THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF ____________

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

Terms & Conditions of the Contract:

1. All tenderer 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. ___________ 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, 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, of 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
www.doonschool.com
Tender Form for providing / supply of ____________________________ at The Doon School

duration of contract period from April 1, 2021 to March 31, 2022

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Details</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Last date of submitting the Tender Form</td>
<td>29-1-2021</td>
</tr>
<tr>
<td>2</td>
<td>Days of submitting the Tender Form</td>
<td>Monday to Sunday</td>
</tr>
<tr>
<td>3</td>
<td>Timing of submission the Tender Form</td>
<td>10:00 A.M. to 5:00 P.M.</td>
</tr>
<tr>
<td>4</td>
<td>Place of submitting the Tender Form</td>
<td>In sealed drop box kept with the security at the main gate of the Doon School</td>
</tr>
<tr>
<td>5</td>
<td>Date of opening of Tender Form</td>
<td>29-1-2021</td>
</tr>
<tr>
<td>6</td>
<td>Timing of opening of Tender Form</td>
<td>11.00 a.m.</td>
</tr>
<tr>
<td>7</td>
<td>Place of opening of Tender Form</td>
<td>Office of Director Administrative Affairs</td>
</tr>
</tbody>
</table>

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.


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 Signatory]

(Authorised Signatory)
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Details to be filled by the organization</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Firm</td>
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<tr>
<td>2</td>
<td>Registered Address</td>
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<tr>
<td>3</td>
<td>Name of the contact person</td>
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</tr>
<tr>
<td>4</td>
<td>Telephone / Mobile No.</td>
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<tr>
<td>5</td>
<td>E-mail</td>
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</tr>
<tr>
<td>6</td>
<td>Regn. No. of the firm</td>
<td>(Submit copy of registration no. certificate)</td>
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<tr>
<td>7</td>
<td>GST No. of the firm</td>
<td>(Submit copy of GST registration no. certificate)</td>
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<tr>
<td>8</td>
<td>Permanent Account Number of the company</td>
<td>(Submit copy of PAN )</td>
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<tr>
<td>9</td>
<td>Micro, Small and Medium Ent. Reg. no.</td>
<td>(Submit copy of MSME registration no. certificate)</td>
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<tr>
<td>10</td>
<td>FSSAI Licence No.</td>
<td>(Submit copy of FSSAI Licence no. certificate)</td>
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<tr>
<td>11</td>
<td>EPF Registration No.</td>
<td>(Submit copy of EPF registration no. certificate)</td>
</tr>
<tr>
<td>12</td>
<td>ESI Registration No.</td>
<td>(Submit copy of ESI Registration certificate)</td>
</tr>
<tr>
<td>13</td>
<td>Registration No. of registered under Private Security Agencies (Regulation) Act 2005</td>
<td>(Submit copy of PSAR certificate)</td>
</tr>
<tr>
<td>14</td>
<td>Registration no. of Labour Licence</td>
<td>(Submit copy of labour licence certificate)</td>
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</tbody>
</table>

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

<table>
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<th>S.No.</th>
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<td>Address of tenderer</td>
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<td>4</td>
<td>Tender of supply of</td>
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<td>D.D. / Cheque No.</td>
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<tr>
<td>6</td>
<td>Date of D.D. / Cheque</td>
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<td>7</td>
<td>Name of the Bank</td>
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<td>8</td>
<td>Earnest Money Amount</td>
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(Signature and seal of the firm)
**The Doon School, Dehra Dun**

Tender Form for the Supply of **ELECTRICAL ITEMS** duration of supply April 1, 2021 to March 31, 2022

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Items</th>
<th>Make</th>
<th>Unit</th>
<th>Requirement (Approx)</th>
<th>Rate (In Rs.)</th>
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<td>32 AMP ISOLATOR SINGLE PHASE</td>
<td>Bajaj/Philips/Havells</td>
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<td>3</td>
<td>5/15 AMP MULTIPLUG (CONA)</td>
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<td>8</td>
<td>FAN CANOPI</td>
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<td>9</td>
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<td>P/T SWITCH 6 AMPS</td>
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<td>PVC BOX M.K. SERIES 4 X 3</td>
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<td>PVC CASING 3/4&quot; X 10 FEET (PLATE) DOUBLE LOCK</td>
<td>ISI mark</td>
<td>Nos 50</td>
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<td>PVC FLEXIBLE PIPE 3/4&quot; (FOR ELECTRICAL)</td>
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<td>SHEET 4X4</td>
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<td>THERMOSTAT FOR GEYSER SMALL 10 LTRS</td>
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<td>CHOKE COPPER BALLAST 70 WATT</td>
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<td>IGNATOR 70 WATT</td>
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<td>TUBE T-5 / 28 WATT</td>
<td>WIPRO</td>
<td>Nos 15</td>
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</table>

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

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

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