



THE  
DOON  
SCHOOL

THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF

*Various other Items Soap/Shampoo etc*

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](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 Various other items 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	25/1/2021
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	01-02-2021
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)





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)



THE  
DOON  
SCHOOL

## The Doon School, Dehra Dun

Tender Form for the Supply of various items duration of supply April 1,2021  
to March 31, 2022

Name of Tenderer :-

Address of Tenderer :-

Telephone No. :-

GST No. :-

Email :-

S.No.	Items	Qty	Discount on MRP
1	Clinic Plus Shampoo 175 MI Bottle	70	
2	Lifebouy Soap White 125 Gms	150	
3	Lifebouy Soap Red 125 Gms	150	
4	All Out Machine Combo Pack	200	
5	Maxo Refill 45 ml Pack	1000	
6	Mortin Refill 45 ml Pack	1000	
7	Good Night Refill 45 ml Pack	1000	
8	Black Boot Polish Cherry 40 Gms	300	
9	Brasso Liquid 100 ml Bottle	20	
10	Silvo Liquid 100 ml Bottle	20	
11	Clip in Fit Full Set (Gala) Adjustble Grip	130	
12	Refill for Clip in Fit Set (Gala)	350	
13	Colin Liquid 500 ml Pack	500	
14	Dettol Pump Liquid 200 ml Pack	200	
15	Hand Wash Soap Liquid Fem 5 ltrs Pack	100	
16	Lux Soap Small 30 Gms	12	
17	Min Cream 100 ml Pack	60	
18	Hit Spray 335 ml Pack	300	
19	Odonil Stick 100 Gms	1000	
20	Rin Bar 150 Gms	400	
21	Room Freshner Godrej aer 140 MI Pack	200	
22	Tooth Brush Colgate Zig Zag	70	
23	Tooth Paste Colgate Gel Max Fresh 150 Gms	80	
24	Torch Eveready DL 40	100	
25	Torch Cell Eveready	60	
26	Pencil Cell Eveready AA	500	
27	Pencil Cell AAA Eveready	500	
28	Pencil Cell Duracell AA	300	
29	Pencil Cell Duracell AAA	300	
30	Telcom Powder Cinthol 300 Gms	30	
31	Soap Cinthol 100 Gms	30	
32	Soap Lux 100 Gms	30	
33	Shampoo Head & Sholder 100 MI	50	
34	Shower Gel Nivia	150	
35	Comb Hair Lilly 10 inch	24	
36	Deo Nivia	100	
37	Hair Oil Dabur Coconut Oil 100 MI Pack	20	
38	Lock Harrison 40 rd	500	
39	Lock Harrison 60 rd	200	
40	Cold Cream Nivia	36	
41	Odomos 100 Gms Tube	250	

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

