

THE DOON SCHOOL, DEHRA DUN- 248001

TENDER FORM FOR THE SUPPLY OF Art Materials

Duration of Supply:- April 01, 2025 - March 31, 2026


Terms & Conditions of the Contract: -

1. All tenderers are required to deposit their tenders in sealed envelopes along with cheque of Rs. 18000/- 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

Shedule of Tender Opening

S.No.	Department	Date	Tender	Time	Day
1	Workshop & Maintenance	December 16,2024	Electrical Items, Sanitary & Plumbing Items, Glass,Plywood,Hardware and Chemicals	11:00 AM	Monday
2	I T Dep	December 16,2024	Ink Cartridge/Toner and consumable	11:30 AM	Monday
3	Admin / CDH	December 16,2024	Dry Cleaning	12:00 Noon	Monday
4	Games Store	December 16,2024	Games/Sport Items and Equipments	12:30 PM	Monday
XX					
5	General Store	December 17,2024	Printing, Office and School Stationery	11:00 AM	Tuesday
6	Art Dep	December 17,2024	Art Material	11:30 AM	Tuesday
7	Gen. Store	December 17,2024	Toiletry and Misc. Items and other Toiletry Items	12:00 Noon	Tuesday
8	CDH / Gen. Store	December 17,2024	Crockery	12:30 PM	Tuesday
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9	Book store / Librey	December 18,2024	Text Books	11:00 AM	Wednesday
10	Wellness centre / Hospital	December 18,2024	Medicines and Surgical Items	11:30 AM	Wednesday
11	H.M. Set.	December 18,2024	Printing Work	12:00 Noon	Wednesday
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12	Gen. Store	December 19,2024	Summer Uniforms	11:00 AM	Thursday
13	Gen. Store	December 19,2024	Winter Uniforms	11:30 AM	Thursday
14	Gen. Store	December 19,2024	Readymade Garments	12:00 PM	Thursday
XX					


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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-operative 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	

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 of **Art Materials** duration of supply April 1,2025 to March 31, 2026

Name Of Tenderer :-

Address Of Tenderer :-

Telephone No. :-

GST No. :-

Email :-

S.No.	Item	Unit	Quantity Required	Rate
A	Cloth			
1	Cambric Cloth	Mtr	800	
2	Malmal Cloth	Mtr	700	
3	Poplin Cloth – Variety Colors	Mtr	800	
4	Bolting Cloth (80,100,120)	Mtr	300	
5	Markin Cloth	Mtr	500	
6	Canvas Cloth	Mtr	510	
7	Casement Cloth	Mtr	400	
8	Jute Cloth	Mtr	300	
9	Silk Cloth	Mtr	250	
10	Satin Cloth	Mtr	200	
11	Bed Sheets –Single with Pillow Cover	Pcs	30	
12	Bed Sheets –Double with Pillow Cover	Pcs	30	
13	T-Shirt Cotton :- Round,T,Polo,and V Neck	Pcs	300	
14	Cushion cover	Pcs	300	
15	Dupatta (Cotton)	Pcs	100	
16	Handkerchief	Pcs	600	
B	Threads & Ropes			
1	Threads (Variety Colour, Quality and Thickness)	Kg.	1000	
2	Wool-Variety Colour	Kg	50	
3	Laces	Mtr	200	
C	Silk Screen Material			
1	Wooden Frame Variety Size	Pcs	100	
2	Binder for Screen-Printing	Kg	100	
3	Squeeze	Pcs	10	
4	Tericot oil	Ltr	40	
5	Monopal Soap	Kg	40	
6	Costic Soda	Kg	50	
7	Color Fixer	Kg	50	
8	Sonacoat (Direct Emulsion for solvent base ink)	Kg	80	
9	Decoater	Box	5	

