

THE DOON SCHOOL, DEHRA DUN – 248001

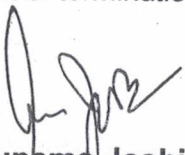
TENDER FORM FOR THE SUPPLY OF Toiletries and misc. items

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. \_\_\_\_\_ 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

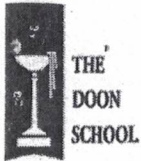
Tender Form for providing Toiletries and misc. Items for the period April 1, 2020 to March 21, 2021 at The Doon School, Mall Road, Dehradun

S.No.	Details	Date
1	Last date of submitting the Tender Form	7 <sup>th</sup> January, 2019
2	Days of submitting the Tender Form	Monday to Friday
3	Timing of submission the Tender Form	10. a.m. to 4.30 P.m.
4	Place of submitting the Tender Form	Main Gate of the Doon School.
5	Date of opening of Tender Form	14-01-2020
6	Timing of opening of Tender Form	3.00 P.m.
7	Place of opening of Tender Form	DAA's office

- 1 The envelope containing your tender should be sealed and superscribed in capital letter "TENDER FOR TOILETRIES AND MISC. ITEMS" 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 Toiletry and misc. Items for the period April 1, 2020 to  
March 31, 2021 at The Doon School, Mall Road, Dehradun

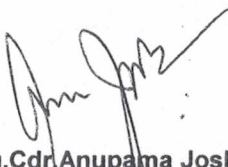
S.No.	Particulars	Details to be filled by the organization
1	Name of the Firm	
2	Registered Address	
3	Name of the contact person	
4	Telephone / Mobile No.	
5	E-mail	
6	Regn. No. of the firm (Submit copy of registration no. certificate)	
7	GST No. of the firm (Submit copy of GST registration no. certificate)	
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 **Toiletry and mis. Items** duration of supply  
1 April, 2020 to March 31, 2021

Name of Tenderer  
Address of Tenderer

Telephone No. :-  
GST No. :-

S.No.	Items	Make	Unit	Requirement (Approx)	Rate
1	Stick Broom (500 gms)		Nos	1200	
2	Phool Broom (Gulab Supreme)		Nos	600	
3	Floor Swabs (Big) 60cm x 60cm		Nos	1250	
4	Nara Tape		Roll	100	
5	Cash Nos.		Roll	1000	
6	Duster 100% Cotton (Size:- 21x21)		Nos	700	
7	Yellow Duster 60cm x 45cm		Nos	300	
8	Cardboard Boxes Size:- 5"x 5"x3.5" small	Heavy	Nos	2000	
9	Cardboard Boxes Size:- 5"x 7"x3.5" Big	Heavy	Nos	1000	
10	Paper Napkin Single Ply	Good Quality	Nos	52000	
11	Toilet Roll 80 mtrs.		Nos	1100	
12	Spoon Wooden		Nos	600	
13	Glass Paper (size :- 7")	Good Quality	Nos	100000	
14	Paper Plate white Size :- 8" Dia		Nos	3000	
15	Food Wrapping Paper (20 mtrs Roll)		Nos	50	
16	Ciling Flim( 600 Mtrs. Roll)		Nos	20	
17	Butter Paper		Nos	600	
18	Face Tissue 100 pull	Good Quality	Pkt	650	
19	Urinal Cubes (400 gms)		Nos	200	
20	Doly Paper Cup size		Nos	5000	
21	Doly Paper Try Size		Nos	2000	
22	Nail Cutter good quality Bell		Nos	100	
23	Razor Gilate use and throw		Nos	100	
24	Boot Brush		Nos	150	
25	Phenyl ( Herbal )		Ltrs.	1800	
26	B.D.Pol		Ltrs.	7000	
27	Mecnowash		Ltrs.	700	
28	Naphthalene Balls		Kgs.	60	

Note :- Please quote the rates inclusive all Taxes F.O.R. School.

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