



The Doon School, Dehra Dun

Tender Form for printing works of The Doon School for the period April 1, 2024 to March 31, 2025.

Name Of Tenderer :-

Address Of Tenderer :-

Telephone No. :-

GST No. :-

Email :-

S.No.	Items	Qty.	Rate
1	Outline maps	1500	
2	Graph Note Books for ISC	350	
3	Graph Sheet Paper for ISC	2000	
4	D S Bank Coupon booklets	16000	
5	D S Bank Cheque book Jr/ Sr.	600	
6	Attendance Register-Teacher/ Students	60	
7	Indent form Teaching Staff Pad	100	
8	Internal Memorandum Pads	200	
9	Certificate of Recognition	900	
10	Certificate of Participation	700	
11	IH Sports Certificates - 7 Color Ptg.	600	
12	Matron Order Books	80	
13	Indent Books Triplicate 1/8	40	
14	Transfer Certificate Books	1	
15	House Masters Indent Books	25	
16	Ex -Bond Sheet 190.Thick A-4	300	
17	Prayers & Songs Books	150	
18	Farewell Assembly and Prize Day Programe Booklets	500	
19	Lost Chit Pad (100 nos.)	5	
20	Yellow Cards (YC)	200	
21	Red Cards (RC)	100	
22	Blue Cards (BC)	20	
23	Request for Expert Opinion Books- Hospital	10	
24	Excuse Slip on Card	5000	
25	Medical Gate Pass Book - Hospital	30	
26	Diet Details of Boys Books-Hospital	10	
27	Reimbursement from Expenses Imprest Hospital	5	
28	Medical Record Books for Boys	150	
29	Medicine Receipt Book	20	
30	Hospital Medicine a/c Books Yellow	10	
31	Boys Medicine a/c Books Yellow	20	
32	Bill for Payment Books	10	
33	Drug Maint Book	6	
34	Daily Treatment Register 750 Pages Hospital	6	
35	Refferal Slip Books	50	
36	Daily Work Order Books (Maintenance Dep.)	60	
37	Indent Books (To Purchase Deptt.)¼ size Triplicate	50	
38	Boy's Outing Booklets (Gate Pass) Hydrabad House	25	
39	Boy's Outing Booklets (Gate Pass) Kasmir House	25	

40	Boy's Outing Booklets (Gate Pass) Jaipur House	25
41	Boy's Outing Booklets (Gate Pass) Tata House	25
42	Boy's Outing Booklets (Gate Pass) Oberoi House	25
43	Boy's Outing Booklets (Gate Pass) Foot House	15
44	Boy's Outing Booklets (Gate Pass) Martyn House	15
45	Social Service Outing Booklets	2
46	Housemaster's Card	200
47	CDH Menu Booklet	10
48	P.O. Terms & Condition	6000
49	Goods Receipt Report Booklets	40
50	Plastic Case Covers	500
51	Dori & Clip for above	500
52	Student Identity Cards with Cover	100
53	Employee Gate Pass Book in/Out	30
54	Work Order Form Book -workshop 1/4	15
55	Luggage Tag Cards - Red / Green	600
56	Daily ETP Register	10
57	Maintenance Complaint Register	5
58	Log Books - Vehicle	10
59	DS Phone Directory	200
60	Imperest A/c Books 1/6	10
61	Student Module Handbook - Summar at Doon	90
62	Note Pads - Summar at Doon	100
63	Visitor Register (200 Pages)	1
64	Key Control Register (200 Pages)	1
65	Travel Control Register (100 Pages)	1
66	Hotel Hiring Register (100 Pages)	1
67	Hired Vehicle Control Register (100 Pages)	3
68	Old Boys Entry Register (100 Pages)	2
69	School Employee Register (100 Pages)	1
70	Contractor Employee Register (100 Pages)	1
71	Contractor Material Register (100 Pages)	1
72	Internal Housekeeping Team Register (100 Pages)	1
73	External Housekeeping Team Register (100 Pages)	1
74	Estate Maintenance Team Register (100 Pages)	1
75	Communication Register (100 Pages)	1
76	Goods Inward Register (100 Pages)	1
77	Boys Outing Register (100 Pages)	2
78	Entry Pass Pad Yellow (200 nos.)	50
79	Request for Returnable Gate Pass Booklet (50 Pages)	20
80	Request for Non Returnable Gate Pass Booklet (50 Pages)	20
81	Returnable Gate Pass Booklet in Double (50 Pages)	20
82	Non Returnable Gate Pass Booklet in Triplecate (50 Pages)	20
83	Returnable Gate Pass Register (100 Pages)	2
84	Non Returnable Gate Pass Register (100 Pages)	2
85	Employee Gate Pass Booklet in Double (50 Pages)	30
86	Medicine demand Book / Receive Book (500 Pages)	5
87	Phone Call register (300 Pages)	5
88	First Aid Box Issue Register (500 Pages)	5

Note :- Please quote the rates inclusive of all Taxes F.O.R. 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 work

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. 10,000/= 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. 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 Tuckshop and Hospital	March 07, 2024	Computer Ink Cartridge 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	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)



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)