

THE DOON SCHOOL, DEHRA DUN- 248001

TENDER FORM FOR THE SUPPLY OF LPG Gas cylinder

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. X 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, 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 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.	

Note :-

- 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

Tender Form for the **supply and refilling of 19 kgs LPG gas cylinder** duration of supply April 1,2026 to March 31, 2027

Name Of Tenderer :-

Address Of Tenderer :-

Telephone No. :-

GST No. :-

Email :-

BASIC, ITEM SPECIFICATIONS

S.No	Item	Specifications	Refilling Qty (Approx)	Discount (in %) on company price list applicable at Dehradun	Rate/ inclusive of all taxes, transportation, etc.
1	Supply and refilling of 19 kg commercial (Non Domestic) LPG gas cylinder	19 kg commercial gas cylinder to be supplied and refilled as and when required	800 Cylinders P.A.		

Gp. Capt. Sandeep Sethi (Retd.)
(Bursar)

The Doon School
Mall Road
Dehradun, UK 248001
India



The Indian Public Schools' Society. Registered office: The Doon School, Chandbagh, Dehradun, Uttarakhand. Corporate Identification Number: U99999UR1928NPL002455

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

Terms & Conditions :-

S.No.	The Bidders are expected to go through all instructions, terms & condition as specified in the bidding document. Failure to furnish complete required information or submission of a bid with incomplete information may result in rejection of the bid.
1	The tender duly completed and signed shall be submitted in a sealed cover. The sealed cover upperscribed "Quotation for supply and refilling of commercial gas cylinders" shall be addressed to The Head Master, The Doon School, Dehradun and shall be submitted on or before Date :-
2	The intending bidders shall have to paste transparent tape on the rates quoted by them in Indian Rupees (INR) only both in figures and in words FOR School inclusive of supply, fixing and installation and all taxes. In case of a discrepancy, the amount quoted in words will be taken as final.
3	The Quotation submitted shall remain valid for a period of 90 days from the date of opening of the bid.
4	The rates will remain valid for supply and refilling of commercial gas cylinders till 31st March, 2027
5	The supply, transportation etc. of the gas shall be sole responsibility and at the risk of the firm till the acceptance by the School.
6	The supply and refilling of commercial gas cylinders supplied will be inspected by a Committee specially constituted for the purpose and in case the Committee is of the opinion that the supplies are not of the required specifications, the supplies shall be rejected and responsibility of lifting back the supplies will devolve on the supplier.
7	The Doon School reserves the right to reject or accept any Proposal without assigning any reason or cancel or withdraw the quotation. The University reserves the right to relax any condition enumerated or arising out of this tender, without assigning any reason/s thereof. If the supply of the required items are not affected before the specified period, the University shall have the authority to cancel the order or to take any action deemed fit in the circumstances.
8	In case of any dispute the jurisdiction will be courts at Dehradun only.
9	The School may, for any reason, whether suo-moto or in response to a clarification requested by a prospective bidder, modify the bidding documents by an amendment, any time prior to the last date for submission of bids.
10	Quotations received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections are liable to be rejected.
11	During evaluation of bids, The Doon School may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
12	Failure of the successful bidder to comply with the requirements of the University shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the University may make the award to the next lowest bidder or call for new bids.
13	The rates are inclusive of excise duty/customs duty labour charge for installation, commissioning etc. and nothing extra is payable.

Gp. Capt. Sandeep Sethi (Retd.)
(Bursar)



The Indian Public Schools' Society. Registered office: The Doon School, Chandbagh, Dehradun, Uttarakhand. Corporate Identification Number: U99999UR1928NPL002455

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