THE DOON SCHOOL, DEHRA DUN- 248001

Terms & Conditions of the Contract: -

1.All tenderers are required to deposit their tenders in sealed envelopes along with cheque of 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 the supplier's bill. Bills must be submitted once every 15 days and will be paid by cheque within 15 days of
- 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

Gp.Capt. Sandeep Sethi (Retd.)

Bursar

Schedule of Tender Opening

S.No.	Department	<u>Date</u>	<u>Tender</u>	Time	Day
1	Games Store	December 22,2025	Games/Sports Items and Equipments	10:30 AM	Monday
2	Wellness Centre	December 22,2025	Medicines and Surgical Items	11:30 AM	Monday
3	Book Store / Library	December 22,2025	Text Books	12:10 AM	Monday
CXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXX
4	CDH	December 23,2025	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
CXXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXX
7	Workshop & Maintenance	December 24,2025	Electrical Items, Sanitary & Plumbing Items, Glass,Plywood,Hardware,Paints and Chemicals	10:30 AM	Wednesday
XXXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	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)	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	XXXXXXXX
11	Gen. Store/204	December 29,2025	Toiletry and Misc. Items and other Toiletry Items / Disposable Litings	10:30 AM	Monday
12	I-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
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXX
14	Gen. Store	December 30,2025	Summer Uniforms	10:30 AM	Tuesday
15	Gen. Store	December 30,2025	Winter Uniforms	10:30 AM	Tuesday
16	Gen. Store	December 30,2025	Readymade Garments	11:00 AM	Tuesday
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	CXXX
17	Admin Department	December 31,2025	Security Services	10:30 AM	Wednesday
18	Admin Department	December 31,2025	General Services	10:30 AM	Wednesday
19	Admin Department	December 31,2025	Housekeeping Services	10:30 AM	Wednesday
20	Admin Department	December 31,2025	Dry Cleaning	11:00 AM	Wednesday
21	Admin Department	December 31,2025	Bus & Taxi Services	11:20AM	Wednesday
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	000000000000000000000000000000000000000	XXXXXXXXX	CXXX

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 Seth (Redd.) Bursar



CAL	Darticulars	Te
S.No.	Particulars	Details to be filled by the organization
	1 Name of the Firm	
2	Registered Address	
	SAL SALES SA	1.
3	Establisement year of the company	•
4	Status (Company / Firm / Proprietor / co-oprative society / HUF / Other)	
5	Name of the contact person	
	Designation of the sent of	
ь	Designation of the contact person	
7	Telephone / Mobile No.	and the second s
-1	TOTAL PROPERTY (NO.	
8	E-mail	
7		
9 1	Nebsite .	
8	furn Over details (Copy of CA certified audited Balance sheet and profit and loss account to be inclosed)	21 -4
	mount in Rs.	
	a) Previous Year	
	o) One Year before previous year.	1
(c) Two Years before previous year	
(S	Submit copy of registration no. certificate)	
-	ST No. of the firm	
(S	ubmit copy of GST registration no. certificate)	
40 Da		
12 Pe	rmanent Account Number of the company ubmit copy of PAN)	
(30	ubmit copy of PAN)	
3 Mic	cro,Small and Medium Ent. Reg. no.	
	ubmit copy of MSME registration no. certificate)	
100	ibinit copy of mome registration no. certificate)	
4 FSS	SAI Licence No.	
The second second	bmit copy of FSSAI Licence no. certificate)	
1	and the solutions	
5 Hea	alth Dept. License	
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Plea	se attached copy of the same	
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	H (L. C. 15)	
Whet your	ther the food items / jngredients / water used in establishment are lab tested	ana manakan

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_	20 EPF Registration No.	
	(Submit copy of EPF registration no. certificate)	
	21 ESI Registration No.	
-	(Submit copy of ESI Registration certificate)	
-	(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	
)	Executive staff	
;)	Supervisory Staff	
1)	Workers	
)	Others	
2:	5 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	<u> </u>
	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	
	Harris and the second s	
28	Name of The bank	ு வாட்டு நாட்டி பாடா ஆற்றும் நடித்த ஆகார் நடித்த வைக்க பாட்
		the second of th
29	Branch	
30	Account Number	
31	IFSC Code / MCR Code	
32 1	Do you have any related most in the actual of	
	Do you have any related party in the school?	
10	f yes please mention the name and relation with	
h	is/her.	
1	W. Company	

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	
	O LA LANCE	
3	Contact No.	
. 4	Email I D	
-7	Littan i D	
5	Tender of supply of	
6	D.D. / Cheque No.	
7	Date of D.D. / Cheque	
8	Name of Bank	
9 1	Earnest Money amount	

(Signature and seal of the firm)

1	To,		(+)	•				
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1	Director of Finance,	, e		300				
	The Doon School,	- 1	•					
	Mall Road,						24	
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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	Konica Minolta Toner for Bizhub 554e	TN 513 K	6	
2	Konica Minolta Drum for Bizhub 554e	DR 512 K	2	
3	Konica Minolta Toner for Bizhub 195/206	TN 118	6	
4	Konica Minolta Drum for Bizhub 195/206	DR 114	3	
5	Konica Minolta Developer for Bizhub 195/206	DV 116	1	
6	Konica Minolta Toner for Bizhub C227 Black	TN 221 K	4	
7	Konica Minolta Toner for Bizhub C227 Cyan	TN 221 C	2	
8	Konica Minolta Toner for Bizhub C227 Yellow	TN 221 M	2	
9	Konica Minolta Toner for Bizhub C227 Maganta	TN 221 Y	2	
10	Konica Minolta Drum Unit for Bizhub C227 Black	DR 214 K	2	
11	Konica Minolta Drum/Imaging Unit for Bizhub C227 Cyan	214 C	2	
12	Konica Minolta Drum/Imaging Unit for Bizhub C227 Yellow	214 Y	2	
13	Konica Minolta Drum/Imaging Unit for Bizhub C227 Maganta	214 M	2	
14	Konica Minolta Developer for Bizhub C227	DV 214	2	
15	Konica Minolta Toner for Bizhub 227 Black	TN 323	6	
16	Konica Minolta Drum for Bizhub 227	DR 312 K	3	
17	Konica Minolta Developer for Bizhub 227	DV 312 K	2	
18	Konica Minolta Drum for Page Pro 1590 MF	TNP 28	4	
19	Stapler Pin for Bizhub C 224 E / C300i Finisher	SK 602	10	
20	Konica Minolta Toner for Bizhub C3001 Black	TN 328 K	20	
21	Konica Minolta Toner for Bizhub C3001 Cyan	TN 328 C	15	
22	Konica Minolta Toner for Bizhub C3001 Yellow	TN 328 Y	15	
23	Konica Minolta Toner for Bizhub C3001 Maganta	TN 328 M	15	
24	Konica Minolta Toner for Bizhub 558e Black	TN516	8	
25	Konica Minolta Drum for Bizhub 558e	DR314	2	
26	Konica Minolta Drum for Bizhub C300i	DR 316	8	
27	Konica Minolta Image Transfer Belt for Bizhub C300i	C300I	3	
28	Konica Minolta Fuser Unit for Bizhub C300i	C300I	3	

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

Gp. Capt. Sandeep Sethi (Retd.) Bursar









The Indian Public Schools' Society. Registered office: The Doon School, Chandbagh, Dehradtun, Uttarakhand. Corporate Identification Number: U99999UR1926NPL002455

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