



THE
DOON
SCHOOL

THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF Printing, Stationery & Capors

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. 23000/- 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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www.doonschool.com






THE
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The Doon School, Dehra Dun

Tender Form for providing / supply of Printing, Stationery & Copies 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	1-2-2021
6	Timing of opening of Tender Form	11.00 AM
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 Printing, Stationery and Copies duration of supply
April 1, 2021 to March 31, 2022

Name of Tenderer
Address of Tenderer

Telephone No. :-
GST No. :-

S.No.	Item	UOM	Qty	Rate
A	Printing			
1	Envelopes White 10x4.5 Thick with DS Printed 120 GSM	Nos.	20000	
2	Envelopes White 13x10 Thick with DS Printed 120 GSM	Nos.	2000	
3	Envelopes Yellow 12x10 Laminated Thick 120 GSM	Nos.	2000	
4	Envelopes Green with cloth 12x10 Thick 120 GSM	Nos.	1500	
5	Envelopes Green with cloth 18x10 Thick 120 GSM	Nos.	300	
6	Envelopes SS DLP Super (with DS printed)	Nos.	2000	
7	Envelopes Thick 12 X 10 Brown	Nos.	1000	
8	Envelopes Trials Thickest Brown 120 GSM	Nos.	1000	
9	File Cover Ordinary (Tag File) with DS printed (600 gsm board)	Nos.	1000	
10	File Cover (Clip) with DS Printed (600 gms board)	Nos.	600	
11	Project Sheets (260 gsm star) A4 Size Coloured	Nos.	2500	
12	Project Sheets (260 gsm star) A4 Size white	Nos.	5000	
13	Attendance Registers Staff	Nos.	30	
B	Registers, Copies, Cambridge Sheets			
1	Long Registers Hard Cover (120 pages with DS printed)	Nos.	8500	
2	Science Magnum 144 Pages with DS printed	Nos.	600	
3	Cambridge Sheets (500 sheets in per reem)	Reem	60	
4	Copy 240 Pages Hard Cover with DS printed	Nos.	1300	
5	Copy 120 Pages Hard Cover with DS printed	Nos.	1000	
6	Science Magnum 100 pages A5 size 8" x 6" plain cover hard board on 70 gsm paper	Nos.	700	
C	Paper			
1	Photo Copy paper A-4 Size (Century) 75 gsm blue pack	Reem	1800	
2	Photo Copy paper A-3 Size (Century) 75 gsm blue pack	Reem	80	
3	Photo Copy paper Full Scape Size (Century) 75 gsm blue pack	Reem	10	
4	Photo Copy paper A-4 Size coloured (Century) 75 gsm Desmat/Oddy (Yellow/Pink/Sky blue	Reem	150	
5	Photo Copy Paper A-4 Size 100 gsm Hi Bright Paper 210x297 mm B113 ⁵ Desmat (100 sheet in reem)	Reem	150	

