



**THE
DOON
SCHOOL**

Procurement of single bed mattresses and pillows for The Doon School

The Doon School invites most competitive quotations for procurement of 180 nos. single bed mattresses and 265 pillows from manufacturer, authorized distributor or dealer. Interested parties who wish to participate in tenders can obtain the tender documents from our website www.doonschool.com/tenders or collected from the purchase department free of cost from July 30 to August 6, 2019 up to 1600 hrs.

Bidders have to submit the ^{Sealed} quotation In ^{the} sealed drop box kept with the Security at the Main Gate of The Doon School till the last date & time prescribed for submission.

Tender sent by other means will not be accepted in any case.

Last date of submission of tender form :- August 19, 2019 up to 1700 Hrs.

Day and timing of submitting the tender form :- Monday to Friday , 10:A.M. to 4:30 P.M.

Date of opening of tender form :- August 20, 2019

Place and timing of opening the tender form :- Office of Director Administrative Affairs at 3:30 P.M.

The envelope containing your tender should be sealed and superscribed in Capital letters "TENDER FOR MATTRESSES AND PILLOWS and address should be in the name of The Head Master, The Doon School, Mall Road, Dehradun.

Wg. Cdr. Anupama Joshi (Retd.)
Director of Personnel





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Annexure : 1

Tender Form for the Supply of Mattress and Pillows to The Doon School, Mall Road, Dehradun

Name of Tenderer

Address of Tenderer

Telephone No.

GST No. :-

S.No.	Description	Qty	Rate	Total
1	Single Bed Mattress (Branded)	175		
	Dimensions :- 72 inch x 36 inch x 4 inch thick			
2	Single Bed Mattress (Branded)	5		
	Dimensions :- 78 inch x 36 inch x 4 inch thick			
3	Pillow (fiber) size :- 24 x16 Branded)	265		

Please also quote buyback amount of following items

S.No.	Description	Rate (each)
1	Single Bed Mattress	
	Dimensions:- 72 inch x 36 inch x 4 inch thick Make :- Kurl-on / Model :- Kurlo Coir	
2	Pillows fiber size :- 24 x 16	

- Note :- (1) Rate should be quoted inclusive all Taxes F.O.R. School.
(2) Company seal should be affixed on all pages of the bidding document.
(3) Mattresses and Pillows should be branded and minimum guarantee should be 2 years.
(4) Mattress should be in sandwich type pure foam not required.

Authorized Signature of Supplier
With stamp

Wg. Cdr. Anupama Joshi (Retd.)
Director of Personnel





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Annexure : 2

FORMAT FOR SUBMISSION OF COMPANY DETAILS (DATA SHEET)

S.No.	Particulars	Details to be filled by the organization
1	Name of the company	
2	Registered Office Address	
3	Telephone / Mobile Number of the Company and Fax Number (If have)	
4	E-Mail of the Company	
5	Is the firm registered with sales tax department? If yes, submit valid sales tax registration certificate.	
6	Permanent Account Number of the firm	

Authorized Signature of Supplier
With stamp

**Wg. Cdr. Anupama Joshi (Retd.)
Director of Personnel**





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Annexure : 3

The Doon School, Dehra Dun

Terms & Conditions for the Supply of Mattresses and Pillows :-

- (1) All duties, taxes and other levies payable including the supply at our place by the vendor under the contract shall be included in the total price.
- (2) Interested Agencies shall submit their proposal in sealed envelopes super-scribed with "Please Don't Open, this is bid", due date, project and complete address.
- (3) Period of delivery- The items are to be delivered within a maximum time limit of 30 days from the issue of Purchase order.
- (4) The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule tender are not fully filled in. Particular attention must be paid to delivery date and also to the particulars referred to in the condition of the contract. The tenderer should sign every page.
- (5) The Doon School reserves the right to choose, accept or reject any or all requests/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split the order.
- (6) The Bidder has to submit VAT No. , PAN No. with Income Tax Return of their firm along with tender documents.
- (7) All statutory compliances with regard to payment of government taxes, duties and other levies shall be the sole responsibility of the contractor/supplier, including complete adherence to all government and state rules and regulations.


Wg. Cdr. Anupama Joshi (Retd.)
Director of Personnel





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