



THE  
DOON  
SCHOOL

THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF

*Tentage 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. 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

Phone: +91 135 2526400  
Fax: +91 135 2757275  
Email: [info@doonschool.com](mailto:info@doonschool.com)  
[www.doonschool.com](http://www.doonschool.com)






THE  
DOON  
SCHOOL

## The Doon School, Dehra Dun

Tender Form for providing / supply of Tentage 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	4-2-2021
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)



THE  
DOON  
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 providing Tentage Services on hire basis for the period April 1, 2021 to March 31, 2023 at The Doon School, Mall Road, Dehradun**

S.No	Items	UOM	Qty	Rate per day per item
<b>(A) Tent , Stall and Kanat :-</b>				
1	Tent Stall Complete Size :- 15 x 30 with pole frame with pardha and border in blue colour	Nos.	7	
2	Tent Stall Complete Size :- 15 x 15 with pole frame with pardha and border in blue colour	Nos.	35	
3	kitchen Tent 15' X 15' complete	Nos.	6	
4	Kanat Size :- 6 x 7.5 white colour	Nos.	800	
5	Stall Canopies Size :- 8 X 5 White Cover	Nos.	2	
6	Kitchen Tent with plastic (size 15 X 15)	Nos.	100	
7	Stall with draping (2.5 x 5)	Nos.	400	
8	Border (7.5 x 4 )	Nos.	250	
8	Jhallar (in house colour)	Nos.	250	
9	Pillar in House Colour	Nos.	250	
10	Pole Cover in white	Nos.	100	
11	Gate on truss Size :- 20 x 15	Nos.	1	
12	Passage 20 x 45	Nos.	1	
<b>(B) Tables :-</b>				
1	Rectangular Tables Complete with stitched frill (pullover) ,carpet, table cover cap typewhite with blue border size :- 2.5 X 5	Nos.	300	
2	Centre Table complete with sheets and falls with pullover stitched,white sheet Size :- 1.5 X 3	Nos.	30	
3	Round Table complete with carpet pullover stiched frill and blue table cloth	Nos.	600	
4	Rectangular Tables Complete with sheet, pullover and frill size :- 2.5 x 5	Nos.	1000	
5	Kitchen Table size 2.5 X 5	Nos.	115	
6	Center Table Glass Top	Nos.	50	
<b>(C) Chairs :-</b>				
1	Dunlop Chairs Complete with white chair cover and blue caps	Nos	15000	
<b>(D) Buffet Stall :-</b>				
1	Island Buffet Stall Big foldable frame,blue and grey strips both outside and inside 8 tables,frill and table cloth	Nos.	20	
2	Island Buffet Stall small foldable frame,blue and grey strips both outside and inside 4 tables,frill and table cloth	Nos.	5	

