



THE
DOON
SCHOOL

THE DOON SCHOOL, DEHRA DUN – 248001

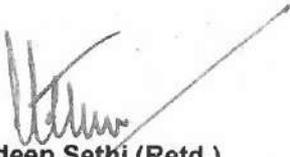
TENDER FORM FOR THE SUPPLY OF

Toiletry & Misc.

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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The Doon School, Dehra Dun

Tender Form for providing / supply of Toiletry & Misc. 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 | 01-2-2021 |
| 6 | Timing of opening of Tender Form | 3.00 P.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)



| 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 **Toiletry and mis. Items** duration of supply
1 April , 2021 to March 31, 2022

Name of Tenderer
Address of Tenderer

Telephone No. :-
GST No. :-

| S.No. | Items | Make | Unit | Require nt (Approx) | Rate |
|-------|---|--------------|-------|---------------------------|------|
| 1 | Stick Broom (500 gms) | Good Quality | Nos | 1200 | |
| 2 | Phool Broom (Gulab Supreme) | | Nos | 650 | |
| 3 | Floor Swabs (Big) 60cm x 60cm | | Nos | 1250 | |
| 4 | Nara Tape | | Roll | 100 | |
| 5 | Cash Nos. | | Roll | 1000 | |
| 6 | Duster 100% Cotton (Size:- 21x21) | | Nos | 700 | |
| 7 | Yellow Duster 60cm x 45cm | | Nos | 300 | |
| 8 | Cardboard Boxes Size:- 5"x 5"x3.5" small | Heavy | Nos | 2000 | |
| 9 | Cardboard Boxes Size:- 5"x 7"x3.5" Big | Heavy | Nos | 1000 | |
| 10 | Paper Napkin Single Ply | Good Quality | Nos | 52000 | |
| 11 | Toilet Roll 80 mtrs. | | Nos | 1100 | |
| 12 | Spoon Wooden | | Nos | 600 | |
| 13 | Glass Paper (size :- 7") | Good Quality | Nos | 100000 | |
| 14 | Paper Plate white Size :- 8" Dia | | Nos | 3000 | |
| 15 | Food Wrapping Paper (20 mtrs Roll) | | Nos | 50 | |
| 16 | Ciling Flim(600 Mtrs. Roll) | | Nos | 20 | |
| 17 | Butter Paper | | Nos | 600 | |
| 18 | Face Tissue 100 pull | Good Quality | Pkt | 650 | |
| 19 | Urinal Cubes (400 gms) | | Nos | 200 | |
| 20 | Doly Paper Cup size | | Nos | 5000 | |
| 21 | Doly Paper Try Size | | Nos | 2000 | |
| 22 | Nail Cutter good quality Bell | | Nos | 100 | |
| 23 | Razor Gilate use and throw | | Nos | 100 | |
| 24 | Boot Brush | | Nos | 150 | |
| 25 | Phenyl (Herbal) | | Ltrs. | 1800 | |
| 26 | B.D.Pol | | Ltrs. | 7000 | |
| 27 | Mecnowash | | Ltrs. | 700 | |
| 28 | Naphthalene Balls | | Kgs. | 60 | |
| 29 | LD Bags | | Kgs. | 40 | |
| 30 | Black Polythene Bags Garbage | | Kgs. | 1000 | |
| 31 | Fuel for cheffing dish | Good Quality | Nos | 3000 | |
| 32 | Paper Roll (In kgs.) | Thick White | Kgs. | 400 | |
| 33 | Packing box card board white 8"x8"x4" | Good Quality | Nos | 2000 | |
| 34 | Packing food container with lid 5.5 x4.5x2 (450 ml) | Silver Foil | Nos | 1000 | |

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| | | | | | |
|----|---|--------------|------|------|--|
| 35 | Packing food container with lid 5x4x1.75 (250 ml) | Silver Foil | Nos | 1000 | |
| 36 | Curd/dessert container with lid 100 ml plastic | Good Quality | Nos | 2000 | |
| 37 | Lock Pouch 5x4 (Big) | Heavy | Nos | 1000 | |
| 38 | Lock Pouch 3x4 (Smaill) | Heavy | Nos | 1000 | |
| 39 | Spoon disposable biodegradable | Good Quality | Nos | 1500 | |
| 40 | Fork disposable biodegradable | Good Quality | Nos | 1500 | |
| 41 | Full Plate biodegradable (eco frindly) | Good Quality | Nos | 2000 | |
| 42 | Quarter Plate biodegradable (eco frindly) | Good Quality | Nos | 2000 | |
| 43 | Kakoris / curry bowls disposable (eco frindly) | Good Quality | Nos | 2000 | |
| 44 | Silver Foil in 72 Mtrs | Good Quality | Nos | 20 | |
| 45 | Gloves disposable plastic | Good Quality | Nos | 8000 | |
| 46 | Gloves disposable Surgical | Good Quality | Pair | 500 | |
| 47 | Gloves rubber orange | Good Quality | Pair | 50 | |
| | | | | | |

Note :- Please quote the rates inclusive all Taxes F.O.R. School.


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

