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 Rs. 10,000 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 of 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. | Department | Date | Tender | 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 | (XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXX | 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 |
| XXXX | CXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXX | XXXX |
| 7 | Workshop & Maintenance | December 24,2025 | Electrical Items, Sanitary & Plumbing Items, Glass,Plywood,Hardware,Paints and Chemicals | 10:30 AM | Wednesday |
| XXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXX | 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 |
| | Art Dep | December 26,2025 | Art Material | 11:30 AM | |
| XXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | (XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXX | XXXXXXX |
| 11 | Gen. Store/ EDH | December 29,2025 | Toiletry and Misc. Items and other Toiletry Items / บาร อาการประการ | 10:30 AM | Monday |
| | 1 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 | XXXXXXXXXXXXXXXXXXX | OXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | OXXXXXXXXX | 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 |
| | Gen. Store | December 30,2025 | Readymade Garments | 11:00 AM | |
| XXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXX | CXXX |
| 17 | Admin Department | December 31,2025 | Security Services | 10:30 AM | Wednesday |
| 18 | Admin Department | December 31,2025 | General Services | 10:30 AM | Wednesclay |
| 19 | Admin Department | December 31,2025 | Housekeeping Services | 10:30 AM | Wednesclay |
| 20 | Admin Department | December 31,2025 | Dry Cleaning | 11:00 AM | Wednesclay |
| 21 | Admin Department | December 31,2025 | Bus & Taxi Services | 11:20AM | Wednesday |
| XXXX | XXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXX | 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 (Retd.)

Bursar



| .NO. | Particulars | Details to be filled by the organization |
|-----------------|--|--|
| 1 | Name of the Firm | |
| | | |
| 2 F | Registered Address | |
| | | |
| _ | | |
| | | |
| _ | | |
| | 4.17 | |
| 3 E | stablisement year of the company | |
| 4 5 | tatus (Company / Firm / Proprietor / co-oprative | |
| s | ociety / HUF / Other) | |
| | | |
| 5 N | ame of the contact person | |
| | | 3 |
| 6 De | esignation of the contact person | |
| | | |
| 7 Te | elephone / Mobile No. | 8 7.50 |
| 0.5 | m a il | |
| 8 E-1 | mali | |
| 9 1/1/6 | ebsite | 2001 H. D. X. 200 H. 44 . 64 |
| 5/110 | 35 dite | 4 NH 8 A 2 |
| 10 Tui | m Over details (Copy of CA certified audited | * |
| Bal | ance sheet and profit and loss account to be | |
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| | ount in Rs. Previous Year | |
| | One Year before previous year. | |
| | Two Years before previous year | |
| | bmit copy of registration no. certificate) | |
| 1 | on region and no. certificate) | |
| 11 GST | No. of the firm | |
| (Sub | mit copy of GST registration no. certificate) | |
| | | |
| 12 Perm | nanent Account Number of the company | |
| (Sub | mit copy of PAN) | |
| | | |
| 13 Micro | o,Small and Medium Ent. Reg. no. | |
| (Subi | mit copy of MSME registration no. certificate) | 68 G 4 |
| A ESCA | Al Licence No. | |
| | nit copy of FSSAI Licence no. certificate) | |
| (Oubii | int copy of PosAi Licence no. certificate) | |
| 5 Health | Dept. License | |
| | e attached copy of the same | |
| | The same series | |
| 6 Cateria | ng License | |
| | attached copy of the same | * |
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| Whether in your | er regular pest control activities are undertaken establishment | |
| Whether | ar the food items / ingredients / water used in tablishment are lab tested | 9 1 X 9 2 2 2 2 |
| Fire Car | folia I income | |
| Lue 291 | fety License | |

