



THE
DOON
SCHOOL

THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF

Laundry Services

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. _____ 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
www.doonschool.com






THE
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SCHOOL

The Doon School, Dehra Dun

Tender Form for providing / supply of Laundry Services 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	6-2-2021
6	Timing of opening of Tender Form	12.00 noon
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)



THE
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SCHOOL

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)



Tender Form for the Providing Laundry Services to The Doon School duration of Contract period from April 1, 2021 to March 31, 2022

Name of Tenderer
Address of Tenderer
Telephone No. :-
GST No. :-

S.No.	Service	Nos. of student	Rate
1	Laundry Services :-	580 approx	
	washing, hot air drying and ironing of linen/clothes		

Note :-

(A) Quited rate should be inclusive of all Taxes and all expenses (To and Fro School)

Schedule for collecting the clothes from houses:-

S.No.	House	Days	Time
1	Martyn House	Tuesday & Friday	
2	Foot House	Tuesday & Friday	
3	Tata House	Monday & Thursday	
4	Hyderabad House	Wednesday & Saturday	
5	Kashmir House	Monday & Thursday	
6	Oberoi House	Wednesday & Saturday	
7	Jaipur House	Tuesday & Friday	

(Signature and seal of the firm)

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



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THE DOON SCHOOL, DEHRA DUN – 248001

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3	Name of the contact person	
4	Telephone / Mobile No.	
5	E-mail	
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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)	
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(Signature and seal of the firm)

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Contract period from April 1, 2021 to March 31, 2022

Name of Tenderer
Address of Tenderer

Telephone No. :-
GST No. :-

S.No.	Service	Nos. of student	Rate
1	Laundry Services :- washing, hot air drying and ironing of linen/clothes	580 approx	

Note :-

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Schedule for collecting the clothes from houses:-

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6	Oberoi House	Wednesday & Saturday	
7	Jaipur House	Tuesday & Friday	

(Signature and seal of the firm)


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



The schedule of quantities for washing and pressing of garments per boy per wash per week will be as given hereinunder. Items can be added or deleted from the list as per the Schools' discretion/School Uniform Policy and no upward changes / revisions in the agreed rate schedule under any circumstances, situation will be permitted to

Sl	Item of Clothing	Every Wash	Every Week	Every 15 Days
		Nos. Per Boy	Nos. Per Boy	Nos. Per Boy
1	School Shirt	2		
2	School Shorts	2		
3	Games Shirt	2		
4	Games Short	2		
5	White Shirts	2		
6	White Trousers	2		
7	Underwear	4		
8	Vest	4		
9	Handkerchief	4		
10	Towel		1	
11	Kurta	2		
12	Pyjama	2		
13	Singlet	1		
14	Night Suit		1	
15	White T-Shirt	1		
16	Games Stockings	2		
17	School Stockings	2		
18	White Socks	2		
19	Patka	As Applicable		
20	Pagadi	As Applicable		
21	White Bed Sheet		1	
22	Pillow Cover		1	
23	Track Suit		1	
24	Coloured Bed Cover			1


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





**THE
DOON
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The Doon School, is running a boarding school for boys at the Mall Road, Dehradun.

Terms & Conditions for laundry (washing and pressing the clothes) contract:-

Being a Residential School, the School management is desirous of engaging, on a contractual basis, an independent and reputed agency which can provide laundry (washing and pressing the clothes) services of the students studying in The Doon School's Hostels. The Doon School is inviting sealed tenders for engagement of a Laundry Firm which can provide laundry services as per the following terms & conditions :-	
1	The firm should be a reputed, well established and financially sound.
2	Party have the requisite, required skilled, experienced personnel, manpower and technical knowhow, expertise & equipments.
3	The contract shall tentatively commence from 01.4.2021 and shall continue till 31.03.2022 unless, it is curtailed or terminated by The Doon school owing to deficiency in service, sub-standard quality of services, breach of contract, etc. Non-compliance with any relevant labour laws, or change in requirements of the The Doon School or for any other reasons as stipulated in the contract to be entered into with successful bidder.
4	The contracting Service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of The Doon School.
5	Scope of work including washing, hot air drying and ironing of linen/clothes as a complete one job as given by The Doon School.
6	Only branded detergent i.e. Tide & Surf Excel, Ariel in powder detergent or tide/sunlight/Johnson diversey in liquid detergent will be used for clothes & eze/Gentel liquid detergent for blankets will be used.
7	Whenever the machines are taken up for maintenance or repair the contractor shall adjust the schedule of the washing so that the supply of clean linen does not suffer.
8	Party to collect clothes for washing and pressing and deliver the processed garments from/to The Doon School as per schedule attached.
9	Clothing items after washing and pressing will be accounted for and returned to the respective House's Matrons in good & sound condition by the Party.
10	Party will be responsible for any loss or damage to / theft of the clothes and the same will be made good at the Party's risk, cost and responsibility.
11	Party/Company to collect cloths/linen/fabrics for washing and pressing and deliver the processed garments from/to the Dame of respective house.
12	The Collection and delivery of cloths shall be do through their helpers by their own means of transport, resources, cost / expenses.
13	Mode of payment. The payment will be made once in a month only. The bill duly verified by concerned house matron and will be passed through Manger Administration.
14	TDS as applicable will be deducted at source. The Party will be responsible for deposit of GST, as per applicable / prevailing rates.
15	Any damage caused to School's property by the Party will be made good by the Party at their risk, cost and responsibility. Party will keep the School completely harmless and indemnified against all damages, losses, thefts in respect of School's Properties / material.
16	The School reserves the right to terminate the contract at any time during the year without assigning any reasons whatsoever, with no liability on our part. The supplier can terminate the contract with two months written notice, specifying reasons. In the event of termination of contract by the supplier without the written consent of the School, the security deposit will not be refunded.
17	All statutory compliances with regard to payment of government taxes, duties and other levies shall be the sole responsibility of the contractor/supplier, including complete adherence to all government and state rules and regulations.
18	Please note that you will not ask for any changing in the rates for whole contract period.
19	All tenderer 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.15000/- as Earnest Money. The Earnest Money will be refunded to unsuccessful tenderers. The Earnest Money of successful tenderers will be retained.
20	The Doon School reserves right to terminate the contract during the period , after giving a one month's notice to the selected Service Provider. In the event of termination of contract by the contracted agency without the written consent of the school the security deposit will not be refunded.
21	The agency shall be responsible for any damages caused to the School property by the personnel so deployed. The Doon School will be free to recover it from either the security deposit given by the agency or from any other dues as per the law.
22	The Doon School reserves its right to accept or reject any of the offers or cancel all offers and also modify conditions or effect any other changes.
23	The minimum turnover of the tenderer should be Rs. 25.00 lacs per annum for last three years. The proof of turnover, duly certified by a Chartered Accountant, needs to be enclosed.