



THE  
DOON  
SCHOOL

## The Doon School, Dehra Dun

Tender Form for the Supply of **Toiletry and mis. Items** duration of supply  
1 April, 2022 to March 31, 2023

Name of Tenderer  
Address of Tenderer  
  
Telephone No. :-  
GST No. :-

S.No.	Items	Make	Unit	Requirement (Approx)	Rate
1	Stick Broom (500 gms)	Good Quality	Nos	1200	
2	Phool Broom (Gulab Supreme)		Nos	600	
3	Floor Swabs (Big) 60cm x 60cm		Nos	1000	
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	2500	
9	Cardboard Boxes Size:- 5"x 7"x3.5" Big	Heavy	Nos	1500	
10	Paper Napkin Single Ply	Good Quality	Nos	40000	
11	Toilet Roll 80 mtrs.		Nos	900	
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.	1200
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
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
48	PVC Compartment Plate No. -12	Good Quality	Nos	50000
49	Wire Brush	Good Quality	Nos	1000

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

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



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THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF Toiletry & misc. items

Duration of Supply 01-APRIL- 2022 TO 31-MARCH-2023

**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. 2000 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  
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Dehradun, UK 248001  
India

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## The Doon School, Dehra Dun

Tender Form for providing / supply of General Stone - 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)



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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)