



THE  
DOON  
SCHOOL

## The Doon School, Dehra Dun

Tender Form for the Supply of **BAKERY PRODUCTS** duration of supply April 1,2023  
to March 31, 2024

Name of Tenderer :-  
Address of Tenderer :-

Telephone No. :-  
GST No. :-

S.No.	Item	Make	Unit	Qty (Approx)	Rate (In Rs.)
1	Pastries		NOS	10000	
2	Biscuits American		KG	1000	
3	Panir Cube		NOS	9000	
4	Chocolate Tart		NOS	7000	
5	Walnut Brownies		NOS	6000	
6	Cake 400 Gms		NOS	2000	
7	Chocolate Doughnut		NOS	6000	
8	Muffin		NOS	12000	
9	Fruit Trifle		CUP	5000	
10	Carrot Cake		NOS	5000	
11	Chocolate Eclairs		NOS	6000	
12	Patties		NOS	12000	
13	Rusks		KG	1000	
14	Chocolate Mousse		CUP	5000	
15	Dinner Rolls		NOS	15000	
16	Masala Garlic Bread		NOS	1500	
17	Danish Pastry		NOS	2000	
18	Cream Roll		NOS	5000	
19	Kulcha		NOS	12000	
20	Hot Dog Rolls		NOS	5000	
21	Pao Buns		NOS	15000	
22	Buns		NOS	9000	
23	Burger Buns		NOS	9000	
24	Pizza Base		NOS	8000	
25	Bread Sticks/Soup Sticks		DOZ	1200	
26	Biscuit Coconut		KG	500	
27	Tutti Frutti		KG	50	
28	Chocolate Trifle		NOS	5000	
29	Pista Biscuits		KG	20	
30	Chocolate Biscuits		KG	20	
31	Zeera Biscuits		KG	20	
32	Ajwain Biscuits		KG	20	

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33	Almond Cookies (Finger)	KG	8
34	Chocolate Walnut Cookies (Finger)	KG	8
35	Honey Cookies (Finger)	KG	8
36	Pista Cookies (Finger)	KG	8
37	Bread Crumbs	KG	50
38	Choc. Truffle Pastry	NOS	3000
39	Atta Biscuits	KG	1500
40	Pineapple Cake	Pound/lb	100
41	Choc. Truffle Cake	Pound/lb	100
42	Red Velvet Cake	Pound/lb	100
43	Fresh Fruit Cake	Pound/lb	100

### Specifications for the supply of BAKERY PRODUCTS

- 1 Biscuit :- 10-12 gm.in one biscuit. Freshly baked on the morning of the day of supply.
- 2 Buns :- 60-65 gm.in one bun. Freshly baked on the morning of the day of supply.
- 3 Rusks :- 75-78 rusks in a kg. Freshly baked on the morning of the day of supply.
- 4 Patties :- 40-42 gm.in a pattie. Freshly baked on the morning of the day of supply.
- 5 Cakes :- 400 gm.in a cake. Freshly baked on the morning of the day of supply.
- 6 Swiss Rolls :- 40-42 gm.in a roll. Freshly baked on the morning of the day of supply.
- 7 Dinner Rolls :- 60-65 gm.in a roll. Freshly baked on the morning of the day of supply.
- 7 Dinner Rolls :- 60-65 gm.in a roll. Freshly baked on the morning of the day of supply.
- 8 Sponge :- 14" length, 11" wide, 2.5" depth. Freshly baked on the morning of the day of supply.
- 9 Kulcha : 5" Dia, 60-65 gm. Freshly baked on the morning of the day of supply.

*[Handwritten signature in green ink]*

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**Gp. Capt. Sandeep Sethi (Retd.)**  
**(Bursar )**

*[Handwritten checkmark in blue ink]*

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)



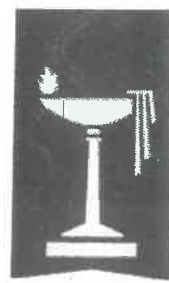
The Indian Public Schools' Society. Registered office: The Doon School, Chandbagh, Dehradun, Uttarakhand. Corporate Identification Number: U99599UR1926NPL002455

