



THE  
DOON  
SCHOOL

THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF

Dry cleaning

Duration of Supply 01-APRIL- 2021 TO 31-MARCH-2022

**Terms & Conditions of the Contract:**

1. All tenderers are required to deposit their tenders in sealed envelopes along with a Demand Draft / Cheque in the name of "The Headmaster, The Doon School" of Rs. 10,000/- 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.

  
Gp. Capt. Sandeep Sethi (Retd.)  
Director Administrative Affairs

The Doon School  
Mall Road  
Dehradun, UK 248001  
India

Phone: +91 135 2526400  
Fax: +91 135 2757275  
Email: [info@doonschool.com](mailto:info@doonschool.com)  
[www.doonschool.com](http://www.doonschool.com)






THE  
DOON  
SCHOOL

## The Doon School, Dehra Dun

Tender Form for providing / supply of \_\_\_\_\_ at The Doon School  
duration of contract period from April 1, 2021 to March 31, 2022

S.No.	Details	Date
1	Last date of submitting the Tender Form	27-01-2021
2	Days of submitting the Tender Form	Monday to Sunday
3	Timing of submission the Tender Form	10:00 A.M. to 5:00 P.M.
4	Place of submitting the Tender Form	In sealed drop box kept with the security at the main gate of the Doon School
5	Date of opening of Tender Form	6-02-2021
6	Timing of opening of Tender Form	11:00 a.m.
7	Place of opening of Tender Form	Office of Director Administrative Affairs

- 1 The envelope containing your tender should be sealed and superscribed in capital letter "TENDER FOR PROVIDING / SUPPLY OF \_\_\_\_\_ 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

  
Gp. Capt. Sandeep Sethi (Retd.)  
Director Administrative Affairs

**SCHEDULE FOR THE OPENING OF TENDER**

The schedule of tender opening at the Office of Director Administrative Affairs will be as follows

**Thursday, January 28, 2021 at 11:00 a.m.**

**Central Dining Hall :-** Fish, Eggs, Milk, Milk Products, Tofu (Soya Paneer), Bread, Bakery Products, Sweets & Namkeen, Vegetables, Fruits, Atta, Dals/ Spices/ Pickles, Groceries & Provisions- Coffee/ Cereals, Butter/Squash/Jams etc. Mutton & Keema- Halal & Jhatka and Chicken Halal and Jhatka, Frozen Chicken – Jhatka and Halal and Soya Seekh Kebab

**Friday, January 29, 2021 at 11:00 a.m.**

**Workshop & Maintenance:-** Electrical Items, Sanitary & Plumbing Items, Glass, Plywood, Chemicals and Hardware

**Saturday, January 30, 2021 at 11:00 a.m.**

Crockery (Kitchen Utensils)

**Monday, February 1, 2021 at 11:00 p.m.**

**General Store:-** Printing office & School Stationery, Printing Works,

**Monday, February 1, 2021 at 3:00 p.m.**

**General Store:-** Toiletry and Mis. Items, and other items- Soap/ Shampoo/ Tooth paste/ Tooth brush/ Oil etc:

**Tuesday, February 2, 2021 at 11:00 a.m.**

Computer Ink Cartridges

**Tuesday, February 2, 2021 at 3:00 p.m.**

Art Materials

**Wednesday, February 3, 2021 at 11:00 a.m.**

School Text Books

**Wednesday, February 3, 2021 at 3:00 p.m.**

Running of School Tuck shop

**Thursday, February 4, 2021 at 11:00 a.m.**

Tentage Services

**Thursday, February 4, 2021 at 3:00 p.m.**

Audio Visual Services

**Friday, February 5, 2021 at 11:00 a.m.**

Readymade Garments

**Friday, February 5, 2021 at 3:00 p.m.**

School Uniforms- Winter Uniforms, Summer Uniforms,


Staff Uniforms

**Saturday, February 6, 2021 at 11:00 a.m.**

Dry Cleaning

**Saturday, February 6, 2021 at 12:00 a.m.**

Laundry

  
Gp. Capt. Sandeep Sethi (Retd.)  
Director Administrative Affairs

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)



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	Micro, Small and Medium Ent. Reg. no. (Submit copy of MSME registration no. certificate)	
10	FSSAI Licence No. (Submit copy of FSSAI Licence no. certificate)	
11	EPF Registration No. (Submit copy of EPF registration no. certificate)	
12	ESI Registration No. (Submit copy of ESI Registration certificate)	
13	Registration No. of registered under Private Security Agencies (Regulation) Act 2005 (Submit copy of PSAR certificate)	
14	Registration no. of Labour Licence (Submit copy of labor licence certificate)	

**Note :- (1) Which one is not applicable please mentioned NA in this column.  
(2) Please attach one cancelled cheque**

**(Signature and seal of the firm)**

## 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 the Bank	
8	Earnest Money Amount	

(Signature and seal of the firm)



THE  
DOON  
SCHOOL

## The Doon School, Dehra Dun

Tender Form for the Dry Cleaning of Students / School Cloths duration of  
April 1, 2021 to March 31, 2023.

Name of Tenderer :-

Address of Tenderer :-

Telephone No. :-

GST No. :-

Email :-

S.No.	Items	Qty	Rate
1	Grey Pant	12500	
2	Blazer	5000	
3	Jersey (F.S.)	4500	
4	Jacket	3000	
5	T. Shirt	2400	
6	Blanket	2200	
7	Muffler	2200	
8	Shirt	2200	
9	Ties	2200	
10	Rajai	2200	
11	Track Top	2000	
12	Track Bottom	2000	
13	Big Curtain	2000	
14	Small Curtain	1200	
15	Razai Cover	1200	
16	Kurta	1000	
17	Payzama	1000	
18	Pillow	600	
19	Short	400	
20	Warm Vest	200	
21	Cap	100	
22	Swimming Trunk	100	
23	Carpet Small	30	
24	Carpet Big	20	
25	Dari	20	
26	Dressing Gown	10	
27	Shawl	10	
28	Sleeping Bag	10	
29	Gloves	10	
30	Socks	10	
31	Cushion	10	
32	Table Cloth	10	
33	Inner	10	
34	Hand Towel	10	
35	Rain Coat	10	
36	Foot Matt	5	

Ironing

S.No.	Items	Qty	
1	Blazer	1200.00	
2	Pant	1200.00	
3	Shirt	800.00	
4	Tie	500.00	

Note :- Rates should be inclusive all of Taxes



Gp.Capt.Sandeep Sethi (Retd.)  
Director Administrative Affairs

The Doon School  
Mall Road  
Dehradun, UK 248001  
India

Phone: +91 135 2526400  
Fax: +91 135 2757275  
Email: [info@doonschool.com](mailto:info@doonschool.com)  
[www.doonschool.com](http://www.doonschool.com)



The Indian Public Schools' Society. Registered office: The Doon School, Chandbagh,  
Dehradun, Uttarakhand. Corporate Identification Number: U99989UR1928NPL002455