



THE
DOON
SCHOOL

THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF

INK Cartridge

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

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THE
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The Doon School, Dehra Dun

Tender Form for providing / supply of ink cartridge 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	2-2-2021
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)



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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)



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The Doon School, Dehra Dun

Tender Form for the Supply of Ink cartridge duration of supply April 1,2021
to March 31, 2022

Name of Tenderer :-

Address of Tenderer :-

Telephone No. :-

GST No. :-

Email :-

S.No.	Printers	Cartridge No.	Qty	Rate
1	HP Laserjet P2055DN	CE505A	5	
2	HP Laserjet Print -3030,1015,1020	Q2612A	20	
3	HP Laserjet Printer 1505	CB436A	5	
4	HP Colour Laserjet CP 1515n,CM 1312in Black	CB540A	2	
5	HP Colour Laserjet CP 1515n,CM 1312in Cyan	CB541A	2	
6	HP Colour Laserjet CP 1515n,CM 1312in Yellow	CB542A	2	
7	HP Colour Laserjet CP 1515n,CM 1312in Magenta	CB543A	2	
8	HP Laserjet Printer P1566	CE278	20	
9	HP Laserjet Printer P1007	CC88A	20	
10	Xerox Laser (Phaser)	3117/3122	6	
11	HP Colour Inkjet Print Catridge Black	901	2	
12	HP Colour Inkjet Print Catridge Yellow	901	2	
13	HP Colour Inkjet Print Catridge Cyan	901	2	
14	HP Colour Inkjet Print Catridge Magenta	901	2	
15	HP Colour Laserjet Print Catridge Black 2025	CC 530A	2	
16	HP Colour Laserjet Print Catridge Yellow 2025	CC 531A	2	
17	HP Colour Laserjet Print Catridge Cyan 2025	CC 532A	2	
18	HP Colour Laserjet Print Catridge Magenta 2025	CC 533A	2	
19	HP Inkjet Print Catridge Black	920 XL	2	
20	HP Inkjet Print Catridge Colour	920 XL	2	
21	HP Inkjet Print Catridge Balck	920	2	
22	HP Inkjet Print Catridge Colour	920	2	
23	HP Inkjet Print Cartridge Black 678	678	5	
24	HP Inkjet Print Cartridge Colour 678	678	5	
25	HP Officejet Ink Cartridge Black	934 XL	6	
26	HP Officejet Ink Cartridge Cyan	935 XL	6	
27	HP Officejet Ink Cartridge Yellow	935 XL	6	
28	HP Officejet Ink Cartridge Magenta	935 XL	6	
29	HP Laserjet PRO 400M 401DN Black	CF280 A	15	
30	Epson Inkjet Print Catridge L 380 Black	T 664	10	
31	Epson Inkjet Print Catridge L 380 Cyon	T 664	10	
32	Epson Inkjet Print Catridge L 380 Yellow	T 664	10	
33	Epson Inkjet Print Catridge L 380 Magenta	T 664	10	
34	HP Laserjet Print Toner CF230A	CF230A	4	
35	HP Laserjet Print Drum CF232	CF232A	4	
36	Pen Drive 32 GB	Kingston	20	
37	Pen Drive 16 GB	Kingston	20	



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Name of Tenderer :-
Address of Tenderer :-

Telephone No. :-
GST No. :-
Email :-

S.No.	Printers	Cartridge No.	Qty	Rate
1	Konica Minolta Toner Black for Biz hub C224e	TN 321 K	20	
2	Konica Minolta Toner Cyan for Biz hub C224e	TN 321 C	16	
3	Konica Minolta Toner Magenta for Biz hub C224e	TN 321 M	16	
4	Konica Minolta Toner Yellow for Biz hub C224e	TN 321 Y	16	
5	Konica Minolta Toner for Biz hub 554 e	TN 513 K	16	
6	Konica Minolta Drum for Biz hub 554 e / C224e	DR 512 K	12	
7	Konica Minolta Intermediate Image transfer Belt for C224e		3	
8	Konica Minolta Toner for Biz hub 195/206	TN 118	8	
9	Konica Minolta Drum for Biz hub 195/206	DR 114	2	
10	Konica Minolta Developer for Biz hub 195/206	DV 116	4	
11	Konica Minolta Toner for Biz hub 162	TN 114	6	
12	Konica Minolta Drum for Biz hub 162	DR 114	2	
13	Konica Minolta Developer for Biz hub 162	DV 110	2	
14	Konica Minolta Toner for Biz hub C227 Black	221 K	8	
15	Konica Minolta Toner for Biz hub C227 Cyan	221 C	3	
16	Konica Minolta Toner for Biz hub C227 Magenta	221 M	3	
17	Konica Minolta Toner for Biz hub C227 Yellow	221 Y	3	
18	Konica Minolta Drum Unit for Biz hub C227 Black	DR 214 K	6	
19	Konica Minolta Drum/Imaging Unit for Biz hub C227 Cyan	214 C	6	
20	Konica Minolta Drum/Imaging Unit for Biz hub C227 Yellow	214 Y	6	
21	Konica Minolta Drum/Imaging Unit for Biz hub C227 Magenta	214 M	6	
22	Konica Minolta Developer Unit for Biz hub C227	DV 214	2	
23	Konica Minolta Toner for Biz hub 227 Black	TN 323	4	
24	Konica Minolta Drum for Biz hub 227	DR 312 K	6	
25	Konica Minolta Developer for Biz hub 227	DV 312 K	6	
26	Konica Minolta Toner for Page Pro 1590 MF	TNP 28	6	
27	Konica Minolta Drum for Page Pro 1590 MF		2	
28	Stapler Pin for Biz hub C224e Finisher		2	
29	Konica Minolta Toner B12 Hub 283	TN 217	5	
30	Konica Minolta Drum B12 Hub 283	DR 411	3	

Note :- Quoted rates should be inclusive of all Taxes FOR school

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

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The Indian Public Schools' Society, Registered office: The Doon School, Chandbagh,
Dehradun, Uttarakhand, Corporate Identification Number: U99999UR1928NPL002455

Wsl

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The Doon School, Dehra Dun

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Tender Form for the Supply of Ink cartridge duration of supply April 1,2021
to March 31, 2022

Name of Tenderer :-

Address of Tenderer :-

Telephone No. :-

GST No. :-

Email :-

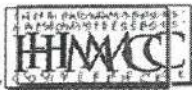
S.No.	Printers	Cartridge No.	Qty	Rate
1	Brother Printer Drum DCP 2541 .	DR 2365	6	
2	Brother Printer Toner for DCP2541DW	TN 2365	12	

Note :- Quoted rates should be inclusive of all Taxes FOR school


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

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The Indian Council's School Certificate Examinations, The Doon School, Dehra Dun,
Dehra Dun, Uttarakhand. Corporate Identification Number: U59999OR1920NP002455

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