



केंद्रीय विद्यालय , खुर्दा रोड  
**KENDRIYA VIDYALAYA, KHURDA ROAD (ODISHA)**

Retang Colony, Jatni, Dist-Khurda-752050

रेतंग कालोनी,जाटनि ,जिला -खुरदा, (ओडिशा)

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KV Code: 1150, Stn.Code:536, CBSE School Code: 08323, Affiliation No: 1500008, Estd: 1975

**APPLICATION FOR ENLISTMENT OF CONTRACTORS / FIRMS / AGENCIES / SUPPLIERS DEALING WITH  
PRINTING ITEMS / STATIONARY ITEMS / XEROX / FURNITURE / SECURITY SERVICES / PAINTING / CATERING  
SERVICES / GARDENING SERVICES / CLEANING & SWEEPING SERVICES / CIVIL ENGINEERING WORKS AND OTHER SCHOOL RELATED MATERIALS.**

**AT KENDRIYA VIDYALAYA KHURDA ROAD FOR THE SESSION 2018-19**

1.	Name of the applicant (Firm or Person as the case may be)	
2.	Present Address (with PIN code & Phone No.)	
3.	Permanent Address (with PIN code & Phone No.)	
4.	Category in which enlistment is desired (Nature of Work)	
5.	Area of operation	
6.	If the contractor is a firm, state whether it is a proprietary or a partnership firm	
a..	If it is a proprietary firm, state the name and address of the proprietor	
b.	If it is a partnership firm, state the name and address of each partner along with their share in the firm	
c.	Name & address of the holder of Power of Attorney, if so	
7.	The name of work and value of work executed in any Govt. Deptt/PSU in single agreement during preceding 3 years including work order No., Work order issuing authority, the dates of commencement and completion of work be furnished. (Enclose documentary evidence)	

8.	Whether any disability or disqualification was ever imposed on the contractor by KVS or any Govt. Deptt./PSU. (If so, brief description with reasons for such disability or disqualification may be furnished)	
9.	In case, the applicant is a registered Cooperative Society, state the Registration No. and address of Office in which Registered. (Necessary papers in support thereof should be furnished)	
10.	In case, the applicant is applying for reenlistment, state the category and area of operation	
11.	An affidavit by the Notary in proof of the firm being Proprietorship firm OR Deed of Partnership executed under Court of Law in Proof of the firm being Partnership Firm having its validity at the time of executing work for which Certificate of Experience has been submitted <b>(to be enclosed)</b>	
12.	All the copies of the documents attached as enclosures should be authenticated by the Contractor as well as having current attestation by the eligible official.	
13	<b><i>Attach the following:</i></b>	
(i)	Service Tax Registration Certificate	
(ii)	STRC/VAT Registration Certificate	
(iii)	Partnership Deed/ Affidavit of Proprietorship duly attested by Notary Public	
(iv)	Credential Certificate from the concerned organization	
(v)	Copies of the Job order executed during the last three years.	

LIST OF DOCUMENTS SUBMITTED

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

• If it is found that the space allotted against different items in the application form are not sufficient, the applicant may enclose separate sheet of paper for each such items.

*I, on behalf of the applicant certify that all the information furnished against the above items are true to the best of my knowledge and belief. I also certify that I have gone through the rules for the enlistment of Contractors in KV KHURDA ROAD and have understood all the Terms and Conditions under the rules and agree that the same shall be binding upon the applicant. I further certify that the applicant shall fulfill all obligations under the laws in force from time to time in respect of engagement of labours for any work entrusted to him/her. I, on behalf of the applicant, certify that all statutory provisions (including payment of taxes) of the Govt. as may be applicable from time to time for works entrusted to him/her shall be fulfilled by the applicant.*

Signature of the Applicant:

Name of the person putting the signature: \_\_\_\_\_ Date : \_\_\_\_\_  
Seal of the Applicant /FIRM

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**KENDRIYA VIDYALAYA KHURDA ROAD**  
**ACKNOWLEDGEMENT**

*Received an application for enlistment of contractors (Fresh enlistment / Re-enlistment) for works related to ..... from:*

*Name*

*Address of the Contractor:*

*Date of Receiving the Application : .....*

*Signature of the Receiving Official : .....*

*Name of the Official : .....*

*Seal : .....*