**KENDRIYA VIDYALAYA VAYU SENA NAGAR NAGPUR**

**FORM OF REGISTRATION OF FIRM (2024-25)**

From :

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………………………………………….

…………………………………………

To

The Principal

Kendriya Vidyalaya

Vayu Sena Nagar,

Nagpur – 440 007

Sub : **Application for Registration of Firm – reg**

Sir,

 With reference to your advertisement in Dainik Bhaskar news paper on 15.02.2024 on the subject cited above. I am to inform you that to register my firm for supply of articles to your Vidyalaya. Details of my firm are as given below:

|  |  |  |
| --- | --- | --- |
| S.No. | Particulars | Details |
| 1 | Name of firm (Copy of the Establishment Reg issued by local authority) |  |
| 2 | Address of Firm(Mentioned at Registration Form) |  |
| 3 | Works of the Firm (Copy of firm Registration) |  |
| 4 | Registration No. of the Firm (Copy of Firm Registration) |  |
| 5 | GSTIN No. of Firm (copy of GSTIN Registration) |  |
| 6 | PAN No. of Firm (copy of PAN Registration) |  |
| 7 | Tel No of Firm. |  |
| 8 | Mobile No. of Firm |  |
| 9 | Fax No. of Firm |  |
| 10 | Email ID of Firm |  |
| 11 | Bank A/c No of Firm (Copy of the Bank Pass Book 1st Page) |  |
| 12 | Bank & Branch Name |  |
| 13 | IFSC Code of Bank |  |
| 14 | Period for Registration |  |
| 15 | Copy of Municipal Registration (copy of latest registration) |  |
| 16 | Site photograph of Shop |  |
| 17 | Any other |  |

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

Thanking you,

 Yours faithfully,

 Encl : Signature of Proprietor

 Seal of the Firm