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Contract Contract

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|--------------|-----------|--|--|
| | 20 | EPF Registration No. | |
| - | | (Submit copy of EPF registration no. certificate) | |
| - 1 | 21 | ESI Registration No. | |
| _ | | (Submit copy of ESI Registration certificate) | |
| | | 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) | | op Management | 140. Or persons on roll |
| b) | | Executive staff | |
| c) | s | Supervisory Staff | |
|) | | Vorkers | |
| e) | - | Others | · |
| 2 | (i) ar | /hether the firm possess any of the following entifications? ISO: 9001 (ii) ISO: 14001 (iii) OHSAS: 18001 or my other Certifications as / No (if yes, please specify the details and enclose ocumentary proof) | |
| 26 | Ple | ease attaced copy of one of the following bills for dress proof | |
| | Te | lephone bill / Electricity bill / Water bill | |
| 27 | Ba | nk Details :- Account Name | · · · · · · · · · · · · · · · · · · · |
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| 29 | Bra | nch | a see an a saad y day a da' A saa saa saa saa saa saa saa saa saa sa |
| | | ount Number | |
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| 31 | FSC | C Code / MCR Code | |
| 32 [| Оо у | ou have any related party in the school? | |
| (| in th | e director or employee) | |
| 4.84 | Ves | s 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 1 | Name of Bank | · |
| 9 6 | Earnest Money amount | |

(Signature and seal of the firm)

| To, | | | · | | | | | | |
|---|---|--------------|-------------------------|--------------|---------------|-----------|--------------------|-------------|---------|
| Director of | Finance, | | | | | | | | |
| The Doon S | chool. | | | • | | | | | |
| Mall Road, | | | | | | | | | |
| Dehra Dun | • | • | | | | | | | |
| 387 | | · . | 181 | 36 | | * | | | |
| 744 1500 S 100 | ſ | | ×*= | | | | | | |
| Dear Sir/Mad | dam, 🔧 | . 9 | | | 4,7 | | | | (6) |
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| We hereby co | onfirm that: | | 9 " | | | | | | |
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THE DOON SCHOOL

The Doon School, Dehra Dun

Tender Form for printing works of The Doon School for the period April 1, 2026 to March 31, 2027.

| Name Of Tenderer :- | | |
|------------------------|--|--|
| Address Of Tenderer :- | | |
| | | |
| | | |
| Tolombono No. | | |
| Telephone No. :- | | |
| GST No. :- | | |
| Email :- | | |

| .No. | Items | Qty. | Rate |
|------|--|------|------|
| 1 | Graph Note Books for ISC | 500 | |
| | Graph Sheet Paper for ISC | 2000 | |
| 3 | Attendance Register-Teacher/ Students | 60 | |
| 4 | Indent form Teaching Staff Pad | 100 | |
| 5 | Internal Memorandum Pads | 200 | |
| 6 | Certificate of Recognition | 900 | |
| 7 | Certificate of Participation | 700 | |
| 8 | IH Sports Certificates - 7 Color Ptg. | 600 | |
| 9 | Matron Order Books | 80 | |
| 10 | Indent Books Triplicate 1/8 | 40 | |
| 11 | Transfer Certificate Books | 1 | |
| 12 | House Masters Indent Books | 25 | |
| 13 | Ex -Bond Sheet 190.Thick A-4 | 300 | |
| 14 | Prayers & Songs Books | 150 | |
| | Farewell Assembly and Prize Day Programe Booklets | 500 | |
| 16 | Lost Chit Pad (100 nos.) | 5 | |
| 17 | Yellow Cards (YC) | 200 | |
| 18 | Red Cards (RC) | 100 | |
| 19 | Blue Cards (BC) | 20 | |
| 20 | Request for Expert Opinion Books- Hospital | 10 | |
| 21 | Excuse Slip on Card | 3000 | |
| 22 | Medical Gate Pass Book - Hospital | 10 | |
| 23 | Diet Details of Boys Books-Hospital | 5 | |
| 24 | Reimbursement from Expenses Imprest Hospital | 5 | |
| 25 | Medical Record Books for Boys | 150 | |
| 26 | Medicine Receipt Book | 20 | |
| 27 | Hospital Medicine a/c Books Yellow | 1 | |
| 28 | Boys Medicine a/c Books Yellow | 1 | |
| 29 | Bill for Payment Books | 1 | |
| 30 | Drug Maint Book | 6 | |
| 31 | Daily Treatment Register 750 Pages Hospital | 6 | |
| 32 | Refferal Slip Books | 50 | |
| 33 | Daily Work Order Books (Maintenance Dep.) | 60 | |
| 34 | Indent Books (To Purchase Deptt.)¼ size Triplicate | 50 | |
| 35 | Boy's Outing Booklets (Gate Pass) Hydrabad House | 25 | |
| 36 | Boy's Outing Booklets (Gate Pass) Kasmir House | 25 | |
| 37 | Boy's Outing Booklets (Gate Pass) Jaipur House | 25 | |
| 38 | Boy's Outing Booklets (Gate Pass) Tata House | 25 | |
| 39 | Boy's Outing Booklets (Gate Pass) Oberoi House | 25 | |
| 40 | Boy's Outing Booklets (Gate Pass) Foot House | 15 | |
| 41 | Boy's Outing Booklets (Gate Pass) Martyn House | 15 | |
| 42 | Social Service Outing Booklets | 2 | |

