



Tender Form for the Providing /Supply of Manpower for General Services  
to The Doon School, The Mall Road, Dehradun, Contract period from April 1, 2024 to March 31, 2025

Name of Tenderer  
Address of Tenderer

Telephone No. :-

GST No. :-

Email id :-

S.No.	Designation	No. Of Persons Required Approx.	Rate per Person per months (inc. all)	Service Charges @ %	Provident Fund	ESI	Net Total
1	Supervisor	1					
2	Skilled Labour	19					
3	Semi Skilled Labour	9					
4	Unskilled Labour	75					

**Note :-**

- (A) Rates quoted should be equal to or more than the minimum wages prescribed under Minimum Wages 1948 Act as applicable in the Uttarakhand
- (B) If the rates of any post are less than the minimum wages as prescribed by Govt. of Uttarakhand, the tender will be rejected
- (C) Agency's Administration/Service Charges can not be "NIL" or "ZERO" or such that it has been kept deliberately low to secure the contract
- (D) If any of the statutory liability is not included above, the tender will be rejected.

(Signature and seal of the firm)

  
Gp. Capt. Sandeep Sethi (Retd.)  
Bursar

Last date for Submitting the tender form :- March 1, 2024 by 4:30 PM

## General Services



**THE  
DOON  
SCHOOL**

**The Doon School, is running a boarding school for boys at the Mall Road, Dehradun.**

Being a Residential School, the School management is desirous of engaging, on a contractual basis, an independent and reputed agency who has the requisite expertise and can provide / supply /undertake the specialized and requisite intermittent & general services of The Doon School, The Mall Road, Dehradun.

The Doon School is inviting sealed tenders for engagement of an Agency which can provide general services as per the following terms & conditions.

The purpose of general services is that the whole premises of The Doon School, has to be maintained to required standards as required by the Administration.

- (1) The firm should be a reputed as well established and financially sound housekeeping & general service provider which can provide/deploy trained manpower for the required services.
- (2) The contract shall tentatively commence from 01.04.2024 and shall continue till 31.03.2025 unless, it is curtailed or terminated by The Doon school owing to deficiency in service, sub-standard quality of personnel deployed, breach of contract, etc. Non-compliance with any relevant labour laws, or change in requirements of the The Doon School or for any other reasons as stipulated in the contract to be entered into with successful bidder.
- (3) The contracting Service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of The Doon School.
- (4) All the cleaning personnel provided for undertaking the housekeeping / general services shall be provided with required uniform and cleaning equipments.
- (5) The Doon School reserves right to terminate the contract during the period, after giving a one month's notice to the selected Service Provider. In the event of termination of contract by the contracted agency without the written consent of the school the security deposit will not be refunded
- (6) The service provider agency shall not employ any person below the age of 18 yrs. and above the age of 58 years. Employment of child labour will lead to the termination of the contract.
- (7) The personnel deployed shall be the employees of the service provider agency at all times and all statutory liabilities will be paid by the service provide agency such as ESI, PF, Workmen's Compensation Act, etc. The personnel deployed by the agency should be properly trained, have requisite experience.
- (8) The agency shall engage only such personnel and supervisors, who are physically fit and have been verified by the civil police for their character and background. The agency shall be fully responsible for the conduct of their staff. The agency shall submit copies of the such verification to The Doon School.
- (9) The agency will provide to the School a list of all personnel to be deployed with their permanent and present addresses and their latest photograph.

**(10) The contractor shall strictly observe and adhere the following from their deployed housekeeping personnel:-**

- Are always smartly turned out and vigilant
- Are punctual and arrive at least 30 minutes before start of their duty time.
- Take charges of their duties properly and thoroughly.
- Perform their duties with honesty and sincerity.
- Read and understand their post and site instructions and follow the same.
- Extend respect to all Teachers, Student, Officers and Staff of The Doon School.
- Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty.
- Will not gossip or chit chat while on duty.
- Will never sleep while on duty post.
- Will immediately report to the Manager Administrative any untoward incident/ misconduct or misbehavior.
- Do not entertain visitors.
- Shall not smoke in the school premises.