V

<b>(E) Carpets and Pardha :-</b>			
1	Carpet Colour Green Size :- 6 X 30 ft with taping	Nos	1200
2	Pardha 12 X 15	Sqft	10000
3	Pardha for hall alcoves with metal pipe top and bottom	Nos	80
<b>(F) Stage :-</b>			
1	Stage 2.5 height with board frame, carpet and frill (blue or off white) 2 step	Sqft	480
2	Masking for stage (in wooden)	Sqft	180
3	Step	Nos	2
<b>(G) Generators &amp; Lighting</b>			
1	Generator silent 63 KVA without diesel	Nos	10
2	Generator 15 KVA (Silent)	Nos	1
3	Par-Can light	Nos	75
4	Path Lights of clay perforated pots	Nos	58
5	Fan Large Farrata	Nos	50
6	Fan Large Mist	Nos	6
7	Halogen light 500 watt	Nos	600
8	Halogen light 1000 watt	Nos	100
9	Sodium Light 400 watt	Nos	20
10	Main line	Nos	30
11	Circuit	Nos	350
12	Control Board	Nos	30
13	Power Point	Nos	50
<b>(H) Crockery :-</b>			
1	Full Plate fine bone china white	Nos.	6000
2	Table spoon ss good quality	Nos.	6000
3	Table knife ss good quality	Nos.	1000
4	Table fork ss good quality	Nos.	6000
5	Desert Spoon SS good quality	Nos.	2000
6	Tea cups fine bone china white	Nos.	3000
7	Tea saucers fine bone china white	Nos.	3000
8	Tea spoons SS good quality	Nos.	3000
9	Quarter Plate fine bone china white	Nos.	10000
10	Cheffing Dish complete set	Nos.	500
11	Water Glass	Nos.	8000
12	Juice Glass	Nos.	4000
13	Wine Glass	Nos.	200
14	Whisky Glass	Nos.	1000
15	Beer Goblet	Nos.	600
16	Champagne Saucer Glass	Nos.	100
17	Soda Decanter	Nos.	50
18	Ice Bucket	Nos.	30
<b>(I) Others Misc. Items :-</b>			
1	Dust Bins with stand in SS	Nos	400
2	Compleat Bedding	Set	200
3	Dunlop Seat (gadda)	Nos	2000
4	Bed Sheet to cover gadda	Nos	2000
5	Table Runner (8 inch x 20 Feet)	Nos	300
6	Water Dispensers with white cover	Nos	50
7	Fuel (ready to use)	Nos	200
8	Paper Sheet White good quality	Nos	1000



9	Paper Globe for light in stall	Nos	500	
10	Table Sheet (White)	Nos	1800	
11	Flag Pole	Nos	300	
12	Water Proofing	Sqft	2500	
13	Navy Blue Border (4 x 75 ft)	Nos	40	

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



The Indian Public Schools' Society. Registered office: The Doon School, Chandbagh,

  
The Doon School  
Mall Road  
Dehradun, UK 248001  
India

Phone: +91 135 2526400  
Fax: +91 135 2757275  
Email: [info@doonschool.com](mailto:info@doonschool.com)

Tender Form for providing Tentage Services on hire basis for the period April 1, 2021  
to March 31, 2023 at The Doon School, Mall Road, Dehradun

**Terms & Conditions :-**

- 1 Please quote the rates inclusive all taxes with set up cost and cartage etc.
- 2 Please quote the rate item wise otherwise tender will be rejected.
- 3 The tent houses having their Registered office and godown in Dehradun are eligible to submit the tender.
- 4 The rates are to be quoted in the prescribed proforma only
- 5 Entire work should be completed a day before for which no extra payment will be made.
- 6 Payment will be released against satisfactory completion of event and duly certified by the Manager Admin. and Catering Manager or any person appointed by School
- 7 The applicant shall ensure that all statutory compliances for its personnel are its responsibilities.
- 8 All statutory taxes/fees of any kind shall be borne by the applicant.
- 9 Income tax, surcharge, labour welfare cess as applicable shall be recovered from the bills of the selected tenderer.
- 10 Incomplete Documents will be rejected. It is in the interest of perspective applicants that they may inspect the proposed premises before submitting the bid.
- 11 The applicant should be in the business of providing tent services for a minimum period of 7 years and prior experience of institutional tantage, Govt.organisations etc.proof of the same should be enclosed.
- 12 The doon school will not be responsible for any damage to the items on account of fire, theft, riots or otherwise.
- 13 All the clothes, carpets to be used during the programe should be neat & clean , in perfect condition and free from any wear and tear. The Doon School reserves the right to ask for replacement of any material found unfit for the programe and the successful bidder has to replace the same within one Hour.
- 14 The quality of the tentage and lights arrangement etc. should be in good/new condition
- 15 The selected tenderer shall not employ persons below the age of 16 years
- 16 The minimum turnover of the tenderer should be Rs.50.00 lacs per annum for last three years. The proof of turn over duly certified by the chartered accountant during the last three years.
- 17 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 change in

**Gp. Capt. Sandeep Sethi (Retd.)**  
**Director Adiminstrative 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](http://www.doonschool.com)

