



THE  
DOON  
SCHOOL

THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF

*Printing works*

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  
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Dehradun, UK 248001  
India

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THE  
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SCHOOL

## The Doon School, Dehra Dun

Tender Form for providing / supply of Printing Books- 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 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  | <input type="checkbox"/> |
| II.  | Small  | <input type="checkbox"/> |
| III. | Medium | <input type="checkbox"/> |

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)

Tender Form for printing works of The Doon School for the period April 1, 2021 to March 31, 2022

Name Of Tenderer :-

Address Of Tenderer :-

Telephone No. :-

GST No. :-

Email :-

S.No.	Items	Qty.	Rate
1	Trials A / Books - 4 pages	2000	
2	Trials A / Books - 8 pages	2000	
3	Trials A / Books - 12 pages	2000	
4	Continuation Sheets	7000	
5	Outline maps	1500	
6	Graph Note Books for ISC	350	
7	Graph Sheet Paper for ISC	2000	
8	Answer Books - 4 Pages IGCSE	1000	
9	Answer Books - 8 Pages IGCSE	1000	
10	I/B Answer Book - 4 pages	3000	
11	D S Bank Coupon booklets	16000	
12	D S Bank Cheque book Jr/ Sr.	600	
13	Attendance Register-Teacher/ Students	30	
14	Indent form Teaching Staff Pad	100	
15	Internal Memorandum Pads	200	
16	Certificate of Recognition	900	
17	Certificate of Participation	700	
18	IH Sports Certificates - 7 Color Ptg.	600	
19	Matron Order Books	50	
20	Indent Books Triplicate 1/8	30	
21	Transfer Certificate Books	1	
22	House Masters Indent Books	25	
23	Ex -Bond Sheet 190.Thick A-4	300	
24	Prayers & Songs Books	150	
25	Farewell Assembly and Prize Day Programe Booklets	500	
26	Lost Chit Pad (100 nos.)	5	
27	Yellow Cards (YC)	200	
28	Red Cards (RC)	100	
29	Blue Cards (BC)	20	
30	Request for Expert Opinion Books- Hospital	10	
31	Excuse Slip on Card	5000	
32	Medical Gate Pass Book - Hospital	30	
33	Diet Details of Boys Books-Hospital	10	
34	Reimbursement from Expenses Imprest Hospital	5	
35	Medical Record Books for Boys	150	
36	Medicine Receipt Book	20	
37	Hospital Medicine a/c Books Yellow	10	
38	Boys Medicine a/c Books Yellow	20	
39	Bill for Payment Books	10	
40	Drug Maint Book	6	
41	Daily Treatment Register 750 Pages Hospital	3	
42	Refferal Slip Books	50	



43	Daily Work Order Books (Maintenance Dep.)	60
44	Indent Books (To Purchase Deptt.) 1/4 size Triplicate	40
45	Boy's Outing Booklets (Gate Pass) Hyderabad House	20
46	Boy's Outing Booklets (Gate Pass) Kashmir House	20
47	Boy's Outing Booklets (Gate Pass) Jaipur House	20
48	Boy's Outing Booklets (Gate Pass) Tata House	20
49	Boy's Outing Booklets (Gate Pass) Oberoi House	20
50	Boy's Outing Booklets (Gate Pass) Foot House	15
51	Boy's Outing Booklets (Gate Pass) Martyn House	15
52	Social Service Outing Booklets	2
53	Housemaster's Card	200
54	CDH Menu Booklet	10
55	P.O. Terms & Condition	6000
56	Goods Receipt Report Booklets	40
57	Plastic Case Covers	500
58	Dori & Clip for above	500
59	Student Identity Cards with Cover	100
60	Employee Gate Pass Book in/Out	30
61	Work Order Form Book -workshop 1/4	15
62	Luggage Tag Cards - Red / Green	100
63	Daily ETP Register	10
64	Maintenance Complaint Register	5
65	Log Books - Vehicle	10
66	DS Phone Directory	200
67	Imperest A/c Books 1/6	10
68	Student Module Handbook - Summar at Doon	90
69	Note Pads - Summar at Doon	100
70	Visitor Register ( 200 Pages )	1
71	Key Control Register ( 200 Pages )	1
72	Travel Control Register ( 100 Pages )	1
73	Hotel Hiring Register ( 100 Pages )	1
74	Hired Vehicle Control Register ( 100 Pages )	1
75	Old Boys Entry Register ( 100 Pages )	1
76	School Employee Register ( 100 Pages )	1
77	Contractor Employee Register ( 100 Pages )	1
78	Contractor Material Register ( 100 Pages )	1
79	Internal Housekeeping Team Register ( 100 Pages )	1
80	External Housekeeping Team Register ( 100 Pages )	1
81	Estate Maintenance Team Register ( 100 Pages )	1
82	Communication Register ( 100 Pages )	1
83	Goods Inward Register ( 100 Pages )	1
84	Boys Outing Register ( 100 Pages )	1
85	Entry Pass Pad Yellow ( 200 nos.)	50
86	Request for Returnable Gate Pass Booklet ( 50 Pages )	20
87	Request for Non Returnable Gate Pass Booklet ( 50 Pages )	20
88	Returnable Gate Pass Booklet in Double ( 50 Pages )	20
89	Non Returnable Gate Pass Booklet in Triplecate ( 50 Pages )	20
90	Returnable Gate Pass Register (100 Pages )	1
91	Non Returnable Gate Pass Register (100 Pages )	1
92	Employee Gate Pass Booklet in Double ( 50 Pages )	30

**Note :- Please quote the rates inclusive of all Taxes F.O.R. school**

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

