



**THE
DOON
SCHOOL**

The Doon School, Dehra Dun

Tender Form for the Supply of Printing, Stationery and Copies duration of supply
April 1, 2023 to March 31, 2024

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

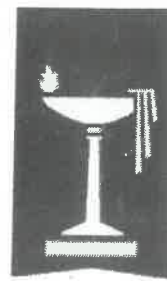
| S.No. | Item | UOM | Qty | Rate |
|----------|--|------|-------|------|
| A | Printing | | | |
| 1 | Envelopes White 10x4.5 Thick with DS Printed 120 GSM | Nos. | 10000 | |
| 2 | Envelopes White 13x10 Thick with DS Printed 120 GSM | Nos. | 2000 | |
| 3 | Envelopes Yellow 12x10 Laminated Thick 120 GSM | Nos. | 2000 | |
| 4 | Envelopes Green with cloth 12x10 Thick 120 GSM | Nos. | 1500 | |
| 5 | Envelopes Green with cloth 18x10 Thick 120 GSM | Nos. | 500 | |
| 6 | Envelopes SS DLP Super (with DS printed) | Nos. | 1000 | |
| 7 | Envelopes Thick 12 X 10 Brown | Nos. | 1000 | |
| 8 | Envelopes Trials Thickest Brown 120 GSM | Nos. | 2000 | |
| 9 | File Cover Ordinary (Tag File) with DS printed (600 gsm board) good quality | Nos. | 1000 | |
| 10 | File Cover (Clip) with DS Printed (600 gms board) | Nos. | 700 | |
| 11 | Project Sheets (260 gsm star) A4 Size Coloured | Nos. | 3000 | |
| 12 | Project Sheets (260 gsm star) A4 Size white | Nos. | 4000 | |
| 13 | Attendance Registers Staff | Nos. | 30 | |
| B | Registers, Copies, Cambridge Sheets | | | |
| 1 | Science Magnum 100 pages A5 size 8" x 6" plain cover hard board on 70 gsm paper | Nos. | 500 | |
| C | Paper | | | |
| 1 | Photo Copy paper A-4 Size (Century) 75 gsm blue pack | Reem | 1800 | |
| 2 | Photo Copy paper A-3 Size (Century) 75 gsm blue pack | Reem | 60 | |
| 3 | Photo Copy paper Full Scape Size (Century) 75 gsm blue pack | Reem | 10 | |
| 4 | Photo Copy paper A-4 Size coloured (Century) 75 gsm Desmat/Oddy (Yellow/Pink/Sky blue) | Reem | 70 | |
| 5 | Photo Copy Paper A-4 Size 100 gsm Hi Bright Paper 210x297 mm B113 Desmat (100 sheet in reem) | Reem | 80 | |

| D | Stationery | | |
|----|--|------|------|
| 1 | Uniball Eye Fine Pen | Nos. | 1800 |
| 2 | White Board Markers Camlin / Renolds | Nos. | 2000 |
| 3 | Plastic File Corporate (Report File A4) White Solo/Mega | Nos. | 600 |
| 4 | Ball Pen Reynolds 045 | Nos. | 1500 |
| 5 | Rubber Bands (100 gms. Pkt.) Mix. | Pkt. | 100 |
| 6 | Geometry Box (Camel Scholar) | Nos. | 200 |
| 7 | Calculator Casio 12 Digit MJ-120D | Nos. | 30 |
| 8 | Glue Stick (Oddy 15 gms) | Nos. | 100 |
| 9 | Pencils (Soft) (Apsara)/Absolute | Nos. | 2000 |
| 10 | Cello Tape 1" (Captain) | Roll | 200 |
| 11 | Brown Packing Paper Thick Star 120 gsm | Nos. | 800 |
| 12 | Permanent Markers (Reynolds/camlin) | Nos. | 200 |
| 13 | Plastic L Shape Files (Dataking DK-LF 310) | Nos. | 2000 |
| 14 | Erasex Pens Camel / Artline | Nos. | 150 |
| 15 | Chart Paper White 22x28 (300 gsm) | Nos. | 1000 |
| 16 | Chart Paper Coloured 22x28 (300 gsm) | Nos. | 1000 |
| 17 | Stapler Plastic Gold No. 10 (Kangaroo) | Nos. | 150 |
| 18 | Box File good quality (Jambudeep) | Nos. | 80 |
| 19 | Calculator scientific FX 82 MS (Casio) | Nos. | 250 |
| 20 | Magnetic Dusters (Ikon) | Nos. | 150 |
| 21 | Thread Balls Thick ART V-308 100 gms each (Ambica) | Nos. | 60 |
| 22 | Ring File A 4 size (Megha H 5321) | Nos. | 200 |
| 23 | Ring File A 4 size (Solo RB 406) | Nos. | 100 |
| 24 | Brown Tape 2" Captain | Roll | 60 |
| 25 | Cello Tape 2" Captain | Roll | 200 |
| 26 | Drawing Pins Scholar | Pkt. | 60 |
| 27 | Colour Pencil Set (Camlin 12 shades round) Full Size | Pkt. | 100 |
| 28 | Clip Board Transparent Plastic 1st Quality | Nos. | 50 |
| 29 | Writing Pad Spiral with Different Colour 100 pages 90 gsm size 25x17.6cm | Nos. | 100 |
| 30 | Highlighter Fiber Castel / Camel | Nos. | 350 |
| 31 | Writing Pad A5 (Desmat) / Good Quality (40 sheets) | Nos. | 600 |
| 32 | Stick Flags 5 Colours 12.7mmx43.7mm Plastic Corporate/oddy | Nos. | 50 |
| 33 | Sketch Pen (Camel) | Nos. | 1800 |
| 34 | Stapler Pins (No. 10) Small (Kangaroo) | Pkt. | 400 |
| 35 | Gum Bottles 300 ml Camel | Btls | 30 |
| 36 | Binder Clips 41 MM | Nos. | 150 |
| 37 | Binder Clips 32 MM | Nos. | 500 |
| 38 | Binder Clips 19 MM | Nos. | 200 |
| 39 | Box File (ISHI /Karani lever arch file LA556) | Nos. | 60 |
| 40 | Push Pin Coloured (Oddy) | Pkt. | 100 |
| 41 | Push Pin White Transparent (Oddy) | Pkt. | 100 |
| 42 | Display File 20 Pocket A4 Megha Deluxe | Nos. | 50 |
| 43 | Paper Clips Gem 26 mm (Bell) | Pkt. | 50 |
| 44 | Strip File Megha Deluxe HF 286 | Nos. | 300 |
| 45 | Poilet Pen Hi-Tech V7 & V5 Luxor blue body | Nos. | 300 |
| 46 | Display File 50 Pocket A4 Megha Deluxe | Nos. | 100 |
| 47 | Sheet Protector A 4 Dataking DK-SP 501/Megha Delux DT-105 | Pkt. | 50 |
| 48 | Trimax Pen Reynolds | Nos. | 700 |
| 49 | Display File 40 Pocket A4 Megha Deluxe | Nos. | 100 |
| 50 | Punching Machine 480 No. | Nos. | 40 |

