

From:

To

The Principal
Kendriya Vidyalaya Dindori
In front of RTO Office Dindori

Sub: Application for Registration of firm for session 2023-24 – reg.

Sir,

With reference to the your advertisement published in your school website:-
<https://dindori.kvs.ac.in> on the subject cited above, it is to inform you that our firm deals in
_____ materials/ works/ services. I want to register my firm for supply of/ providing
_____ materials/ works/ services in your esteemed Vidyalaya during the session 2023-24. Details
of my firm are as given below:-

S.No.	Particulars	Details
01.	Name of Firm (Copy of the Establishment Reg. issued by Local Authority)	
02.	Address of Firm (Mentioned as registration form)	
03.	Works of Firm (Mentioned as registration form)	
04.	Registration No. of Firm (Copy of firm registration)	
05.	GST No. of Firm (Copy of CGST/SGST registration)	
06.	PAN No. of Firm (Copy of PAN registration)	
07.	Tel. No. of Firm	
08.	Mobile No. of Firm	
09.	E-mail ID of Firm	
10.	Bank A/c. No. of Firm (Copy of the Bank Pass Book-1 st page)	
11.	Bank & Branch Name	
12.	IFSC Code of Bank	
13.	Name of the Item for Supply	

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.

Yours faithfully

Note:- (Labour, EPF, ESI & Service Tax Registration will be
Submitted by Manpower supply Agencies only)

Sign of Proprietor

Name _____

Seal of the Firm & Date