

THE DOON SCHOOL, DEHRA DUN- 248001

TENDER FORM FOR THE SUPPLY OF Crockery

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	

Handwritten signature

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

The Doon School, Dehra Dun

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

Name Of Tenderer :-

Address Of Tenderer :-

Telephone No. :-

GST No. :-

Email :-

S.No.	DESCRIPTION OF ITEMS	MAKE	QTY	RATE
1	TUMBLER GLASS 300 ML SS DOUBLE WALL	POWER PLUS	500	
2	COFFEE CONTAINER / TEA URN 20 LTS.	DOLPHIN	5	
3	COFFEE CONTAINER / TEA URN 10 LTS.	DOLPHIN	5	
4	COFFEE CONTAINER / TEA URN 5 LTS.	DOLPHIN	5	
5	PLASTIC BUCKET 20 LTS.	POLYSET	70	
6	CHOTA HAJRI MUG SS		100	
7	THERMOS FLASKE 1 LTS NANCY	MILTON	50	
8	TEA CUP SAUCER SET (GOLDLINE)	SET	20	
9	STEEL BUCKET 25 LTS		25	
10	PLASTIC PEDAL BIN WITH BASKET 20 LTS		20	
11	ALUMINIUM TRAY		100	
12	TEA MUG CHINA	SAMRAT	300	
13	GAS BHATTI (SINGLE) COMPLETE HEAVY		5	
14	LAUNDRY BASKET		100	
15	FRYING PAN (M)		20	
16	DORA STEEL		10	
17	MUSLIN CLOTH	MT.	60	
18	ACHAR POT CHINA CERAMIC 1 KGS CAPACITY	GUJRAT	50	
19	SOAP CASE PLASTIC		100	
20	FRYING STRAINER ROUND LARGE		10	
21	SAUCE PAN		5	
22	TIFFIN CARIER SMALL		20	
23	PLASTIC MUG	POLYSET	100	
24	DUST PAN LARGE		60	
25	BASKET PLASTIC SMALL (FRUIT) KITCHEN TOKRA	VECTUS	25	
26	CHILAMCHI PLASTIC 18 LTS	POLYSET	10	
27	KITCHEN KNIFE 12" SS		40	
28	PLASTIC DUST BIN SMALL OPEN	DREAMS	25	
29	EGG PALTA		30	
30	PALTA STEEL		30	
31	TEA STAINER LARGE (SOUP)		12	
32	BELAN LONG HANDLE WOODEN		12	
33	KARCHI SS		10	

34	POORI JHARNA		12
35	RICE SPOON		50
* 36	S.S TEA KETTLE LARGE		6
37	PEELER		15
38	GAS LIGHTER (NOVA)		10
39	SAUCER CHINA	SAMRAT	20
40	DORA STEEL SMALL		12
41	SOUP PLATE STEEL		10
42	GRATER IRON LARGE		2
43	SWING BIN 40 LTS	CELLO	15
44	SWING BIN 60 LTS	CELLO	25
45	PLASTIC WATER BOTTLE (1 LTR.)	MILTON	80
46	HANGER PLASTIC GOOD QUALITY		120
47	STEEL GARBAGE BUCKET (OPEN)		15
48	SUGAR DISPENSER BOTTLE	GLUMAN	100
49	SAUCE BOTTLE GLUMAN (RED)	GLUMAN	100
50	POLYCARBONATE FROSTED GLASS COLA SHAPE	300 ML	1200
51	FLIT PUMP		30
52	WIPER SMALL (SLAB)	UNIQUE	30
53	WIPER BIG	UNIQUE	60
54	DUST PAN SMALL		50
55	BOROSIL GLASS MEDIUM	SET	100
56	POLYTHENE SHEET (HEAVY)	MTRS	30
57	SUGAR TONG SS GOOD QUALITY		20
58	CRUET SET		50
59	CONICAL STAINER LARGE 14" (2.5 KGS WEIGHT)		3
60	JUG SS HEAVY SPECIAL		5
61	ELECTRIC KETTLE 1.7 LTRS KTX -15	BAJAJ	5
62	COMMODE BRUSH GOOD QUALITY	UNIQUE	100
63	PASTRY TONG	NOS	48
64	BUCKET IRON 10 LTRS.		3
65	BUCKET IRON 20 LTRS.		3
66	CHOPPER IRON		2
67	CHOPPER SS		1
68	CHOPPING BOARD SIZE :- 1.5 X 1 (1.25 INCH -HEAVY)		20
69	EGG BEATER SMALL HANDLE		10
70	EGG BEATER LARGE HANDLE		10
71	ICE CREAM SCOOP CUTTER		10
72	KONCHA SMALL		5
73	KONCHA MEDIUM		5
74	KONCHA LARGE		3
75	LEMON SQUEEZER		2
76	JHAAM		3
77	PIZZA CUTTER		6
78	THERMOS FLASK 1 LTS VACCUM IN SS	MILTON	30
79	GLASS BOTTLE 1 LTRS	MIRADAN	30
80	GLASS BOTTLE 1/2 LTRS	MIRADAN	30
81	MILK MEASURE 1 LTRS		2
82	PRESSURE COOKER 2 LTRS	HAWKINS	1
83	PRESSURE COOKER 5 LTRS	HAWKINS	1
84	PRESSURE COOKER 20 LTRS	HAWKINS	2
85	PRESSURE COOKER 25 LTRS	HAWKINS	2
86	KARCHI STEEL SMALL WOODEN HANDLE		40

87	KARCHI STEEL BIG WOODEN HANDLE		40
88	STEEL THALI (FOR STAFF)		12
89	STEEL MUG (FOR STAFF)		12
90	SS FLASK PRESS PUSH (2 LTRS)	CELO/MILTON	12
91	SS FLASK PRESS PUSH (3.5 LTRS)	CELO/MILTON	12
92	SS FOOD PAN WITH LID (10 LTRS.)		12
93	GAS BHATTI (DOUBLET) COMMERCIAL COMPLETE		3
94	DINNER PLATE	SERVEWEL	200
95	QUATER PLATE	SERVEWEL	200
96	SALAD PLATE	SERVEWEL	150
97	CURD BOWN (SERVING BOWL)	SERVEWEL	150
98	SOUP/PORRIDGE BOWL	SERVEWEL	300
99	DESSERT BOWL	SERVEWEL	200
100	MEDIUM BOWL	SERVEWEL	200
101	TABLE SPOON	VS6/CLASSIC	200
102	TABLE FORK	VS6/CLASSIC	250
103	TABLE KNIFE	VS6/CLASSIC	100
104	TEA SPOON	VS6/CLASSIC	300
105	SERVING SPOON	VS6/CLASSIC	100
106	SS CASSEROLE (2 LTR)	KRAFT	50
107	SS CASSEROLE (1LTR)	KRAFT	50
108	SS CASSEROLE (.5 LTR)	KRAFT	50
109	PATILA LID SS (RATE IN PER KGS)		20
110	NON STICK PAN		5
111	PLASTIC BUCKET 5 LTS.		12
112	DOTTER (FOR PIZZA BASE)		3
113	STAINER SS MEDIUM SIZE		12
114	SCRAPPER SS BAKERY		24
115	PIPING BAG		12
116	PASTRY CUTTER		12
117	ENAMEL TEA MUG WITH SCHOOL LOGO 200 ML	INNER SIDE SS	1200
118	DOSA HOT PLATE		4
119	PARAT SS BIG SIZE		4

PLEASE QUOTE THE RATE INC. OF ALL TAXES F.O.R. SCHOOL


Gp. Capt. Sandeep Sethi (Retd.)
Bursar