

THE DOON SCHOOL, DEHRA DUN- 248001

TENDER FORM FOR THE SUPPLY OF Bus & Taxi Services

Duration of Supply:- 1st April, 2026 - 31st March 2027

Terms & Conditions of the Contract: -

1. All tenderers are required to deposit their tenders in sealed envelopes along with cheque of Rs. 25,000 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 prices 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

Note :-

- 1 Last Date of submitting the tender Forms is :- **December 21, 2025.**
- 2 Days and timing of submitting the Tender Forms is :- Monday to Sunday from 9:00 AM to 7:00 PM
- 3 Place of submitting the tender forms :- In sealed drop box kept with the security at the Main Gate of THE DOON SCHOOL.
Or in this email Id :- tenderforms@doonschool.com
- 4 Place of opening of tender form :- All tender forms will be open at the Admin Block
- 5 The envelope containing your tender should be sealed and superscribed in capital letter
"TENDER FOR PROVIDING / SUPPLY OF _____ and address
should be in the name of THE HEAD MASTER, THE DOON SCHOOL, THE MALL ROAD DEHRADUN
- 6 Tender sent by other means will not be accepted in any case.

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)



Tender Form for the supply of **transportation service (Cabs and Buses)** duration of supply from 01-April-2026 to March 31, 2027

Name of Tenderer :-
Address of Tenderer :-

Telephone No. :-
GST No.:-
Email :-

[illegible]

Please quote the rate inclusive of all Taxes FOR School

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

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

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The Doon School, Dehra Dun

Tender Form for the supply of transportation service (Cabs and Buses) duration of supply from 01-April-2026 to March 31, 2027

Address of Tenderer :-

GST No.:-

Email :-

S.No.	Type of Vehicles	Charges (All inclusive)	Charges / KM				
(A)	Outstation Duties for 300 KM and Above (Travelling Cabs)						
	1 Etios / Swift D'Zire Or Equivalent						
	2 Ertiga Or Equivalent						
	3 Innova Crysta Or Equivalent						
		Charges For					
		10 Hrs	8 Hrs	6 Hrs	4 Hrs		
(B)	Cabs "ON Call" for Local Duties	100 Kms	80 Kms	60 Kms	40 Kms	Per Hour	Per Km
	1 Etios / Swift D'Zire Or Equivalent						
	2 Ertiga Or Equivalent						
	3 Innova Crysta Or Equivalent						
		Charges For THE DOON SCHOOL to					
(C)	Cabs "ON Call" for Local Duties	Railway Station Or Vice Versa	Jollygrant Airport Or Vice Versa	Dehradun ISBT Or Vice Versa	Saharanpur Railway Station Or Vice Versa	Haridwar Railway Station Or Vice Versa	Mussoorie Or Vice Versa
	1 Etios / Swift D'Zire Or Equivalent						
	2 Ertiga Or Equivalent						
	3 Innova Crysta Or Equivalent						

Please quote the rate inclusive of all Taxes FOR School

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

The Doon School
Mall Road
Dehradun, UK 248001
India

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www.doonschool.com



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

Tender Notice

1. Tender on the prescribed form under sealed cover is invited from eligible 'A' or 'B' class registered contractors for the refurbishment of 'Chestnut Building' prescribed tender form / B.O.Q. can be collected from the School Estate Engineer's Office from October 3rd, 2023 to October 5th, 2023 between 10:00 a.m. to 1:00 p.m.

Terms and Conditions: -

2. Earnest Money of Rs. 50,000/- (Fifty Thousand) is to be deposited along with the completed tender form / B.O.Q. document. The same shall be adjusted / refunded at the time of award of the contract as applicable.
3. The contractors must have done construction work of a similar amount or at least Rs. 4,00,00,000/- (four crore) in the last two years.
4. A bank guarantee of Rs. 50,00,000/- (Fifty lakh only) will need to be furnished by the selected contractor.

Gp. Capt. Sandeep Sethi (Retd.)

Bursar

The Doon School, Dehradun

Terms & Conditions for Transportation Services (Cabs / buses)

The Tendering Agency/Firm must fulfil the following technical specifications in order to be eligible for clearing the technical evaluation of the tender/bid as per detail given below :-

A. Eligibility & Documentation Requirements

1. Valid proof of address must be submitted with the bid documents.
2. For partnership firms or a Company, a copy of the partnership deed or a General Power of Attorney (GPA), duly notarized and executed on appropriate stamp paper and a Certificate of Incorporation for a Company must be submitted.
3. The bidder must own a minimum of **06–10 commercially registered vehicles**.
4. A self-attested copy of the **Firm's Registration Certificate** and Certificate of Incorporation must be enclosed.
5. The service provider must have **minimum three (03) years' experience** in providing taxi/transport services to Government Departments/PSUs/Nationalized Banks/Reputed Corporates.
6. A **self-declaration** that the firm is **not blacklisted** by any Government authority must be attached.
7. Vehicles offered must not be **manufactured before 2021** and must comply with applicable emission norms.
8. All vehicles must be **authorized for taxi/commercial use**, registered for operation within Delhi/NCR or outside Dehradun, and **not older than 3 years** from registration.
9. In case registered under GST, GST payment proofs/challans for **FY 2024-25 and 2025-26** to be submitted.
10. Copies of **RCs of all vehicles** registered in the firm's name must be furnished.

B. Service Requirements

12. The contractor must supply AC/Non-AC taxis **within 30 minutes of request**; for scheduled usage, vehicle must reach **10 minutes before time**.
13. Vehicles must be **clean, well-maintained, and hygienic** with:
 - Good seat quality & neat seat covers
 - No visible damage or foul Odor
 - School reserves right to **deny payment** for dirty vehicles
14. In case of **breakdown**, immediate vehicle replacement is mandatory; failing which, School may hire a replacement and **deduct charges** from the contractor's bill.
15. The Doon School reserves the right to **terminate the contract by giving one month's written notice without assigning any reason**.

16. Mandatory vehicle accessories: **First Aid Box, GPS Navigation System, and Air Freshener.**
17. AC vehicles must have functional **AC & Heating Systems** — if not, **25% deduction** shall apply for the trip.
18. Contractor must comply with **Motor Vehicle Act**, Labour Laws, ESI/EPF (where applicable), and other statutory laws.
19. All responsibilities regarding **insurance, pollution, permits, taxes, penalties** shall lie exclusively with the contractor. The Doon School shall bear no liability.
20. Sub-contracting or transfer of contract is **strictly prohibited.**
21. Toll, parking, and ferry charges will be reimbursed **at actuals** against receipts.
22. All deployed vehicles must be **defect-free and tank-filled** before reporting.

C. Driver Standards

23. Drivers deployed must:
 - a. Hold a valid **Commercial Driving License** and comply with transport regulations.
 - b. Be in **proper uniform**, courteous and carrying a mobile phone.
 - c. Maintain a tidy appearance (proper shave & haircut).
 - d. Maintain professional behavior — **any misconduct may lead to contract termination.**
 - e. Always remain near the vehicle when on duty; non-compliance may invite penalties.
 - f. Have **no criminal background**; police verification must be ensured.
 - g. Be familiar with **major local and outstation routes.**

D. Conduct & Safety

24. Drivers must comply with prescribed **speed limits** and safe driving standards — negligent driving will invite penalty/termination.
25. **Alcohol Policy:** Drivers must not report or drive under influence of alcohol. Any violation will lead to **immediate termination of contract**, without notice.
26. **Gambling/Playing Cards** within school premises is strictly forbidden — violation will require immediate replacement of driver.

Gp. Capt. Sandeep Sethi (Retd.)

(Bursar)

The Doon School