



THE  
DOON  
SCHOOL

## The Doon School, Dehra Dun

Tender Form for the Supply of Printing, Stationery and Copies duration of supply  
April 1, 2024 to March 31, 2025

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

S.No.	Item	UOM	Qty	Rate
<b>A</b>	<b>Printing</b>			
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>B</b>	<b>Paper</b>			
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	

C 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
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

Last date for submitting the tender form :- March 1, 2024 by 4:30 pm

THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF Printing, Stationery & Copies

Duration of Supply 01-APRIL- 2024 TO 31-MARCH-2025

**Terms & Conditions of the Contract:**

1. All tenderers are required to deposit their tenders in sealed envelopes along with cheque 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. Cheque should be in the name of "The Headmaster, The Doon School.
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

Schedule of Tender Opening for the year-2024- 25

S.No	Department	Date	Tender	Time
1	Admin. Department	March 04, 2024	Security, General, Housekeeping and Laundry Services	11.00 a.m.
2	General Store	March 05, 2024	Printing Office & School Stationery, Printing Work and Crockery	11.00 a.m.
3	General Store	March 06, 2024	Toiletry and Misc. Items and other Items and Readymade Garments	11.00 a.m.
4	IT Department / MIC	March 07, 2024	Computer Ink Cartridge	
	Tuckshop and Hospital		Running Tuckshop and Medicine	11.00 a.m.

  
Gp.Capt. Sandeep Sethi (Retd.)  
Bursar

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	



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>	
	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	<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)



## Details of attached Bank Draft/Cheque of the Earnest Money

S.No.	Particulars	Details
1	Name of tenderers	
2	Address of tenderer	
3	Contact No.	
4	Email I D	
5	Tender of supply of	
6	D.D. / Cheque No.	
7	Date of D.D. / Cheque	
8	Name of Bank	
9	Earnest Money amount	

(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)