

THE DOON SCHOOL, DEHRA DUN – 248001

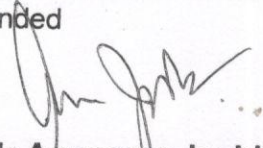
TENDER FORM FOR THE SUPPLY OF Printing, Stationery and Copies

Duration of Supply 01-APRIL- 2020 TO 31-MARCH-2021

**Terms & Conditions of the Contract:**

THE DOON SCHOOL, DEHRA DUN – 248001

1. All tenderers are required to deposit their tenders in sealed envelopes along with a Demand Draft in the name of "The Headmaster, The Doon School" of Rs. 23000/- as Earnest Money. The Earnest Money will be refunded to unsuccessful tenderers. The Earnest Money of successful tenderers will be retained.
2. Supplies will be made as per delivery schedule laid down by the Doon School and will be made on printed delivery challan presented in duplicate. The receipt of supplies will be made by signature on one copy of the delivery challan by a person authorized by the Headmaster. Such signed challans must be attached to the supplier's bill. Bills must be submitted once every 15 days and will be paid by cheque within 15 days of their presentation.
3. All supplies are to be delivered to the school as per time specified by the concerned department. Supplies will be made of the best quality and approved specifications, and the Headmaster's decision on this matter will be final and binding. In the event of short supplies or late supplies, the Doon School will be entitled to make up the deficiency by direct purchase from other sources, and will be entitled to recover the difference in price from the contractor's bill, if a price higher than contracted is paid.
4. In the event of defective, unhygienic or poor quality supplies, of which the Headmaster shall be the absolute judge, the school will be entitled to reject the supplies, or at its discretion, accept the supplies and make such deduction from the price as it deems fit or by any scale laid down in the contract.
5. Delivery van and items supply containers / box should be clean and hygienic as per the food standard.
6. Abiding by the government rules and regulations single use plastic should be avoided.
7. The School shall devise such test and investigations on the question of quality as it deems fit, but a signature on the contractor's challan only signifies receipt of supplies subject to test and acceptance and does not absolve the contractor from his responsibility on this score.
8. In the event of termination of contract without the written consent of the school, the security deposit will not be refunded

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





THE  
DOON  
SCHOOL

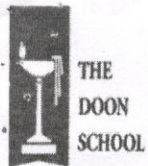
## The Doon School, Dehra Dun

Tender Form for providing Printing, Stationery and Copies for the period April 1, 2020 to March 21, 2021 at The Doon School, Mall Road, Dehradun

S.No.	Details	Date
1	Last date of submitting the Tender Form	07-01-2020
2	Days of submitting the Tender Form	Monday to Friday
3	Timing of submission the Tender Form	10:00 am - 4:30 pm.
4	Place of submitting the Tender Form	Main gate of the Doon School
5	Date of opening of Tender Form	13-01-2020
6	Timing of opening of Tender Form	11:00 a.m.
7	Place of opening of Tender Form	DAA Office

- 1 The envelope containing your tender should be sealed and superscribed in capital letter "TENDER FOR \_\_\_\_\_" and address should be in the name of THE HEAD MASTER, THE DOON SCHOOL, MALL ROAD, DEHRADUN
- 2 Tender sent by other means will not be accepted in any case

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



## The Doon School, Dehra Dun

Tender Form for providing Printing, stationery and copies for the period April 1, 2020 to

March 31, 2021 at The Doon School, Mall Road, Dehradun

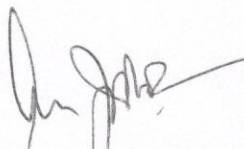
S.No.	Particulars	Details to be filled by the organization
1	Name of the Firm	
2	Registered Address	
3	Name of the contact person	
4	Telephone / Mobile No.	
5	E-mail	
6	Regn. No. of the firm (Submit copy of registration no. certificate)	
7	GST No. of the firm (Submit copy of GST registration no. certificate)	
8	Permanent Account Number of the company (Submit copy of PAN )	
9	EPF Registration No. (Submit copy of EPF registration no. certificate)	
10	ESI Registration No. (Submit copy of ESI Registration certificate)	

Note :- Which one is not applicable please mentioned NA in this column.

### UNDERTAKING :-

- 1 The undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
- 2 The rates quoted by me are valid and binding upon me for the entire period of contract.
- 3 I/We give the rights to the Bureau to forfeit the security money deposit by me/us in case of breach of conditions of Contract.

(Signature and seal of the firm)

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



To,  
Director of Finance,  
The Doon School,  
Mall Road,  
Dehra Dun

Dear Sir/Madam,

We hereby confirm that:

- 1) The provisions of the Micro, Small and Medium Enterprises Development Act, 2006 is not applicable

AND

- 2) We have not filed memorandum under the provisions of Micro, Small and Medium Enterprises Development Act, 2006.

