

THE DOON SCHOOL, DEHRA DUN- 248001

TENDER FORM FOR THE SUPPLY OF Printing & Stationary

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. 23000 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	

Attn

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 Printing, Stationery and Copies duration of supply
April 1, 2026 to March 31, 2027

Name of Tenderer

Address of Tenderer

Telephone No. :-

GST No. :-

S.No.	Item	UOM	Qty	Rate
A	Printing			
1	Envelopes White 10x4.5 Thick with DS Printed 120 GSM	Nos.	10000	
2	Envelopes White 13x10 Thick with DS Printed 120 GSM	Nos.	2000	
3	Envelopes Yellow 12x10 Laminated Thick 120 GSM	Nos.	2000	
4	Envelopes Green with cloth 12x10 Thick 120 GSM	Nos.	1500	
5	Envelopes Green with cloth 18x10 Thick 120 GSM	Nos.	500	
6	Envelopes SS DLP Super (with DS printed)	Nos.	500	
7	Envelopes Thick 12 X 10 Brown	Nos.	1000	
8	Envelopes Trials Thickest Brown 120 GSM	Nos.	3000	
9	File Cover Ordinary (Tag File) with DS printed (600 gsm board) good quality	Nos.	1000	
10	File Cover (Clip) with DS Printed (600 gms board)	Nos.	700	
11	Project Sheets (260 gsm star) A4 Size Coloured	Nos.	3000	
12	Project Sheets (260 gsm star) A4 Size white	Nos.	4000	
13	Attendance Registers Staff	Nos.	30	
14	Envelopes Yellow A-3 Size Laminated Thick with DS Printed 120 GSM	Nos.	500	
B	Paper			
1	Photo Copy paper A-4 Size (Century) 75 gsm blue pack	Reem	3000	
2	Photo Copy paper A-3 Size (Century) 75 gsm blue pack	Reem	60	
3	Photo Copy paper Full Scape Size (Century) 75 gsm blue pack	Reem	10	
4	Photo Copy paper A-4 Size coloured (Century) 75 gsm Desmat/Oddy (Yellow/Pink/Sky blue	Reem	70	
5	Photo Copy Paper A-4 Size 100 gsm Hi Bright Paper 210x297 mm B113 Desmat (100 sheet in reem)	Reem	80	
6	J.K. Excel Bond A-4 Size Paper	Reem	50	

C	Registers, Copies, Cambridge Sheets			
1	Long Register Soft cover 120 Pages with DS Printed	Nos	8000	
2	Copy Soft cover 240 Pages with DS Printed	Nos	800	
3	Copy Soft cover 120 Pages with DS Printed	Nos	700	
4	Science Magnum 144 Pages with DS Printed	Nos	300	
5	Graph Copy	Nos	500	
6	Graph Sheets	Nos	2000	
C	Stationery			
1	Uniball Eye Fine Pen	Nos.	5000	
2	White Board Markers Camlin / Renolds	Nos.	2000	
3	Plastic File Corporate (Report File A4) White Solo/Mega	Nos.	600	
4	Ball Pen Reynolds 045	Nos.	2000	
5	Rubber Bands (100 gms. Pkt.) Mix.	Pkt.	150	
6	Geometry Box (Camel Scholar)	Nos.	200	
7	Calculator Casio 12 Digit MJ-120D	Nos.	30	
8	Glue Stick (Oddy 15 gms)	Nos.	500	
9	Pencils (Soft) (Apsara)/Absolute	Nos.	10000	
10	Cello Tape 1" (Captain)	Roll	500	
11	Brown Packing Paper Thick Star 120 gsm	Nos.	3000	
12	Permanent Markers (Reynolds/camlin)	Nos.	1000	
13	Plastic L Shape Files (Dataking DK-LF 310)	Nos.	5000	
14	Erasex Pens Camel / Artline	Nos.	150	
15	Chart Paper White 22x28 (300 gsm)	Nos.	1000	
16	Chart Paper Coloured 22x28 (300 gsm)	Nos.	1000	
17	Stapler Plastic Gold No. 10 (Kangaroo)	Nos.	150	
18	Box File good quality (Jambudeep)	Nos.	150	
19	Calculator scientific FX 82 MS (Casio)	Nos.	150	
20	Magnetic Dusters (Ikon)	Nos.	150	
21	Thread Balls Thick ART V-308 100 gms each (Ambica)	Nos.	60	
22	Ring File A 4 size (Megha H 5321)	Nos.	200	
23	Ring File A 4 size (Solo RB 406)	Nos.	200	
24	Brown Tape 2" Captain	Roll	50	
25	Cello Tape 2" Captain	Roll	400	
26	Drawing Pins Scholar	Pkt.	60	
27	Colour Pencil Set (Camlin 12 shades round) Full Size	Pkt.	100	
28	Clip Board Transparent Plastic 1st Quality	Nos.	50	
29	Writing Pad Spiral with Different Colour 100 pages 90 gsm size 25x17.6cm	Nos.	150	
30	Highlighter Fiber Castel / Camel	Nos.	350	
31	Writing Pad A5 (Desmat) / Good Quality (40 sheets)	Nos.	600	
32	Stick Flags 5 Colours 12.7mmx43.7mm Plastic Corporate/oddy	Nos.	50	
33	Sketch Pen (Camel)	Nos.	6000	
34	Stapler Pins (No. 10) Small (Kangaroo)	Pkt.	400	
35	Gum Bottles 300 ml Camel	Btls	30	
36	Binder Clips 41 MM	Nos.	300	
37	Binder Clips 32 MM	Nos.	500	
38	Binder Clips 19 MM	Nos.	500	
39	Box File (ISHI /Karani lever arch file LA556)	Nos.	100	
40	Push Pin Coloured (Oddy)	Pkt.	200	

