



THE  
DOON  
SCHOOL

THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF

Text Books

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 Doon School, Dehra Dun

Tender Form for providing / supply of Text 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	27-1-2021
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	3-2-2021
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:

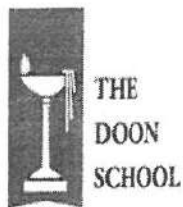
I. Micro ☐

II. Small ☐

III. Medium ☐

For ~~Name of Supplier~~

(Authorised Signatory)



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

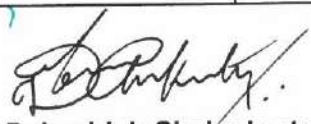
Tender Form for the supply of Text Books at the Book Store for the period from April 1, 2021 to March 31, 2023 at The Doon School, Mall Road, Dehradun

S.No.	Name Of Publishers	Handling Charges	Discount on MRP
1	Avichal Publishing Co.		
2	Bloomsbury India & International		
3	Cambridge University Press - UK		
4	Cambridge University Press-India		
5	Cengage Learning International		
6	Cengage Learning India Private Limited		
7	Dhanpat Rai & Co.		
8	Diffusion		
9	Evergreen Publications		
10	Frank Brothers		
11	Goyal Brother Prakashan		
12	Goyal Foreign Languages Publisher		
13	Haese and Harris publication, Australia		
14	Harper Collins-Global & Collins/William Collins		
15	Harper Collins-India		
16	Harvard Univ Press		
17	Hodder Education publisher		
18	Hueber Publications-Global		
19	IBID Press, Australia		
20	Inter University Press		
21	ISC Council Text Book		
22	Jones & Bartlett		
23	Kalyani Publishers		

P.K.D.

24	Klett Publications-Global		
25	Macmillan Palgrave		
26	Mc Graw Hill India		
27	McGraw Hill Education International		
28	Nageen Prakashan		
29	NCERT Books		
30	Nelson Thrones pub (Now a part of OUP)		
31	New Sarawati House Publishers Pvt Ltd		
32	Nick Hern Books-UK		
33	Orient Blackswan Pvt. Ltd		
34	Oxford University Press-Global		
35	Oxford University Press-India HE		
36	Oxford University Press-School		
37	Pan Macmillan India/Uk/US		
38	Pearson Education India		
39	Pearson Education Publishers-Global		
40	Penguin Random House Uk/US		
41	Penguin Random House-India		
42	Rajpal & Sons		
43	S. Chand		
44	Shing Lee Publications, Singapore		
45	Sterling		
46	Viva Book HE		
47	Viva Books School		
48	Malayala Mnorma Publishers		

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

  
**Debashish Chakrabarty**  
 Deputy Head (Academics)

  
**Kamal Ahuja**  
 Deputy Headmaster

P.K. Day





**THE  
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Tender Form for running and managing the Tuck Shop in the premises of The Doon School, Mall Road, Dehradun

The Doon School has a Tuck Shop on its premises and is desirous of contracting out the running and managing of the same to such an independent Agency which has experience and expertise in running such Shops in Educational Institutions especially Boarding Schools.

The Vendor will have to enter into an exhaustive Agreement to undertake such services, inter-alia, on the following terms and conditions:-

- (1) The Vendor will always keep the Tuck Shop neat and clean.
- (2) The utensils, resources, materials and personnel will be arranged by the Vendor. The Vendor will run and manage the Tuck Shop subject to their own means, resources, and personnel including the items, materials to be sold in such Tuck Shop.
- (3) The Vendor should notify list of staff employed by him from time to time and get their identity cards issued.
- (4) The Vendor and his staff should adhere by the security norms of the School. The Vendor would be responsible for conduct, discipline, attendance, payment of wages, social security, benefits, etc., in respect of his staff/personnel.
- (5) The Vendor will make arrangements for all refrigeration, storage and cooling / heating equipment
- (6) Water and electricity will be provided by the School free of cost.
- (7) The Tuck Shop will sell only those products that have been approved or will be approved from time to time by the Master in Charge of the Tuck Shop.
- (8) In the Tuck Shop, no cash transaction will take place, only coupons will be accepted as issued by the School.
- (9) The School reserves the right to terminate the Contract / Agreement at any time during the year without assigning any reasons whatsoever, with no liability on School's part. The Supplier / Vendor can terminate the Contract/Agreement with two months written notice, specifying reasons. In the event of termination of Contract /Agreement by the Vendor without the written consent of the School, the interest free security deposit will not be refunded rather will stand forfeited in favour of the School.
- (10) All statutory compliances with regard to payment of Government taxes, duties and other levies shall be the sole responsibility of the Vendor /Supplier only, including complete adherence to all Government and State Rules and Regulations.
- (11) All branded products should have the manufacturing date, expiry date, etc., clearly mentioned on the packing.
- (12) The Contract of running the Tuck Shop is for the period of April 1, 2021 to March 31, 2023 if not terminated earlier or curtailed in between.
- (13) All Tenderers 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.10,000/- (Ten Thousand only) as Earnest Money. The Earnest Money will be refunded to unsuccessful Tenderers. The Earnest Money of successful Tenderers will be retained. Please attach photocopy of following documents with the Tender Form :-  
(A) GST No. (B) PAN Card (C) FSSAI Food license certificate.

It is made clear that The Doon School reserves the right to accept or reject the bid/tender of any tenderer without assigning any reason there for. The School, equally reserves its right to cancel, withdraw the Tender, or even to amend or modify the terms of the Tender at any time subject to its discretion and without assigning any reason.

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

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India

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