Please Tick ☐

OR

- 3) We have filed memorandum under the provisions of Micro, Small and Medium Enterprises Development Act, 2006.

Please Tick ☐

If filed then,

- a) We have filed memorandum with the notified Government Authority on \_\_\_\_\_ (DD/MM/YY) (Please attach the acknowledgement of the Authority for receipt of the Memorandum/certificate issued by the authority)

- b) As per the provisions of Micro, Small and Medium Enterprises Development Act, 2006. We are classified as:

I. Micro ☐

II. Small ☐

III. Medium ☐

For ~~Name of Supplier~~

(Authorised Signatory)

## Details of attached Bank Draft of the Earnest Money

S.No.	Particulars	Details
1	Name of tenderers	
2	Address of tenderer	
3	Contact No.	
4	Tender of supply of	
5	D.D. / Cheque No.	
6	Date of D.D. / Cheque	
7	Name of Bank	
8	Earnest Money amount	

(Signature and seal of the firm)





THE  
DOON  
SCHOOL

## The Doon School, Dehra Dun

Tender Form for the Supply of Printing, Stationery and Copies duration of supply  
April 1, 2020 to March 31, 2021

Name of Tenderer  
Address of Tenderer

Telephone No. :-  
GST No. :-

S.No.	Item	UOM	Qty	Rate
<b>A</b>	<b>Printing</b>			
1	Envelopes White 10x4.5 Thick with DS Printed 120 GSM	Nos.	20000	
2	Envelopes White 13x10 Thick with DS Printed 120 GSM	Nos.	2000	
3	Envelopes Yellow 12x10 Laminated Thick 120 GSM	Nos.	2000	
4	Envelopes Green with cloth 12x10 Thick 120 GSM	Nos.	600	
5	Envelopes Green with cloth 18x10 Thick 120 GSM	Nos.	300	
6	Envelopes SS DLP Super (with DS printed)	Nos.	2000	
7	Envelopes Thick 12 X 10 Brown	Nos.	1000	
8	Envelopes Trials Thickest Brown 120 GSM	Nos.	1000	
9	File Cover Ordinary (Tag File ) with DS printed (600 gsm board)	Nos.	1000	
10	File Cover (Clip) with DS Printed (600 gms board)	Nos.	600	
11	Project Sheets (260 gsm star) A4 Size Coloured	Nos.	2000	
12	Project Sheets (260 gsm star) A4 Size white	Nos.	5000	
13	Attendance Registers Staff	Nos.	20	
<b>B</b>	<b>Registers, Copies, Cambridge Sheets</b>			
1	Long Registers Hard Cover (120 pages with DS printed )	Nos.	8500	
2	Science Magnum 144 Pages with DS printed	Nos.	600	
3	Cambridge Sheets (500 sheets in per reem)	Reem	60	
4	Copy 240 Pages Hard Cover with DS printed	Nos.	1300	
5	Copy 120 Pages Hard Cover with DS printed	Nos.	1000	
6	Science Magnum 100 pages A5 size 8" x 6" plain cover hard board on 70 gsm paper	Nos.	700	
<b>C</b>	<b>Paper</b>			
1	Photo Copy paper A-4 Size (Century) 75 gsm blue pack	Reem	1650	
2	Photo Copy paper A-3 Size (Century) 75 gsm blue pack	Reem	80	
3	Photo Copy paper Full Scape Size (Century) 75 gsm blue pack	Reem	10	
4	Photo Copy paper A-4 Size coloured (Century) 75 gsm Desmat/Oddy (Yellow/Pink/Sky blue	Reem	150	
5	Photo Copy Paper A-4 Size 100 gsm Hi Bright Paper 210x297			