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D	Stationery			
1	Uniball Eye Fine Pen	Nos.	3000	
2	White Board Markers Camlin / Renolds	Nos.	2000	
3	Plastic File Corporate (Report File A4) White Solo/Mega	Nos.	600	
4	Ball Pen Reynolds 045	Nos.	4000	
5	Rubber Bands (100 gms. Pkt.) Mix.	Pkt.	250	
6	Geometry Box (Camel Scholar)	Nos.	200	
7	Calculator Casio 12 Digit MJ-120D	Nos.	30	
8	Glue Stick (Oddy 15 gms)	Nos.	650	
9	Pencils (Soft) (Apsara)/Absolute	Nos.	4500	
10	Cello Tape 1" (Captain)	Roll	500	
11	Brown Packing Paper Thick Star 120 gsm	Nos.	1400	
12	Permanent Markers (Reynolds/camlin)	Nos.	550	
13	Plastic L Shape Files (Dataking DK-LF 310)	Nos.	3000	
14	Erasex Pens Camel / Artline	Nos.	250	
15	Chart Paper White 22x28 (300 gsm)	Nos.	1000	
16	Chart Paper Coloured 22x28 (300 gsm)	Nos.	1000	
17	Stapler Plastic Gold No. 10 (Kangaroo)	Nos.	150	
18	Box File good quality (Jambudeep)	Nos.	80	
19	Calculator scientific FX 82 MS (Casio)	Nos.	250	
20	Magnetic Dusters (Ikon)	Nos.	150	
21	Thread Balls Thick ART V-308 100 gms each (Ambica)	Nos.	60	
22	Ring File A 4 size (Megha H 5321)	Nos.	350	
23	Ring File A 4 size (Solo RB 406)	Nos.	100	
24	Brown Tape 2" Captain	Roll	60	
25	Cello Tape 2" Captain	Roll	200	
26	Drawing Pins Scholar	Pkt.	60	
27	Colour Pencil Set (Camlin 12 shades round) Full Size	Pkt.	200	
28	Clip Board Transparent Plastic 1st Quality	Nos.	50	
29	Writing Pad Spiral with Different Colour 100 pages 90 gsm size 25x17.6cm	Nos.	150	
30	Highlighter Fiber Castel / Camel	Nos.	350	
31	Writing Pad A5 (Desmat) / Good Quality (40 sheets)	Nos.	600	
32	Stick Flags 5 Colours 12.7mmx43.7mm Plastic Corporate/oddy	Nos.	50	
33	Sketch Pen (Camel)	Nos.	1800	
34	Stapler Pins (No. 10) Small (Kangaroo)	Pkt.	450	
35	Gum Bottles 300 ml Camel	Btls	30	
36	Binder Clips 41 MM	Nos.	150	
37	Binder Clips 32 MM	Nos.	400	
38	Binder Clips 19 MM	Nos.	300	
39	Box File (ISHI /Karani lever arch file LA556)	Nos.	60	
40	Push Pin Coloured (Oddy)	Pkt.	60	
41	Push Pin White Transparent (Oddy)	Pkt.	70	
42	Display File 20 Pocket A4 Megha Deluxe	Nos.	100	
43	Paper Clips Gem 26 mm (Bell)	Pkt.	50	
44	Strip File Megha Deluxe HF 286	Nos.	300	
45	Poilet Pen Hi-Tech V7 & V5 Luxor blue body	Nos.	500	
46	Display File 50 Pocket A4 Megha Deluxe	Nos.	50	
47	Sheet Protector A 4 Dataking DK-SP 501/Megha Delux DT-105	Pkt.	50	
48	Trimax Pen Reynolds	Nos.	1000	
49	Display File 40 Pocket A4 Megha Deluxe	Nos.	50	



50	Punching Machine 480 No.	Nos.	40
51	Stapler 24/6	Nos.	10
52	White Board Care	Nos.	40
53	Blue Tack	Nos.	200
54	Fevical 100 gms tube	Nos.	100
55	Link Ball Pen	Nos.	350
56	Fevikwik (MRP-Rs. 5)	Nos.	300
57	Ribbon 10 meters Roll	Nos.	70
58	Alpins (Bell) 100 gm	Pkt	25
59	Carbon Paper (Camel)	Nos.	400
60	Cello Tape 1/2" captain	Nos.	50
61	Erasers (Apsara)	Nos.	2000
62	Foot Ruller 12" (Natraj)	Nos.	250
63	Foot Ruller 6" (Natraj)	Nos.	200
64	Green Cotton Tags 24"	Nos.	2000
65	White Cotton Tags 10"	Nos.	1000
66	Paper Clip Gem Large (Bell) 35 mm	Pkt	55
67	Paper Cutter Big	Nos.	100
68	Sharpner (Natraj)	Nos.	2000
69	Stamp Pads Oddy large	Nos.	20
70	Stapler Pin Large 24/6 (Kangaroo)	Pkt	60
71	Sticky Notes 75X75 mm (Oddy)	Nos.	60
72	Chalk White Dustless (Vishnoo)	Box	50
73	Sticky Pads Diff. Colour Paper Desmet	Nos.	50
74	Protector Half	Nos.	100
75	Protector Full	Nos.	100
76	Drawing Pin Coloured Oddy	Pkt	50
77	Scissor small Kangaroo PL-3160	Nos.	100
78	Scissor big kangaroo PL-3180	Nos.	100
79	Double Sided Tape big size	Nos.	100
80	Tape Dispensar Omega	Nos.	20
81	Label sheets A4 size self stick (210 x 297 mm) oddy / desmet (16 label / Sheet)	reem	30
82	White Board Marker Ink 15 ml Camel	Nos.	100
83	Spiral Premium Note Book 160 Pages size:- 25 x 17.6 cm 70 GSM paper High Opavty	Nos.	800
84	Zipper Re-Lock Pouch Super Plastic	Nos.	100

Note :- Please Quote the rates inclusive all taxes FOR School

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

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