### Shedule of Tender Opening

S.No.	Department	Date	Tender	Time	Day
1	CDH	January 9, 2023	Fish, Egg, Mik, Milk Products, Tofu (Soya Paneer), Bread, Bakery Products, Sweets & Namkeen, Fruit & Vegetables, Atta, Dry Ration Dals, Spices, Pickles, Groceries & Provisions, Mutton, Chicken, Frozen Chicken and Soya Seekh Kebab, Pizza, Chaat etc.	11:00 AM	Monday
2	Games Store	January 9, 2023	Sports Items	12.30 PM	Monday
3	Admin / CDH	January 9, 2023	Tentage	1:00 PM	Monday
XX					
4	Workshop & Maintenance	January 10, 2023	Electrical Items, Sanitary & Plumbing Items, Glass, Plywood, Hardware and Chemicals	11:00 AM	Tuesday
5	General Store / CDH	January 10, 2023	Crockery (Kitchen Utensils)	12:00 PM	Tuesday
6	Admin. Department	January 10, 2023	Dry Cleaning	12:30 PM	Tuesday
XX					
7	General Store	January 11, 2023	Stationery	11:00 AM	Wednesday
8	General Store / HM Sec	January 11, 2023	Printing Work	11:30 AM	Wednesday
9	Art Dep	January 11, 2023	Art Material	12:00 PM	Wednesday
10	Book store / Librey	January 11, 2023	Book Store	12:30 PM	Wednesday
11	I T Dep	January 11, 2023	Ink Cartridge	1:00 PM	Wednesday
XX					
12	Gen. Store	January 12, 2023	Summer Uniforms	11:00 AM	Thursday
13	Gen. Store	January 12, 2023	Winter Uniforms	11:30 AM	Thursday
14	Gen. Store	January 12, 2023	Readymade Garments	12:00 PM	Thursday
15	Gen. Store	January 12, 2023	Toiletry and Misc. Items and other Toiletry Items	12:30 PM	Thursday
XX					



**Gp. Capt. Sandeep Sethi (Retd.)**  
Bursar



**THE  
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THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF

Bakery Products

Duration of Supply 01-APRIL- 2023 TO 31-MARCH-2024/25

**Terms & Conditions of the Contract:**

1. All tenderers are required to deposit their tenders in sealed envelopes along with RTGS details of Rs. 50,000/- as Earnest Money. The Earnest Money will be refunded to unsuccessful tenderers without interest. The Earnest Money of successful tenderers will be retained and no interest will be paid.
2. The details of bank is attached as per Annexure -1
3. 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.
4. 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.
5. 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.
6. 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.
7. Delivery van and items supply containers / box should be clean and hygienic as per the food standard.
8. Abiding by the government rules and regulations single use plastic should be avoided.
9. 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.)  
Bursar**

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)



**Bank details for wire transfer**

Name of Beneficiary : The Headmaster, The Doon School  
Address of Beneficiary : The Doon School, The Mall Road  
Dehra Dun – 248 001 (India)  
Beneficiary's Bank Name & Address : HDFC Bank Ltd.  
56, Rajpur Road,  
Dehra Dun – 248 001 (India)  
Beneficiary A/c No. : 02251000070610  
IFSC CODE : **HDFC0000225**  
Purpose of Remittance :

Note: Please send the remittance details after remitting the amount to [hof@doonschool.com](mailto:hof@doonschool.com) / [dilipac@doonschool.com](mailto:dilipac@doonschool.com) / [accounts@doonschool.com](mailto:accounts@doonschool.com)



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S.No.	Particulars	Details to be filled by the organization
1	Name of the Firm	
2	Registered Address	
3	Establishment year of the company	
4	Status (Company / Firm / Proprietor / co-oprative society / HUF / Other)	
5	Name of the contact person	
6	Designation of the contact person	
7	Telephone / Mobile No.	
8	E-mail	
9	Website	
10	Turn Over details (Copy of CA certified audited Balance sheet and profit and loss account to be enclosed) Amount in Rs. (a) Previous Year (b) One Year before previous year. (c) Two Years before previous year (Submit copy of registration no. certificate)	
11	GST No. of the firm (Submit copy of GST registration no. certificate)	
12	Permanent Account Number of the company (Submit copy of PAN )	
13	Micro, Small and Medium Ent. Reg. no. (Submit copy of MSME registration no. certificate)	
14	FSSAI Licence No. (Submit copy of FSSAI Licence no. certificate)	
15	Health Dept. License Please attached copy of the same	
16	Catering License Please attached copy of the same	
17	Whether regular pest control activities are undertaken in your establishment	

18	Whether the food items / ingredients / water used in your establishment are lab tested	
19	Fire Safety License Please attached copy of the same	
20	EPF Registration No. (Submit copy of EPF registration no. certificate)	
21	ESI Registration No. (Submit copy of ESI Registration certificate)	
22	Registration No. of registered under Private Security Agencies (Regulation) Act 2005 (Submit copy of PSAR certificate)	
23	Registration no. of Labour Licence (Submit copy of labor licence certificate)	
24	<b>Organization strength</b>	
	<b>Category</b>	<b>No. of persons on roll</b>
(a)	Top Management	
(b)	Executive staff	
(c)	Supervisory Staff	
(d)	Workers	
(e)	Others	
25	Whether the firm possess any of the following certifications? (i) ISO : 9001 (ii) ISO : 14001 (iii) OHSAS : 18001 or any other Certifications Yes / No (if yes, please specify the details and enclose documentary proof)	
26	Please attached copy of one of the following bills for address proof Telephone bill / Electricity bill / Water bill	
27	<b>Bank Details :- Account Name</b>	
28	Name of The bank	
29	Branch	
30	Account Number	
31	IFSC Code / MCR Code	
32	Do you have any related party in the school ? (in the director or employee) If yes please mention the name and relation with his/her.	

Note :-

- 1 Which one is not applicable please mentioned NA in this column.
- 2 Please attach one cancelled cheque
- 3 I certify that all the information provided by me in this form is accurate and complete and that there is no omission of important information

(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 

(Authorised Signatory)