FORMAT FOR REGISTRATION OF VENDORS/FIRMS/SUPPLIERS WITH APS KANDRORI

FOR THE FINANCIAL YEAR 2021-22

1. Army Public School Kandrori invites applications from interested parties for registration for supply of items, provide repair/maintenance, construction and other services mentioned as under:-

(a) Supply of stationery items and printing works.

(b) Supply of electric & electronics items

(c) Supply of Computers, accessories, peripherals, LCD projectors and CCTV cameras.

(d) Supply of flex boards, display boards, black boards, Cl name plate etc.

(e) Supply of books, magazines and newspaper etc.

(f) Supply of general items for area cleaning, housekeeping and building maintenance.

(g) Supply of sports & music items, Playway equipments, trophies, medals etc.

(h) Supply of equipments, chemicals & compounds for science laboratories.

(j) Supply/repair of furniture, Almirah etc.

(k) Carryout Construction works, repair & maintenance of building and equipments etc.

(l) Carryout repair/maintenance of water cooler, water purifiers & photocopiers etc.

(m) Service providers of security manpower, semi-skilled, conservancy staff and gardeners etc.

(n) Provision of light vehicle/tempo travels/ Buses etc for organizing of tours, visits and picnic for students.

(o) Repair/Service for computers, photocopiers, digital duplicator, English Language Lab, online UPSs, water Cooler/water dispensers, ACs, intercom etc.

(p) Office contingency/other items not covered above.

2. Application of authorised dealers, suppliers, contractors, sale & Service centers and registered vendors having valid service Taxes i.e. GST/TAN/TIN/EPF No /ESIC No/Sales Tax No as applicable as per Govt Rules & Regulations only will be accepted by the school. Valid proof of above mentioned documents to be submitted along with application for registration. Vendors are requested to specify work for which they are applying.

3. All financial transactions will be done as per Rules & Regulations for Army Public Schools Vol-I (Mar 2019 edition) and Financial Management or Army Public Schools (Jul 2020 edition) as amended from time to time.

4. Vendors are requested to provide information as per format attached duly signed & stamped alongwith the proof of registration.

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**FORMAT FOR APPLICATION/REGISTRATION WITH APS KANDRORI**

To,

The Principal

Army Public School Kandrori

VPO Nangalbhur

Tehsil & Distt Pathankot

PIN – 145 101

Respected Sir/Madam

1. Application for registration of firm containing following information alongwith the documents is submitted for your scrutiny & registration in category\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and for supply of following items :-

(i) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(iii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(iv) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(v) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(vi) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DETAILS OF FIRM:-**

(a) Firms’ Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Firms’ Status (Tick Please) : Proprietorship/Partnership/Pvt Ltd/ Company

(c) GST Registration No (copy attach) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(d) Firm’s Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(e) PAN No (copy attach) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(f) Contact Person : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(g) Contact No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(h) E-mail ID : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(j) EPF No (if applicable) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(k) Other Tax No (if any) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(l) Bank Details - Account No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Bank Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Branch name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-IFS Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(Signature with Stamp)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_