THE DOON SCHOOL, DEHRA DUN- 248001

Duration of Supply: - Speil 01, 2026, March 31, 2007 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	Date	<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
XXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXX
4	CDH	December 23,2025	Eggs,Fish,Chicken,Mutton,Milk & Milk Products,Soya Products,Namkeen,Fruits & /egetables,Atta,Dals,Rice,Oils,Dryfruit,Ice Cream, Cold Drinks and Frozen Vegetables		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
XXXX	CXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	CXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXX
7	Workshop & Maintenance	December 24,2025	Electrical Items, Sanitary & Plumbing Items, Glass,Plywood,Hardware,Paints and Chemicals	10:30 AM	Wednesclay
XXXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	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
XXXXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXX
11	Gen. Store/ ยอห	December 29,2025	Toiletry and Misc. Items and other Toiletry Items / Disposable Litros	10:30 AM	Monday
12	IT 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
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(XXXXXXXXXXX	XXXX
17	Admin Department	December 31,2025	Security Services	10:30 AM	Wednesclay
18	Admin Department	December 31,2025	General Services	10:30 AM	Wednesclay
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
CXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX		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 Sethi (Retd.)

Bursar



S.No.	Particulars	Details to be filled by the organization
1	Name of the Firm	
2	Registered Address	
	0	
3	Establisement year of the company	
-	Status (Company / Firm / Proprietor / co-oprative	
1	society / HUF / Other)	
5 1	Name of the contact person	
6 6	Designation of the contact person	
7 7	Telephone / Mobile No.	
-	1	
8 6	-mail	
OITA	Vebsite	S
3 0	vensite	
10 Ti	urn Over details (Copy of CA certified audited	2 X - X X - X X - X X - X X -
B	alance sheet and profit and loss account to be	
er	nclosed)	
	nount in Rs. ) Previous Year	
	One Year before previous year.	
(c)	Two Years before previous year	
(St	ubmit copy of registration no. certificate)	
1	January Hot Continuate)	E 14 12 1
11 GS	T No. of the firm	
(Su	ibmit copy of GST registration no. certificate)	
12 Per	manent Account Number of the company	
(Su	bmit copy of PAN )	
G 14:-	0-11-11-11-11-11-11-11-11-11-11-11-11-11	
13 MICI	ro,Small and Medium Ent. Reg. no.	
(Sua	ornit copy of MSME registration no. certificate)	
4 FSS	Al Licence No.	0.5
	omit copy of FSSAI Licence no. certificate)	
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5 Heal	th Dept. License	
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	ring License	
Pleas	se attached copy of the same	to a v
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Wheth your e	ner the food items / ingredients / water used in stablishment are lab tested	
Eiro O	afab. Manager	a de la companya de l
1116 25	afety License	· · · · · · · · · · · · · · · · · · ·

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-	20 EPF Registration No.	
-	(Submit copy of EPF registration no. certificate)	
	(See See See See See See See See See See	
	21 ESI Registration No.	
	(Submit copy of ESI Registration certificate)	
1	Registration No. of registered under Private Security	
	Agencies (Regulation) Act 2005	
	(Submit copy of PSAR certificate)	
	9	
2	Registration no. of Labour Licence	
-	(Submit copy of labor licence certificate)	
	4 Organization strength	
	Category	No. of the second secon
a)	Top Management	No. of persons on roll
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)	
	documentary proof)	· 6
26	Please attaced copy of one of the following bills for	
	address proof	
	Telephone bill / Electricity bill / Water bill	
	, , , , , , , , , , , , , , , , , , , ,	
27	Bank Details :- Account Name	
	(4	
28	Name of The bank	Service (Segment of the Service of t
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29	Branch	
30 6	Account Number	
	Indiana Palitage	
31 11	FSC Code / MCR Code	
32 0	o you have any related party in the school?	
10	n the director or employee)	
(i	n the director or employee) 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		
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 8	Earnest Money amount		_

(Signature and seal of the firm)

1	10,	*					
f	Director of Finance,						
	The Doon School,		9.8	•			
•	Mall Road,	· ·					
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	Dehra Dun						
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(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 :-		
F.		
Telephone No. :-		
GST No. :-		
Emai :-		

S.No.	Printers	Cartridge No.	Qty	Rate
1	Brother Printer Drum DCP 2541	DR 2541	6	
2	Brother Printer Toner for DCP 2541 DW	TN 2365	12	

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

Gp. Capt. Sandeep Sethi (Retd.) Bursar

17-71







The Indian Public Schools' Society, Registered office: The Doon School, Chandibagh, Dehradun, Ultarakhand, Corporate Identification Number: U99999UR1926NPL082455

The Doon School Mall Road Dehradun, UK 248001 India

Phone: +91 135 2526400 Fax: +91 135 2757275 Email: info@doonschool.com www.doonschool.com

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