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| 51 | Stapler 24/6 | Nos. | 20 |
| 52 | White Board Care | Nos. | 40 |
| 53 | Blue Tack | Nos. | 150 |
| 54 | Fevical 100 gms tube | Nos. | 100 |
| 55 | Link Ball Pen | Nos. | 200 |
| 56 | Fevikwik (MRP-Rs. 5) | Nos. | 300 |
| 57 | Ribbon 10 meters Roll | Nos. | 50 |
| 58 | Alpins (Bell) 100 gm | Pkt | 25 |
| 59 | Carbon Paper (Camel) | Nos. | 400 |
| 60 | Cello Tape 1/2" captain | Nos. | 50 |
| 61 | Erasers (Apsara) | Nos. | 1000 |
| 62 | Foot Ruller 12" (Natraj) | Nos. | 250 |
| 63 | Foot Ruller 6" (Natraj) | Nos. | 200 |
| 64 | Green Cotton Tags 24" | Nos. | 500 |
| 65 | White Cotton Tags 10" | Nos. | 1000 |
| 66 | Paper Clip Gem Large (Bell) 35 mm | Pkt | 55 |
| 67 | Paper Cutter Big | Nos. | 100 |
| 68 | Sharpner (Natraj) | Nos. | 900 |
| 69 | Stamp Pads Oddy large | Nos. | 20 |
| 70 | Stapler Pin Large 24/6 (Kangaroo) | Pkt | 60 |
| 71 | Sticky Notes 75X75 mm (Oddy) | Nos. | 60 |
| 72 | Chalk White Dustless (Vishnoo) | Box | 50 |
| 73 | Sticky Pads Diff. Colour Paper Desmet | Nos. | 50 |
| 74 | Protector Half | Nos. | 100 |
| 75 | Protector Full | Nos. | 100 |
| 76 | Drawing Pin Coloured Oddy | Pkt | 50 |
| 77 | Scissor small Kangaroo PL-3160 | Nos. | 100 |
| 78 | Scissor big kangaroo PL-3180 | Nos. | 100 |
| 79 | Double Sided Tape big size | Nos. | 100 |
| 80 | Tape Dispensar Omega | Nos. | 20 |
| 81 | Label sheets A4 size self stick (210 x 297 mm) oddy / desmet (16 label / Sheet) | reem | 50 |
| 82 | White Board Marker Ink 15 ml Camel | Nos. | 100 |
| 83 | Spiral Premium Note Book 160 Pages size:- 25 x 17.6 cm 70 GSM paper High Opavty | Nos. | 800 |
| 84 | Zipper Re-Lock Pouch Super Plastic | Nos. | 70 |
| | | | |

Note :- Please Quote the rates inclusive all taxes FOR School

Gp. Capt. Sandeep Sethi (Retd.)
Bursar



**THE
DOON
SCHOOL**

THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF Printing Stationery

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. 23000/- 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
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 / dilipac@doonschool.com / accounts@doonschool.com



THE
DOON
SCHOOL

| 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 | Organization strength | |
| | Category | No. of persons on roll |
| (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 | Bank Details :- Account Name | |
| 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 Name of Supplier

(Authorised Signatory)