# THE DOON SCHOOL, DEHRA DUN- 248001

TENDER FORM FOR THE SUPPLY OF Computer Inpartidge	- HP
Duration of Supply: 1 Apail - 2026 - 314 March - 2027	, ,
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Terms & Conditions of the Contract: -

1.All tenderers are required to deposit their tenders in sealed envelopes along with cheque of Rs. \_\_\_\_\_\_\_ as earnest Money. The earnest Money will be refunded to unsuccessful ternderers 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 printeddlivery 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 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, of 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 ot test and acceptance and does not absolve the contractor from his responsibility on this score.
- 7. Delivery van and items supply contrainers/ 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**

S.No.	<u>Department</u>	<u>Date</u>	Tender	Time	Day
1	Games Store	December 22,2025	Games/Sports Items and Equipments	10:30 AM	Monday
2	Wellness Centre	December 22,2025	5 Medicines and Surgical Items 11:30		Monday
3	Book Store / Library	December 22,2025	Text Books	12:10 AM	Monday
XXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXX		XXXXXXXXXXX	XXXX
4 CDH December 23,2025 Products,Soya Products,Na Vegetables,Atta,Dals,Rice,C		Eggs,Fish,Chicken,Mutton,Milk & Milk Products,Soya Products,Namkeen,Fruits & Vegetables,Atta,Dals,Rice,Oils,Dryfruit,Ice Cream, Cold Drinks and Frozen Vegetables	10:30 AM	Tuesday	
5	Tuckshop	December 23,2025	Dry Tuckshop	11:30 AM	Tuesday
6	CDH	December 23,2025	Supply and refilling of 19 KG LPG Gas Cyclinder	12:10 PM	Tuesday
XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	000000000000000000000000000000000000000	XXXXXXXXXXX	XXXX
7	Workshop & Maintenance	December 24,2025	Electrical Items, Sanitary & Plumbing Items, Glass,Plywood,Hardware,Paints and Chemicals	10:30 AM	Wednesclay
XXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXX
8	General Store	December 26,2025	Printing, Office and School Stationery	10:30 AM	Friday
9	H.M. Set.	December 26,2025	Printing Work	10:45 AM	Friday
10	Art Dep	December 26,2025	Art Material	11:30 AM	Friday
XXX	CXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXX
	Gen. Store/ EDH	December 29,2025	Toiletry and Misc. Items and other Toiletry Items / Disposable Litings	10:30 AM	Monday
12	l T Dep	December 29,2025	Ink Cartridge/Toner and Consumable Items	12:00 Noon	Monday
_ 13	CDH / Gen. Store	December 29,2025_	Crockery	12:10 PM	Monday
XXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXX	(XXX
14	Gen. Store	December 30,2025	Summer Uniforms	10:30 AM	Tuesday
		December 30,2025	Winter Uniforms	10:30 AM	Tuesday
	Gen. Store	December 30,2025	William Official	10.007(14)	
16	Gen. Store	December 30,2025	Readymade Garments	11:00 AM	Tuesday
16	Gen. Store	December 30,2025		11:00 AM	Tuesday
16 <b>XXX</b> 17	Gen. Store  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	December 30,2025	Readymade Garments	11:00 AM	Tuesday
16 <b>XXX</b> 17	Gen. Store	December 30,2025	Readymade Garments  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	11:00 AM XXXXXXXXXX 10:30 AM	Tuesday (XXX
16 <b>XXXX</b> 17 18	Gen. Store  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	December 30,2025 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Readymade Garments  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	11:00 AM XXXXXXXXXX 10:30 AM 10:30 AM	Tuesday (XXX Wednesday
16 XXXX 17 18 19	Gen. Store  (XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	December 30,2025  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Readymade Garments  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	11:00 AM XXXXXXXXXX 10:30 AM 10:30 AM 10:30 AM	Tuesday (XXX Wednesday Wednesday

#### 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



No.	Particulars	Details to be filled by the organization
1	Name of the Firm	
2	Registered Address	
_		
3 8	Establisement year of the company	
45	Status (Company / Firm / Proprietor / co-oprative	
s	ociety / HUF / Other)	
5 N	lame of the contact person	
6 D	esignation of the contact person	
	X	
7 Te	elephone / Mobile No.	
-1-		
8 E-	mail	6
0 107	ebsite	. W . EG . D . m. J
9 99	ebsite	
10 Tu	m Over details (Copy of CA certified audited	
Ba	lance sheet and profit and loss account to be	0.8
ene	closed)	
	nount in Rs.	
	Previous Year	
(D)	One Year before previous year.	
(5)	Two Years before previous year brit copy of registration no. certificate)	
100	or registration no. Ceruncate)	
11 GS	T No. of the firm	
(Sul	bmit copy of GST registration no. certificate)	
2 Perr	manent Account Number of the company	
(Sub	omit copy of PAN )	
	o,Small and Medium Ent. Reg. no.	
(Sub	mit copy of MSME registration no. certificate)	
1 500	A111 A4	
-	Al Licence No.	
lane	mit copy of FSSAI Licence no. certificate)	
Healt	h Dept. License	
	e attached copy of the same	
	- and same	
Cateri	ing License	
	e attached copy of the same	
Wheth	ner regular pest control activities are undertaken	
in your	restablishment	* ^
Wheth	er the food items / ingredients / water used in	21
1004 10 -		
your es	stablishment are lab tested	

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-	- and district days of the deline	
-	20 EPF Registration No.	
-	(Submit copy of EPF registration no. certificate)	
	(Sabriat copy of Est 1 registration no. certificate)	
-	21 ESI Registration No.	
_	(Submit copy of ESI Registration certificate)	
	(Cashing copy of Ecr. (Cashandir 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)	
- 2	24 Organization strength	
	Category	No. of persons on roll
a)	Top Management	The or persons of follows
b)	Executive staff	
c)	Supervisory Staff	
j)	Workers	
9)	Others	
	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 attaced copy of one of the following bills for address proof	
	Telephone bill / Electricity bill / Water bill	
27	Bank Details :- Account Name	- All All All All All All All All All Al
28	Name of The bank	Electric states of the second
29	Branch	A Company of the Comp
30	Account Number	
31	FSC Code / MCR Code	
32 [	Do you have any related party in the school ?	
- 10	in the director or employee)	
TE	yes please mention the name and relation with	

#### ote:-

- 1 Which one is not applicable please mentioned NA in this column.2 Please attach one cancelled cheque
- 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		
	A		
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)

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1	Direc	tor of Financ	e,										
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	Mall												
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(Authorised Signatory)

## The Doon School, Dehra Dun



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	

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34	Laser Jet Pro 3104fdn Toner	146A	6
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Note :- Please quote the rate inclusive of all taxes F.O.R. School.

Gp. Capt. Sandeep Sethi (Retd.) Bursar

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The Indian Public Schools' Society. Registered office: The Doon School, Chandbagh, Dehradun, Ultarakhand. Corporate Identification Number: U93999UR1928NPL002456

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