing Materials.
5. Computer /Printer –Cartridge – Supply and Repair/Refilling.
6. Science lab consumables and equipment.
8. Xerox machine ink & other accessories.
9. Sports Items.
10. Tent, Decoration and Lighting services.
11. Catering Services.
12. Audio Visual Aids/Sound Systems – Supply and Repair.
13. Craft & SUPW Items.
14. Musical Instruments.
15. Computer Networking Work.
16. Sanitary items, Taps, Pipes – Supply and Fitting.
17. Building Materials, Hard Ware Items, Paint, Colour – Supply
18. Water Coolers, ACs – Supply and Maintenance work.
19. CCTV – Supply and Maintenance.
20. Photography and Videography service.
21. Electrical and Electronic items supply.
22. Supply of Wood/Plywood and Carpenter Work related items.
23. Flex Banner printing work, Glow Sign Board work.

Interested parties may register with Kendriya Vidyalaya Duliajan by submitting a duly filled-in application form available at www.duliajan.kvs.ac.in and from the Vidyalaya office during 9:30am to 12:30pm on all working days. This form is available free of cost. The **Last date to submit the filled in application form is 10/05/2024.**

Sd/- xx xx
Principal

TERMS AND CONDITIONS

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 authorized representative of the Firm.
3. KV Duliajan reserves the right to reject any application.
4. Preference will be given to those Firm who are on the approval list of Govt. Dept. and Public Sector Undertaking or ISO Certificate holders or dealers authorized by manufacturers.
5. Intimation with regards to registration of the firm as “Approved Supplier” or otherwise will be communicated to each firm.
6. The registration as “Approved Supplier” will be valid for a period of 01 Financial 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.
7. Prescribed “Application Form” may be obtained from www.duliajan.kvs.ac.in and Vidyalaya office as well.
8. In case of Accredited Agents and Authorized Dealers/Stockiest, satisfactory evidence from their manufacturers shall be submitted along with the completed application form.
9. If KV Duliajan registers any firm as approved supplier and the supplier supply items, payment shall be made by Cheque/NEFT/RTGS within 20 days from the date of supply of the material in good condition.

10. Firms/Manufactures/Authorized dealers are requested to submit their e-mail address, in order to facilitate e-procurement.
11. Any change in address, phone number and email address shall be informed to KV Duliajan immediately, so as to ensure proper communication with these Firms/ Manufacturers.
12. **The documents that are to be submitted at the time of registration are :-**
 - a) **Registration of Firm.**
 - b) **PAN copy.**
 - c) **Income Tax return (Last two years)**
 - d) **TIN Copy.**
 - e) **GST Registration copy.**

Sd/- xx xx
Principal