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D	Colour		
1	Naphthol Color (Various Colour)	Kg	200
2	Reactive Color (Various Colour)	Kg	50
3	Indigo Salt (Various Salt)	Kg	30
4	Sodium Nitrate	Kg	5
5	Pigment Color (Various Colour)	Kg	50
6	Direct Color (Various Colour)	Kg	120
7	Vegetable Colour	Kg	200
8	Synthetic color (Various Colour)	Kg	120
9	VAT Colour	Kg	20
10	Sudha Dry Pastle	Box	100
11	Various Textile Colour	Kg	30
12	Enamel Paint (Oil based/water based) in 1 ltrs pack	Ltrs	10
13	Ceramic Stain Colour	Ltrs	20
14	Ceramic Oxides	Ltrs	20
15	Mission Water Colour	Box	40
16	Pan Pastel	nos	40
E Brush			
1	Synthetic Hair Flat Brush 2"	Pcs	900
2	Synthetic Hair Flat Brush 3"	Pcs	800
3	Synthetic Hair Flat Brush 4"	Pcs	800
4	Hog Hair Flat Brush 1"	Pcs	140
5	Hog Hair Flat Brush 2"	Pcs	140
6	Hog Hair Flat Brush 3"	Pcs	140
7	Hog Hair Flat Brush 4"	Pcs	130
8	Hog Hair Flat Brush 1.5"	Pcs	130
F Ink			
1	Chinese ink black	Box	150
2	Lino Ink	Ltr	100
3	Drawing Ink Set	Box	100
G Paper			
1	Hand Made Paper	Pcs	3000
2	Ivory Paper	Pcs	5000
3	Buff Paper	Pcs	3000
4	Canson Paper	Pcs	1000
5	Canson Watercolour Paper Pad	Pcs	500
6	Pastel Paper	Pcs	500
7	Origami Paper	Pcs	500
8	Cartridge Paper	Pcs	2000
9	Brown Paper Thick	Pcs	2000
10	Canson/Fabriano Roll Paper:	Roll	2
11	Print paper A4 Size 110 gsm (Good Quality)	Pkt	1500
12	Print paper A3 Size 90 gsm (Good Quality)	Pkt	500
13	Arches Paper 640 gsm Hot Pressed	nos	500
14	Arches Paper 300 gsm Hot Pressed	nos	500
15	Waterford 300 gsm Hot Pressed	nos	500
H Ply Board (Waterproof) (4ft X 8 ft)			
1	3mm	Sheet	20
2	4mm	Sheet	20
3	6mm	Sheet	25
4	8mm	Sheet	30

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5	10mm	Sheet	20
6	12mm	Sheet	50
7	16mm	Sheet	20
8	21 mm	Sheet	30
9	25 mm	Sheet	20
I	Miscellaneous		
1	Metal Wire :- Iron Variable Diameter	kg	60
2	Metal Wire :- Bronze Variable Diameter	Kg	60
3	Metal Wire :- Aluminum Variable Diameter	kg	60
4	Metal Wire :- Brass Variable Diameter	kg	60
5	Metal Wire :- Steel Variable Diameter	kg	60
6	Marble Dust	kg	100
7	Metal Scale :-12"	Pcs	150
8	Metal Scale :-24"	Pcs	100
9	Metal Scale :-36"	Pcs	50
10	Resin (Normal & Transperant	kg	200
11	Resin Mat	kg	50
12	Sand Paper :- Normal	Pcs	600
13	Sand Paper :- Waterproof	Pcs	400
14	Screw (Variable Size)	Kg	100
15	Stone Carving Chisel	set	10
16	Tarpin Oil (Crude & Purified)	Ltr	100
17	Thinner	Ltr	100
18	Scrape Metal :- Brass	Kg	500
19	Scrape Metal :- Iron	Kg	500
20	Wax Polish	kg	15
21	Wood and Metal File	Pcs	10
22	Wire Cutter	Pcs	10
23	Metal Sheet Cutter	Pcs	10
24	Clamp	Pcs	10
25	Jigsaw Blade	Set	6
26	Cutting Disc	Pcs	100
27	Detachable Buffing Disc	Pcs	100
28	Slow Sander Disc	Pcs	100
29	Saftey Glasses (3M)	Pcs	50
30	Cutting Plier	Pcs	6
31	Chemical Mask	Pcs	100
32	Carbide Stone	kg	20
33	Arc Welding Stick	Box	10
34	French Chalk Powder	kg	100
35	Grease	kg	20
36	Hot Glue Gun Stick	Pkt	50
37	Hand Saw	Pcs	10
38	Hardner	Ltr	10
39	Hacksaw Blade	Pcs	100
40	Latex	Ltr	100
41	Bee Wax	kg	150
42	Paraffin	kg	20
43	Resin Gum	kg	20
44	Plastic Sheets Roll	kg	75
45	Long Rubber Boot	Pair	10
46	Talc	kg	40
47	Water base Colour Fixer	kg	50
48	Grog (Fine & thick Grain)	kg	550
49	Borex	kg	50

