



# The Doon School, Dehra Dun

Tender Form for printing works of The Doon School for the period April 1, 2022 to March 31, 2023.

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.)¼ size Triplicate	40
45	Boy's Outing Booklets (Gate Pass) Hydrabad House	20
46	Boy's Outing Booklets (Gate Pass) Kasmir 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





THE  
DOON  
SCHOOL

## The Doon School, Dehra Dun

Tender Form for providing / supply of General Store - at The Doon School  
duration of contract period from April 1, 2022 to March 31, 2023

S.No.	Details	Date
1	Last date of submitting the Tender Form	21-3-2022
2	Days of submitting the Tender Form	Monday.
3	Timing of submission the Tender Form	4.30 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	23-3-2022
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
- 3 The bidder must present himself/herself or depute someone as their representative to be present at the time of opening the tenders.

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

## 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 Bank	
8	Earnest Money amount	

(Signature and seal of the firm)



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)

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)