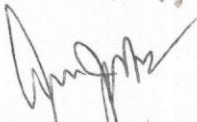


D	Stationery		
1	Uniball Eye Fine Pen	Nos.	3000
2	White Board Markers Camlin / Renolds	Nos.	2000
3	Plastic File Corporate (Report File A4) White Solo/Mega	Nos.	600
4	Ball Pen Reynolds 045	Nos.	4000
5	Rubber Bands (100 gms. Pkt.) Mix.	Pkt.	250
6	Geometry Box (Camel Scholar)	Nos.	200
7	Calculator Casio 12 Digit MJ-120D	Nos.	30
8	Glue Stick (Oddy 15 gms)	Nos.	650
9	Pencils (Soft) (Apsara)/Absolute	Nos.	4500
10	Cello Tape 1" (Captain)	Roll	500
11	Brown Packing Paper Thick Star 120 gsm	Nos.	1400
12	Permanent Markers (Reynolds/camlin)	Nos.	550
13	Plastic L Shape Files (Dataking DK-LF 310)	Nos.	3000
14	Erasex Pens Camel / Artline	Nos.	250
15	Chart Paper White 22x28 (300 gsm)	Nos.	1000
16	Chart Paper Coloured 22x28 (300 gsm)	Nos.	1000
17	Stapler Plastic Gold No. 10 (Kangaroo)	Nos.	150
18	Box File good quality (Jambudeep)	Nos.	80
19	Calculator scientific FX 82 MS (Casio)	Nos.	250
20	Magnetic Dusters (Ikon)	Nos.	150
21	Thread Balls Thick ART V-308 100 gms each (Ambica)	Nos.	60
22	Ring File A 4 size (Megha H 5321)	Nos.	350
23	Ring File A 4 size (Solo RB 406)	Nos.	100
24	Brown Tape 2" Captain	Roll	60
25	Cello Tape 2" Captain	Roll	200
26	Drawing Pins Scholar	Pkt.	60
27	Colour Pencil Set (Camlin 12 shades round) Full Size	Pkt.	200
28	Clip Board Transparent Plastic 1st Quality	Nos.	50
29	Writing Pad Spiral with Different Colour 100 pages 90 gsm size 25x17.6cm	Nos.	150
30	Highlighter Fiber Castel / Camel	Nos.	350
31	Writing Pad A5 (Desmat) / Good Quality (40 sheets)	Nos.	600
32	Stick Flags 5 Colours 12.7mmx43.7mm Plastic Corporate/oddy	Nos.	50
33	Sketch Pen (Camel)	Nos.	1800
34	Stapler Pins (No. 10) Small (Kangaroo)	Pkt.	450
35	Gum Bottles 300 ml Camel	Btls	30
36	Binder Clips 41 MM	Nos.	150
37	Binder Clips 32 MM	Nos.	400
38	Binder Clips 19 MM	Nos.	300
39	Box File (ISHI /Karani lever arch file LA556)	Nos.	60
40	Push Pin Coloured (Oddy)	Pkt.	60
41	Push Pin White Transparent (Oddy)	Pkt.	70
42	Display File 20 Pocket A4 Megha Deluxe	Nos.	100
43	Paper Clips Gem 26 mm (Bell)	Pkt.	50
44	Strip File Megha Deluxe HF 286	Nos.	300
45	Poilet Pen Hi-Tech V7 & V5 Luxor blue body	Nos.	500
46	Display File 50 Pocket A4 Megha Deluxe	Nos.	50



47	Sheet Protector A 4 Datalog DK-SP 501/Megha Delux	Pkt.	50	
48	DT-105	Nos.	1000	
49	Trimax Pen Reynolds	Nos.	50	
50	Display File 40 Pocket A4 Megha Deluxe	Nos.	40	
51	Punching Machine 480 No.	Nos.	10	
52	Stapler 24/6	Nos.	40	
53	White Board Care	Nos.	200	
54	Blue Tack	Nos.	100	
55	Fevical 100 gms tube	Nos.	350	
56	Link Ball Pen	Nos.	300	
57	Fevikwik (MRP-Rs. 5)	Nos.	70	
58	Ribbon 10 meters Roll	Nos.	25	
59	Alpins (Bell) 100 gm	Pkt	400	
60	Carbon Paper (Camel)	Nos.	50	
61	Cello Tape 1/2" captain	Nos.	2000	
62	Erasers (Apsara)	Nos.	250	
63	Foot Ruller 12" (Natraj)	Nos.	200	
64	Foot Ruller 6" (Natraj)	Nos.	2000	
65	Green Cotton Tags 24"	Nos.	1000	
66	White Cotton Tags 10"	Nos.	55	
67	Paper Clip Gem Large (Bell) 35 mm	Pkt	100	
68	Paper Cutter Big	Nos.	2000	
69	Sharpner (Natraj)	Nos.	20	
70	Stamp Pads Oddy large	Nos.	60	
71	Stapler Pin Large 24/6 (Kangaroo)	Pkt	60	
72	Sticky Notes 75X75 mm (Oddy)	Nos.	50	
73	Chalk White Dustless (Vishnoo)	Box	100	
74	Sticky Pads Diff. Colour Paper Desmet	Nos.	100	
75	Protector Half	Nos.	100	
76	Protector Full	Nos.	50	
77	Drawing Pin Coloured Oddy	Pkt	100	
78	Scissor small Kangaroo PL-3160	Nos.	100	
79	Scissor big kangaroo PL-3180	Nos.	100	
80	Double Sided Tape big size	Nos.	100	
81	Tape Dispensar Omega	Nos.	4	
82	Label sheets A4 size self stick (210 x 297 mm) oddy / desmet (16 label / Sheet)	reem	30	
83	White Board Marker Ink 15 ml Camel	Nos.	100	
84	Spiral Premium Note Book 160 Pages size:- 25 x 17.6 cm 70 GSM paper High Opavty	Nos.	800	
	Zipper Re-Lock Pouch Super Plastic	Nos.	100	

**Note :- Please Quote the rates inclusive all taxes FOR School**

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