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50	Readymade Glazes	kg	500
51	Turning Tools	Set	15
52	Curving Tools	Set	15
53	Plainer	set	10
54	Ceramics Pillar	Pcs	100
55	Ceramic Coñe	Box	5
56	Glass Wool	Mtr	20
57	Sodium Silicate	Ltr	25
58	Wood Block Design	Pcs	100
59	Spool / Charks	Pcs	50
60	Block Printing Pad	Mtr	10
61	Soda Ash	kg	100
62	Mosaic Tile	Pkt	5000
63	Measuring Beaker 500ml	Pcs	10
64	Measuring Beaker 1000ml	Pcs	5
65	Non Slip Mat	Mtr	20
66	Embroidery Frame	Pcs	50
67	Beads	kg	10
68	Macrame Ring	Pcs	100
69	Artificial Flower Making Materials	Pkt	50
70	Thermocol (Variety Thickness- various density)	Pcs	100
71	Dream Catcher Ring	Pcs	50
72	Wooden Rod	ft	1000
73	Plastic Tray for Block Printing :- Small	Pcs	50
74	Plastic Tray for Block Printing :- Medium	Pcs	50
75	Plastic Tray for Block Printing :- Large	Pcs	50
76	Lino Cutter	set	50
77	Lino Sheet	set	100
78	Fevicol 200 gm Tube	Pcs	100
79	Fevicol I kg. pack	Pcs	40
80	Araldite	kg	5
81	Accelerator	Ltr	10
82	Water Spray Bottle	Pcs	50
83	Fevibond Gum	Box	20
84	Squeezer	pcs	25
85	Nails (Variety)	kg	6
86	Plaster Of Paris (POP)	kg	2000
87	Iron Mesh (Various mesh size)	rmt	1000
88	Liquid Silicon for Mold	Ltr	100
89	Plastic Poly Bag (various Size)	kg	100
90	Kanthal Wire	Mtr	500
91	Metal Scale 6"	nos	20
92	Bubble Sheet Roll	Mtr	100
93	Sponge	Mts	100
J	Stationary		
1	Pencils: 2B, 4B, 6B	pcs	1000
2	Apsara Non-Dust Eraser	pcs	1000
3	Storage Box (medium size: 6"X 8")	pcs	100
4	Storage Box (Large size: 12" X 10")	pcs	100
5	Portfolio folder: Size: A2	pcs	50
6	Pen stand: Medium, Big	pcs	20
7	File organizer	pcs	10
8	Water colour Pallet	pcs	500
9	Acrylic colour Pallet	pcs	500
10	Cutter	pcs	100

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11	Set square	pcs	20
12	Measuring Tape	pcs	5
13	Ribbon	Pcs	50
14	Rubber Band (Normal & Dental)	Kg	15
15	Gateway Tracing Roll	Roll	15
16	Feviquick	pcs	1000
17	uni Pin Pen trom Uniball	pcs	200
18	Charcoal Pencil	pcs	1000
19	Charcoal Stick	pcs	500
20	Dry Pestal	Box	50
21	Mission Gold Water Colour Set	Box	50
22	Porcelain Clay	Kg	600
23	Clay - Red,Than,Black,Fire Clay,Folder Clay,Foldspar,Ball	Kg	2700
24	Clay silica	Kg	500
25	China Clay	Kg	500
26	Mitsubishi Uni Pin Pen	nos	200
K	Some other products from the following companie		Discount
			on MRP
1	Camel		
2	Winsor & Newton		
3	Pebeo		
4	Fine Art		
5	Liquitex		
6	Schmincke		
7	Progresso		
8	Staedtler		
9	Birn & Stillman		
10	Caran D' Ache		

**Note :- (1) Discount on MRP of Above Companies
(2) Please Quote rates inclusive of all taxes FOR School**

Sandeep Sethi

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

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