| Δ | Housemaster's Card | 200 | |
|-----------------|---|------|---|
| 13 | CDH Menu Booklet | 10 | |
| 45 | P.O. Terms & Condition | 6000 | |
| - 46 | Goods Receipt Report Booklets | 40 | |
| 47 | Plastic Case Covers | 500 | |
| [•] 48 | Dori & Clip for above | 500 | |
| 49 | Student Identity Cards with Cover | 100 | |
| 50 | Employee Gate Pass Book in/Out | 30 | |
| 51 | Work Order Form Book -workshop 1/4 | 15 | |
| 52 | Luggage Tag Cards - Red / Green | 600 | |
| 53 | Daily ETP Register | 10 | |
| 54 | Maintenance Complaint Register | 5 | |
| 55 | Log Books - Vehicle | 10 | |
| 56 | DS Phone Directory | 200 | |
| 57 | Imperest A/c Books 1/6 | 10 | |
| 58 | Student Module Handbook - Summar at Doon | 90 | |
| 59 | Note Pads - Summar at Doon | 100 | |
| 60 | Visitor Register (200 Pages) | 1 | |
| | Key Control Register (200 Pages) | 1 | |
| | Travel Control Register (100 Pages) | 1 | _ |
| | Hotel Hiring Register (100 Pages) | 1 | |
| | Hired Vehicle Control Regster (100 Pages) | 3 | - |
| | Old Boys Entry Register (100 Pages) | 2 | |
| | School Employee Register (100 Pages) | 1 | |
| | Contractor Employee Register (100 Pages) | 1 | _ |
| | Contractor Material Register (100 Pages) | 1 | |
| | Internal Housekeeping Team Register (100 Pages) | 1 | _ |
| | External Housekeeping Team Register (100 Pages) | 1 | _ |
| | Estate Maintenance Team Register (100 Pages) | 1 | |
| | Communication Register (100 Pages) | 1 | |
| | Goods Inward Register (100 Pages) | 1 | |
| | Boys Outing Register (100 Pages) | 2 | - |
| | Entry Pass Pad Yellow (200 nos.) | 50 | |
| | Request for Returnable Gate Pass Booklet (50 Pages) | 20 | |
| - | Request for Non Returnable Gate Pass Booklet (50 Pages) | 20 | |
| - | Returnable Gate Pass Booklet in Double (50 Pages) | 20 | - |
| $\overline{}$ | Non Returnable Gate Pass Booklet in Triplecate (50 Pages) | 20 | |
| | Returnable Gate Pass Register (100 Pages) | 2 | |
| | Non Returnable Gate Pass Register (100 Pages) | 2 | _ |
| \rightarrow | Employee Gate Pass Booklet in Double (50 Pages) | 30 | |
| \rightarrow | Medicine demand Book / Receive Book (500 Pages) | 5 | |
| | Phone Call register (300 Pages) | 5 | |
| | First Aid Box Issue Register (500 Pages) | 5 | |
| | investigation Book For Boys | 10 | |
| | investigation Book For Staff | 5 | |
| | Certificate of Participation (For Teachers) | 100 | |
| | Certificate of Appreciation (For Teachers) | 100 | |
| | Register 240 Pages (For Teacher Centre) | 100 | |
| | Register 180 Pages (For ICSE/ISC Coordinator) | 1 | |
| | Register 180 Pages (For IBDP Coordinator) | 1 | - |
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Note :- Please quote the rates inclusive of all Taxes F.O.R. School.

Gp Capt Sandeep Sethi (Retd.)

Bursar