

To  
The Principal  
PM SHRI Kendriya Vidyalaya No.1 IIT Kharagpur  
PO: Kharagpur , Distt- Paschim Medinipur  
West Bengal-721302

**PROFORMA FOR ENLISTMENT OF SUPPLIERS/ VENDORS/  
SERVICE PROVIDERS/CONTRACTORS FOR SESSION 2024-25**

1.	Name of the firm/company:	
2.	Address of the firm/company & contact telephone No.:	
3.	Name & address of the proprietor/contractor /partner of the firm/company with communication details like Phone/Fax No., Mobile no/email address	
4.	Registration/enlistment sought for: - as a <b>Supplier/ Service Provider/Contractor</b>	
5.	Registration/enlistment particulars, ( Attach supportive documents)	i) Trade License No./Contractors license No. _____ ii) PAN No. _____ iii) GST/CST registration No. _____ iv) Service Tax Regn No. _____ v) Other details if any _____
6.	Whether registered in GeM or Not (Yes/ NO)	
7.	Banker's details	a. Current A/c No. _____ b. Name & address of the bank _____
8.	Whether enlisted with any Govt. Institution or not if yes submit details	
9.	Documents attached: - (Xerox copies of all the documents as the proof of all the above statements should be attached	

I Sri \_\_\_\_\_ proprietor/partner/authorized signatory of the firm  
M/s \_\_\_\_\_ do here by confirmed that the above information  
provided by me are correct. I assure to provide my sincere / satisfactory service to the stated Institution if I am  
considered for registration / enlisted at your end.

Signature of the Proprietor/partner/authorized signatory of  
M/s \_\_\_\_\_

Date: \_\_\_\_\_

STAMP/SEAL