

The Doon School, Dehra Dun



THE
DOON
SCHOOL

Tender Form for the Supply of **Toner Cartridge** duration of supply April 1,2024 to March 31, 2025

Name of Tenderer :-

Address of Tenderer :-

Telephone No. :-

GST No. :-

Emai :-

S.No.	Printers	Cartridge No.	Qty	Rate
1	HP Laserjet P2055DN	CE 505A	5	
2	HP Laserjet Print -3030,1015,1020	Q2612A	20	
3	HP Colour Laserjet Print Cartridge P1566	CE278A	20	
4	HP Laserjet Print Toner Cartridge P1007	CC88A	20	
5	HP Laserjet PRO 400M 401DN Black	CF280 A	15	
6	HP Laserjet Printer Toner Cartridge	CF 228 A	6	
7	HP Laserjet Print Toner Cartridge L203 DW	CF230 A	4	
8	HP Laserjet Print Toner Cartridge L203 DN Drum	CF232 A	4	
9	HP Colour Laserjet Toner Catridge Black	CF 500 A	4	
10	HP Colour Laserjet Toner Catridge Yellow	CF 501 A	4	
11	HP Colour Laserjet Toner Catridge Cyan	CF 502 A	4	
12	HP Colour Laserjet Toner Catridge Magenta	CF 503 A	4	
13	HP Print Catridge Black	920XL	2	
14	HP Print Catridge Colour	920XL	2	
15	Xerox Laserjet Print Cartridge (Phaser)	3117/3122	6	
16	HP Inkjet Print Cartridge Black	934XL	6	
17	HP Inkjet Print Cartridge Cyan	935XL	6	
18	HP Inkjet Print Cartridge Yellow	935XL	6	
19	HP Inkjet Print Cartridge Meganta	935 XL	6	
20	HP Inkjet Print Catridge Balck	920	2	
21	HP Inkjet Print Catridge Colour	920	2	
22	HP Inkjet Print Cartridge Black	678	5	
23	HP Inkjet Print Cartridge Colour	678	5	
24	Epson Inkjet Print Catridge L 380 Black	T664	10	
25	Epson Inkjet Print Catridge L 380 Cyon	T664	10	

26	Epson Inkjet Print Cartridge L 380 Yellow	T664	10
27	Epson Inkjet Print Cartridge L 380 Magenta	T664	10
28	HP Ink Adavantage 46 Black	46	4
29	HP Ink Adavantage 46 Colour	46	4
30	HP Laserjet Print Cartridge 1505	CB36A	5
31	CD-R	Moserbaer	200
32	DVD-R	Moserbaer	100
33	Pen Drive 16 GB	Kingston	20
34	Pen Drive 32 GB	Kingston	20
35	Photo Glossy Paper A3 180 gsm	Desmat	10
36	Photo Glossy Paper A4 160 gsm	Desmat	10
37	Digital Printing Paper 180 GSM	Shipra	10

Note :- Please quote the rate inclusive of all taxes F.O.R. School.


Gp. Capt. Sandeep Sethi (Retd.)
Bursar

The Doon School
Mall Road
Dehradun, UK 248001
India



The Indian Public Schools' Society. Registered office: The Doon School, Chandbagh,
Dehradun, Uttarakhand. Corporate Identification Number: U99999UR1928NPL002455

Phone: +91 135 2526400
Fax: +91 135 2757275
Email: info@doonschool.com
www.doonschool.com

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

Toner Cartridge HP-(I.T)

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	

Handwritten signature

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)