(11) The personal engaged by the agency will at all times be in proper uniforms (including name badges), failure to conform to the desired turnout will invite a fine of Rs.500/- on each occasion. Habitual offenders will be barred from deployment.

(12) It shall be responsibility of the agency to issue the employment card/photo/identity card to the workers and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act. Agency has to ensure that all its employees deployed in The Doon School wear ID card during duty time.

(13) The agency will immediately replace any of its personnel, if they are unacceptable to the School Authorities, because of security risk, incompetence, conflict of interest or breach of confidentiality or frequent absence from duty/misconduct. . Notwithstanding the above, the School will have the right to ask for change /replacement of any personnel at any point of time without assigning any reason.

(14) The Doon school shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the guards of the agency.

(15) The agency shall be responsible for any damages caused to the School property by the personnel so deployed. The Doon School will be free to recover it from either the security deposit given by the agency or from any other dues as per the law.

(16) The contractor shall execute the assigned work as per the schedule and if the same have not been executed up to the expected level, warning notice shall be issued in this regard. If the situation persists , penalty will be imposed at the rate of the contract value per month.

(17) The agency shall be responsible for any act of indiscipline on the part of persons deployed by them.

(18) The personnel deployed by agency in the The Doon School shall not claim any benefit, compensation, absorption or regularization of their services in The Doon school either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. The agency shall have to obtain an undertaking from the deployed persons to this effect. In the event of any litigation on the status of the deployed persons, The Doon School shall not be a part of such proceedings, however, in an event, if the School is made a party to such dispute, the agency will take all steps to protect the interest of The Doon School and shall reimburse the entire expenditure that would have been borne by The Doon School to defend itself.

(19) The agency shall ensure that the person deployed are disciplined and shall enforce prohibition on consumption of alcoholic drinks paan, gutkha, cigrattes and all other unlawful activities.

(20) The personnel deployed by the agency shall work under overall supervision & direction of the agency and shall be guided by the Director Administrative Affair / Manager Administrative, The Doon School to the extent required. .

(21) The agency shall raise the bill, in triplicate, along with attendance sheet duly verified for actual shifts manned/operated by the personnel deployed by the agency and submit the same to Manager Administration by the 3rd of the succeeding month. The payment thereof will be subject to TDS at prevailing rates. The applicability thereon of GST will be governed by the provisions of the GST Act, as amended from time to time.

(22) At the time of submission of monthly bills. The agency will also enclose the challan of deposit of EPF,ESI and allied dues in respect of all their personnel deployed in the School's premises.

(23) The agency will be solely responsible for making the payment directly to its deployed personnel by 7th of each month; In case of any delay in the releasing of payment by The Doon School to the agency, due to any contingency, payment of wages to the deployed personnel by agency should be on time.

(24) Payment to such workers must be made by the agency through Cheque / e-transfer only. To ensure this,the agency will have to submit the bank details of all its employees and proof of such transfer every month.

(25) Incomplete documents will be rejected. It is in the interest of prospective tenderer, that they produce all details as per the requirement of The Doon School in their tender form.

(26) The applicant should have been in the business of providing housekeeping & general Services for a minimum period of 5 years with a desirable experience of association with institutional or Govt organisations. Proof of the same needs to be enclosed.

(27) The minimum turnover of the tenderer should be Rs. 75.00 lacs per annum for last three years. The proof of turnover, duly certified by a Chartered Accountant, needs to be enclosed.

(28) The Doon School reserves its right to accept or reject any of the offers or cancel all offers and also modify conditions or effect any other changes.

(29) All tenderers are required to deposit their tender in sealed envelopes along with a Demand Draft in the name of "The Headmaster The Doon School" of Rs. 10000/- as Earnest Money. The Earnest Money of successful tenderers will be retained.

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

THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF General Services

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	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)