

THE DOON SCHOOL, DEHRA DUN- 248001

TENDER FORM FOR THE SUPPLY OF Computer Ink cartridge - HP

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. 10000 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.	

ote :-

- 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)

The Doon School, Dehra Dun



THE
DOON
SCHOOL

Tender Form for the Supply of **Toner Cartridge** duration of supply April 1,2026 to March 31, 2027

Name of Tenderer :-

Address of Tenderer :-

Telephone No. :-

GST No. :-

Emai :-

S.No.	Printers	Cartridge No.	Qty	Rate
1	HP Laserjet P2055DN	CE 505A	2	
2	HP Laserjet Print -3030,1015,1020	Q2612A	20	
3	HP Colour Laserjet Print Cartridge P1566	CE278	20	
4	HP Laserjet Print Toner Cartridge P1007	CC88A	25	
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	6	
8	HP Laserjet Print Toner Cartridge L203 DN Drum	CF232 A	6	
9	HP Colour Laserjet Toner Catridge Black - 202 A	CF 500A/202 A	5	
10	HP Colour Laserjet Toner Catridge Yellow	CF 501 A	5	
11	HP Colour Laserjet Toner Catridge Cyan	CF 502 A	5	
12	HP Colour Laserjet Toner Catridge Magenta	CF 503 A	5	
13	HP Inkjet Print Cartridge Black	934XL	3	
14	HP Inkjet Print Cartridge Cyan	935XL	3	
15	HP Inkjet Print Cartridge Yellow	935XL	3	
16	HP Inkjet Print Cartridge Meganta	935 XL	3	
17	HP Inkjet Print Cartridge Black	678	4	
18	HP Inkjet Print Cartridge Colour	678	4	
19	HP Ink Adavantage 46 Black	46	3	
20	HP Ink Adavantage 46 Colour	46	3	
21	HP Laserjet Print Cartridge 1505	CB36A	3	
22	Epson Inkjet Pr!nt Catridge L 380 Black	T664	5	
23	Epson Inkjet Print Catridge L 380 Cyon	T664	5	
24	Epson Inkjet Print Catridge L 380 Yellow	T664	5	
25	Epson Inkjet Print Catridge L 380 Magenta	T664	5	
26	Epson Ink Caretridge L3250 (003)	003 Black	6	
27	Epson Ink Caretridge L3250 (003)	003 Cyan	6	
28	Epson Ink Caretridge L3250 (003)	003 Magenta	6	
29	Epson Ink Caretridge L3250 (003)	003 Yellow	6	
30	Pen Drive 64 GB	Kingston	10	
31	Photo Glossy Paper A4 160 gsm	Desmat	20	
32	Photo Glossy Paper A3 180 gsm	Desmat	20	
33	Digital Printing Paper 180 GSM	Shipra	10	

Vinod Singh

34	Laser Jet Pro 3104fdn Toner	146A	6	

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

[Signature]
Gp. Capt. Sandeep Sethi (Retd.)
Bursar

The Doon School
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India

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The Indian Public Schools' Society. Registered office: The Doon School, Chandbagh,
Dehradun, Uttarakhand. Corporate Identification Number: U93999UR1928NPL002455

Vinod Singh