



केन्द्रीय विद्यालय रायगढ़, 496001

सर्किट हाउस के पास, चांदमारी, रायगढ़, छत्तीसगढ़

**KENDRIYA VIDYALAYA, RAIGARH- 496001**

NEAR CIRCUIT HOUSE CHANDMARI RAIGARH, CHHATISGARH

(Website [www.raigarh.kvs.ac.in](http://www.raigarh.kvs.ac.in) E-mail [raigarhkv@gmail.com](mailto:raigarhkv@gmail.com))

KV code-1581, CBSE Affiliation No.-3300020, CBSE School Code- 19031, Ph. No: 07762-296025

F No. 220 / 2023-24 / KV (RGH) /

Date: 05.06.2023

Application are invited from prospective suppliers / authorized distributors / service providers/ registered firms, willing to supply quality stores and to provide necessary services at KENDRIYA VIDYALAYA RAIGARH as registered vendors for local purchase / services / supplies / annual contract for the following categories/ areas mentioned below. Interested parties have to register with KENDRIYA VIDYALAYA RAIGARH by submitting a filled-in application form that is available free of cost at the Vidyalaya office during Vidyalaya office hours from 10.30 am to 2.00 pm. The forms can be downloaded from the Vidyalaya website at [www.raigarh.kvs.ac.in](http://www.raigarh.kvs.ac.in) the last date to submit the filled in application form is 13/06/2023 up to 2.00 PM.

**NOTE: on the top of the envelope vendor/firm should mention – firm registration for the session 2023-24 with type of service for which application is being submitted.**

**List of Services/Goods for registration for the session 2023-24 at KV RAIGARH**

Sl	Name of Service/ Category	Brief Description	Remarks
1	Lab Equipment	Supply of materials and services for Physics, Chemistry, Biology, Mathematics, Jr. Science lab etc.	
2	Games & Sports	Supply of materials and services for Games and sports	
3	Catering and Canteen Services	Supply of catering items and running canteen etc. in various occasions	
4	Tent Services	Supply of materials and services for tent, decoration of mandap/ pendal, stage decoration, supply of bedding/ cot etc.	
5	Light and Sound System	Supply of materials and services for various lights and sound system for various occasions	
6	Computer & Other Machinery	Supply of computer related items, various printer/ Xerox machine tonners/ cartridges and other consumables	
7	Dress & Costumes	Supply of materials and services on purchase or on rent for various programme	
8	Civil Petty Construction & Maintenance	Supply of materials and services for petty construction/ repairing works including hardware store materials	
9	Disposal of Scraps/ Raddi	Arranging services for Disposable items of the Vidyalaya	

Principal KV Raigarh

KENDRIYA VIDYALAYA RAIGARH (C.G.)

**FORM FOR REGISTRATION OF FIRM**

From 1<sup>st</sup> July 2023 to 31<sup>st</sup> March 2024

From:

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

To

The Principal  
Kendriya Vidyalaya Raigarh  
Near Circuit House, Chandmari  
Distt.- Raigarh (C.G.) 496001

Sub: Application for Registration of firm-reg.

Sir,

With reference to the notice published on web site of the school dated 05.06.2023, on the subject cited above, I am to inform you that I want to register my firm for supply of articles to your Vidyalaya. Details of my firm are as given below:-

Sl. No.	Particulars	Details
01	Name of the Firm	
02	Registration No. of Firm (Copy of the Establishment Registration issued by Local Authority)	
03	Works of the Firm (As mentioned in Registration form)	
04	Period of validity of Registration	
05	Address of Firm (As mentioned in Registration form)	
06	TIN No. of Firm & GST No. of Firm (Attach copy of TIN Registration)	
07	PAN No. of Firm (Attach copy of PAN Registration)	
08	Telephone No. with STD code of Firm	
09	Mobile No. of the firm	
10	Fax No. of Firm	
11	E-mail ID of Firm	
12	Bank Account No. of firm (Attach copy of the bank pass book-1 page)	
13	Name of Bank & Branch Address	
14	IFSC Code of Bank	
15	EPF, ESI Registration & IG License for Raigarh (Attach copy if required)	
16	Site photograph of Shop	

In view of the above you are requested that kindly register our firm to your institutions and give us a chance to render our services.

Thank you,

Yours faithfully,

Encl: As above Sl.no. 1, 4, 5,6,11 & 16.

Sign & Seal of Proprietor/ firm