

KNDRIYA VIDYALAYA AFS CHABUA

REGISTRATION OF FIRMS AS APPROVED SUPPLIERS/VENDORS

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 authorised representative of the Firm.
3. Kendriya Vidyalaya AFS Chabua reserves the right to reject any application.
4. 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.
5. Intimation with regard to registration of the firm as "Approved Supplier" or otherwise will be communicated to each firm.
6. 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.
7. Prescribed "Application Form" may be obtained from www.kvchabua.org.
8. In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
9. If Kendriya Vidyalaya AFS Chabua registers any Firm as approved Supplier he has to supply the material at Kendriya Vidyalaya AFS Chabua .He has to accept the Kendriya Vidyalaya AFS Chabua payment terms i.e. Payment shall be made by **Crossed Cheque** within 20 days from the date of supply of the material in good condition.
10. Firms/Manufacturers/Authorised dealers are requested to submit their **e-mail address**, in order to start e-procurement.
11. Any change in address, phone number, Fax no. and Email Id shall be informed to Kendriya Vidyalaya AFS Chabua immediately, so as to have proper communication with these Firms/Manufacturers.
12. The documents that are to be submitted at the time of registration
 - (i) Registration of firm
 - (ii) PAN number copy
 - (iii) GST/ TIN (VAT) Number copy
 - (iv) Income tax returns 2015-16, 2016-17 & 2017-18

PRINCIPAL