41	Push Pin White Transparent (Oddy)	Pkt.	300	
42	Display File 20 Pocket A4 Megha Deluxe	Nos.	50	
43	Paper Clips Gem 26 mm (Bell)	Pkt.	50	
44	Strip File Megha Deluxe HF 286	Nos.	300	
45	Poilet Pen Hi-Tech V7 & V5 Luxor blue body	Nos.	5000	
46	Display File 50 Pocket A4 Megha Deluxe	Nos.	100	
47	Sheet Protector A 4 Daking DK-SP 501/Megha Delux DT-105	Pkt.	1000	
48	Trimax Pen Reynolds	Nos.	1000	
49	Display File 40 Pocket A4 Megha Deluxe	Nos.	100	
50	Punching Machine 480 No.	Nos.	40	
51	Stapler 24/6	Nos.	60	
52	Blue Tack	Nos.	150	
53	Fevical 100 gms tube	Nos.	200	
54	Link Ball Pen	Nos.	3000	
55	Fevikwik (MRP-Rs. 5)	Nos.	1000	
56	Ribbon 10 meters Roll	Nos.	300	
57	Alpins (Bell) 100 gm	Pkt	25	
58	Carbon Paper (Camel)	Nos.	400	
59	Cello Tape 1/2" captain	Nos.	50	
60	Erasers (Apsara)	Nos.	1000	
61	Foot Ruller 12" (Natraj)	Nos.	250	
62	Foot Ruller 6" (Natraj)	Nos.	200	
63	Green Cotton Tags 24"	Nos.	1000	
64	White Cotton Tags 10"	Nos.	400	
65	Paper Clip Gem Large (Bell) 35 mm	Pkt	55	
66	Paper Cutter Big	Nos.	200	
67	Sharpner (Natraj)	Nos.	900	
68	Stamp Pads Odddy large	Nos.	20	
69	Stapler Pin Large 24/6 (Kangaroo)	Pkt	60	
70	Sticky Notes 75X75 mm (Odddy)	Nos.	60	
71	Chalk White Dustless (Vishnoo)	Box	50	
72	Sticky Pads Diff. Colour Paper Desmet	Nos.	50	
73	Protector Half	Nos.	100	
74	Protector Full	Nos.	100	
75	Drawing Pin Coloured Odddy	Pkt	50	
76	Scissor small Odddy	Nos.	200	
77	Scissor big Odddy	Nos.	200	
78	Double Sided Tape big size Odddy	Nos.	300	
79	Tape Dispensar Odddy	Nos.	20	
80	Label sheets A4 size self stick (210 x 297 mm) odddy / desmet (16 label / Sheet)	reem	50	
81	White Board Marker Ink 15 ml Camel	Nos.	20	
82	Spiral Premium Note Book 160 Pages size:- 25 x 17.6 cm 70 GSM paper High Opavty	Nos.	800	
83	Zipper Re-Lock Pouch Super Plastic	Nos.	70	

Note :- Please Quote the rates inclusive all taxes FOR School

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

(Signature)