THE DOON SCHOOL, DEHRA DUN- 248001

TENDER FORM FOR THE SUPPLY OF Toileting & Miss. Item Duration of Supply:-

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 the supplier's bill. Bills must be submitted once every 15 days and will be paid by cheque within 15 days of
- 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 ot 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

Gp.Capt. Sandeep Sethi (Retd.)

Bursar

Schedule of Tender Opening

S.No.	Department	<u>Date</u>	<u>Tender</u>	Time	<u>Day</u>
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
XXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	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
XXX	XXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXX
7	Workshop & Maintenance	December 24,2025	Electrical Items, Sanitary & Plumbing Items, Glass,Plywood,Hardware,Paints and Chemicals	10:30 AM	Wednesday
XXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	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
10	Art Dep	December 26,2025	Art Material	11:30 AM	Friday
XXXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXX
11	Gen. Store/ & DH	December 29,2025	Toiletry and Misc. Items and other Toiletry Items / Disposable Litings	10:30 AM	Monday
	I-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
VVVV	OXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	CXXX
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	Gen. Store	December 30,2025	Summer Uniforms	10:30 AM	Tuesday
14			Summer Uniforms Winter Uniforms	10:30 AM 10:30 AM	
14 15	Gen. Store				Tuesday
14 15 16	Gen. Store Gen. Store Gen. Store	December 30,2025 December 30,2025	Winter Uniforms	10:30 AM 11:00 AM	Tuesday Tuesday
14 15 16 XXXX	Gen. Store Gen. Store Gen. Store	December 30,2025 December 30,2025 (XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Winter Uniforms Readymade Garments	10:30 AM 11:00 AM XXXXXXXXXX	Tuesday Tuesday
14 15 16 XXXX 17	Gen. Store Gen. Store Gen. Store (XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	December 30,2025 December 30,2025 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Winter Uniforms Readymade Garments XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10:30 AM 11:00 AM XXXXXXXXXX 10:30 AM	Tuesday Tuesday (XXX
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14 15 16 XXXX 17 18 19	Gen. Store Gen. Store Gen. Store (XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	December 30,2025 December 30,2025 (XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Winter Uniforms Readymade Garments XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	10:30 AM 11:00 AM XXXXXXXXXX 10:30 AM 10:30 AM 10:30 AM	Tuesday Tuesday (XXX Wednesday Wednesday

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



A STATE OF THE PARTY OF		
S.No.	Particulars	Details to be filled by the organization
	Slame of the Firm	
1	Name of the Firm	
	Carleton 1 4 4 4	
2	Registered Address	
3	Establisement year of the company	и.
4	Status (Company / Firm / Proprietor / co-oprative	
	society / HUF / Other)	
5	Name of the contact person	
6	Designation of the contact person	
7 1	Telephone / Mobile No.	
8 E	-mail	
9 V	Vebsite	
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10 T	urn Over details (Copy of CA certified audited	F 194 m r g g
В	alance sheet and profit and loss account to be	
er	nclosed)	
	mount in Rs.	<i>y</i>
) Previous Year	
(b)	One Year before previous year.	
(c)	Two Years before previous year	
(S	ubmit copy of registration no. certificate)	
	ST No. of the firm	
(St	ubmit copy of GST registration no. certificate)	
12 Per	rmanent Account Number of the company	
(Su	bmit copy of PAN)	
13 Mic	ro,Small and Medium Ent. Reg. no.	
(Sul	bmit copy of MSME registration no. certificate)	
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	afety License	

_	copy or and contro	-
_	20 EPF Registration No.	
-	(Submit copy of EPF registration no. certificate)	
-	(Submit copy of Elif registration no. certificate)	
	21 ESI Registration No.	
	(Submit copy of ESI Registration certificate)	
	(coomicopy of Eos (registration certificate)	
-	Registration No. of registered under Private Security	
	Agencies (Regulation) Act 2005	
	(Submit copy of PSAR certificate)	
2	Registration no. of Labour Licence	
	(Submit copy of labor licence certificate)	
	The state of the s	7
2	4 Organization strength	
	Category	No. of paragraph and all
1)	Top Management	No. of persons on roll
)	Executive staff	
)	Supervisory Staff	
)	Workers	
)	Others	
_	Outers	
25	Whether the firm possess any of the following	
	certifications?	v 7 "
	(i) ISO : 9001 (ii) ISO : 14001 (iii) OHSAS : 18001 or	H 11 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
	any other Certifications	*
	Yes / No (if yes, please specify the details and enclose	
	documentary proof)	F 0
	Dt	
26	Please attaced copy of one of the following bills for address proof	
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-	Telephone bill / Electricity bill / Water bill	
07	Death Death and a second	
2/	Bank Details :- Account Name	
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28	Name of The bank	and the same and the same and the same
20		
29 1	Branch	
00		
30 A	Account Number	
+		я
31	FSC Code / MCR Code	
-		
32 C	o you have any related party in the school?	
	a Abra dina atau an anna ta	
(i	n the director or employee) yes 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	
	Contact No.	
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 1	Earnest Money amount	

(Signature and seal of the firm)

1	To,		.8							
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(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. :-		
Telephone No. :-		

S.No.	Items	Make	Unit	Requirme 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 Nápkin 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 dispenses	Good Buglity	Nos	30000	

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

Gp. Capt. Sandeep Sethi (Retd.)

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