

THE DOON SCHOOL, DEHRA DUN- 248001

TENDER FORM FOR THE SUPPLY OF Toiletry & Miss. Items

Duration of Supply:- 1<sup>st</sup> April 2026 - March 31-2027

**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 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	

*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	<b>Organization strength</b>	
	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	<b>Bank Details :- Account Name</b>	
28	<b>Name of The bank</b>	
29	<b>Branch</b>	
30	<b>Account Number</b>	
31	<b>IFSC Code / MCR Code</b>	
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 **Toiletry and mis. Items** duration of supply  
1 April , 2026 to March 31, 2027

Name of Tenderer :  
Address of Tenderer

Telephone No. :-  
GST No. :-

S.No.	Items	Make	Unit	Requireme nt (Approx)	Rate
1	Stick Broom (500 gms)	Good Quality	Nos	1200	
2	Phool Broom (Gulab Supreme)		Nos	600	
3	Floor Swabs (Big) 60cm x 60cm		Nos	1000	
4	Nara Tape		Roll	60	
5	Cash Nos.		Roll	1000	
6	Duster 100% Cotton (Size:- 21x21)		Nos	2000	
7	Yellow Duster 60cm x 45cm		Nos	300	
8	Cardboard Boxes Size:- 5"x 5"x3.5" small	Heavy	Nos	2500	
9	Cardboard Boxes Size:- 5"x 7"x3.5" Big	Heavy	Nos	1500	
10	Paper Napkin Single Ply	Good Quality	Nos	40000	
11	Toilet Roll 80 mtrs.		Nos	900	
12	Spoon Wooden		Nos	10000	
13	Glass Paper (size :- 7")	Good Quality	Nos	100000	
14	Paper Plate white Size :- 8" Dia		Nos	3000	
15	Food Wrapping Paper (20 mtrs Roll)		Nos	50	
16	Ciling Flim( 600 Mtrs. Roll)		Nos	100	
17	Butter Paper		Nos	4000	
18	Face Tissue 100 pull	Good Quality	Pkt	1500	
19	Urinal Cubes (400 gms)		Nos	500	
20	Doly Paper Cup size		Nos	5000	
21	Doly Paper Try Size		Nos	2000	
22	Nail Cutter good quality Bell		Nos	200	
23	Razor Gilate use and throw		Nos	100	
24	Boot Brush		Nos	150	
25	Phenyl ( Herbal )		Ltrs.	3000	
26	B.D.Pol		Ltrs.	7000	
27	Mecnowash		Ltrs.	300	
28	Naphthalene Balls		Kgs.	100	

29	Black Polythene Bags Garbage		Kgs.	1200	
30	Silver Foil in 72 Mtrs	Good Quality	Nos	300	
31	Gloves disposable plastic	Good Quality	Nos	8000	
32	Gloves disposable Surgical	Good Quality	Pair	500	
33	Gloves rubber orange	Good Quality	Pair	50	
34	Wire Brush	Good Quality	Nos	1000	
35	M Fold- Tissue Paper for dispenser	Good Quality	Nos	30000	

**Note :- Please quote the rates inclusive all Taxes F.O.R. School.**

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

