



**KENDRIYA VIDYALAYA SANGATHAN**  
**ZONAL INSTITUTE OF EDUCATION & TRAINING, BHUBANESWAR**

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**FORM FOR EMPANELMENT OF FIRMS FOR THE SESSION 2015-16**

(Stationery items / computer items / Annual maintenance of computers / Car on Rent / Air Conditioners / CCTV / furniture items / Service providers for Watch & Ward duty, Conservancy, Gardening / Catering Services)

**Note:** Please use separate form for empanelment for in more than one item / category).

**SUBJECT:** Empanelment for (Name of the item / category) \_\_\_\_\_

1. Name & Address of the Firm (in Block letters) \_\_\_\_\_  
\_\_\_\_\_

DISTRICT - \_\_\_\_\_ PIN CODE - \_\_\_\_\_

2. Telephone Nos. land Line: STD code \_\_\_\_\_ Ph. No. \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
e-mail id: \_\_\_\_\_

3. Name of the Owner of the firm with address and contact No.(s) \_\_\_\_\_  
\_\_\_\_\_

4. PAN No. of the owner of the firm (attach photocopy) \_\_\_\_\_

5. Registration Certificates (attach photocopies)  
a) VAT No. \_\_\_\_\_  
b) TIN No. \_\_\_\_\_  
c) TAN No. \_\_\_\_\_  
d) CST No. \_\_\_\_\_  
(Please attach copies of Income Tax return of last 2 years)

6. Bank details  
a) State if Account is in the name of the firm Tick  Yes  No

(Note: Payment is made through A/c payee cheques only)

b) If 'NO' to 'a' name in favour of whom cheque shall be issued \_\_\_\_\_

7. Details of working experience (Last 3 years only) \_\_\_\_\_

**DECLARATION**

I Shri /Smt. \_\_\_\_\_ proprietor / Partner of M/s. \_\_\_\_\_ do hereby certify that the above particulars and documents furnished by me are correct. I also understand that if any information / document found incorrect, my enlistment is liable to be cancelled.

Date:

Place:



Signature of the Proprietor/ Partner