

THE DOON SCHOOL, DEHRA DUN- 248001

TENDER FORM FOR THE SUPPLY OF Ink cartridge & consumable items

Duration of Supply:- 1st April, 2025, - 31st March, 2026

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

## 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	IT 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
XX					
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
XX					
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					

  
**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	

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	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



**THE  
DOON  
SCHOOL**

Tender Form for the Supply of **Toner Cartridge** duration of supply April 1,2025 to March 31, 2026

Name of Tenderer :-  
Address of Tenderer :-  
  
Telephone No. :-  
GST No. :-  
Email :-

S.No.	Printers	Cartridge No.	Qty	Rate
1	Konica Minolta Toner for Bizhub 554e	TN 513 K	6	
2	Konica Minolta Drum for Bizhub 554e	DR 512 K	2	
3	Konica Minolta Toner for Bizhub 195/206	TN 118	6	
4	Konica Minolta Drum for Bizhub 195/206	DR 114	3	
5	Konica Minolta Developer for Bizhub 195/206	DV 116	1	
6	Konica Minolta Toner for Bizhub C227 Black	221 K	4	
7	Konica Minolta Toner for Bizhub C227 Cyan	221 C	2	
8	Konica Minolta Toner for Bizhub C227 Yellow	221 Y	2	
9	Konica Minolta Toner for Bizhub C227 Maganta	221 M	2	
10	Konica Minolta Drum Unit for Bizhub C227 Black	DR 214 K	2	
11	Konica Minolta Drum/Imaging Unit for Bizhub C227 Cyan	214 C	2	
12	Konica Minolta Drum/Imaging Unit for Bizhub C227 Yellow	214 Y	2	
13	Konica Minolta Drum/Imaging Unit for Bizhub C227 Maganta	214 M	2	
14	Konica Minolta Developer for Bizhub C227	DV 214	2	
15	Konica Minolta Toner for Bizhub 227 Black	TN 323	6	
16	Konica Minolta Drum for Bizhub 227	DR 312 K	3	
17	Konica Minolta Developer for Bizhub 227	DV 312 K	2	
18	Konica Minolta Drum for Page Pro 1590 MF	TNP 28	4	
19	Stapler Pin for Bizhub C 224 E / C300i Finisher	SK 602	8	
20	Konica Minolta Toner for Bizhub C3001 Black	TN 328 K	15	
21	Konica Minolta Toner for Bizhub C3001 Cyan	TN 328 C	12	
22	Konica Minolta Toner for Bizhub C3001 Yellow	TN 328 Y	12	
23	Konica Minolta Toner for Bizhub C3001 Maganta	TN 328 M	12	
24	Konica Minolta Toner for Bizhub 558e Black	TN516	4	
25	Konica Minolta Drum for Bizhub 558e	DR314	2	
26	Konica Minolta Drum for Bizhub C300i	DR 316	8	
27	Konica Minolta Image Transfer Belt for Bizhub C300i	C300I	3	
28	Konica Minolta Fuser Unit for Bizhub C300i	C300I	3	

Note - Please quote the rate inclusive of all taxes F.O.R. School.

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

The Doon School  
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Dehradun, UK 248001  
India

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The Indian Public Schools' Society, Registered office: The Doon School, Chandbagh,  
Dehradun, Uttarakhand. Corporate Identification Number: U99999UR1929NPL002455

*Vivek Singh*



# The Doon School, Dehra Dun



THE  
DOON  
SCHOOL

Tender Form for the Supply of **Toner Cartridge** duration of supply April 1,2025 to March 31, 2026

Name of Tenderer :-  
Address of Tenderer :-

Telephone No. :-  
GST No. :-  
Emai :-

S.No.	Printers	Cartridge No.	Qty	Rate
1	Brother Printer Drum DCP 2541	DR 2541	6	
2	Brother Printer Toner for DCP 2541 DW	TN 2365	12	

Note :- Please quote the rate inclusive of all taxes F.O.R. School.

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

The Doon School  
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Dehradun, UK 248001  
India

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*Vikas Singh*



# The Doon School, Dehra Dun



THE  
DOON  
SCHOOL

Tender Form for the Supply of **Toner Cartridge** duration of supply April 1,2025 to March 31, 2026

Name of Tenderer :-

Address of Tenderer :-

Telephone No. :-

GST No. :-

Emai :-

S.No.	Printers	Cartridge No.	Qty	Rate
1	HP Laserjet P2055DN	CE 505A	4	
2	HP Laserjet Print -3030,1015,1020	Q2612A	20	
3	HP Colour Laserjet Print Cartridge P1566	CE278	20	
4	HP Laserjet Print Toner Cartridge P1007	CC88A	25	
5	HP Laserjet PRO 400M 401DN Black	CF280 A	15	
6	HP Laserjet Printer Toner Cartridge	CF 228 A	5	
7	HP Laserjet Print Toner Cartridge L203 DW	CF230 A	5	
8	HP Laserjet Print Toner Cartridge L203 DN Drum	CF232 A	2	
9	HP Colour Laserjet Toner Catridge Black	CF 500 A	4	
10	HP Colour Laserjet Toner Catridge Yellow	CF 501 A	4	
11	HP Colour Laserjet Toner Catridge Cyan	CF 502 A	4	
12	HP Colour Laserjet Toner Catridge Magenta	CF 503 A	4	
13	HP Inkjet Print Cartridge Black	934XL	5	
14	HP Inkjet Print Cartridge Cyan	935XL	5	
15	HP Inkjet Print Cartridge Yellow	935XL	5	
16	HP Inkjet Print Cartridge Meganta	935 XL	5	
17	HP Inkjet Print Cartridge Black	678	8	
18	HP Inkjet Print Cartridge Colour	678	8	
19	HP Ink Adavantage 46 Black	46	5	
20	HP Ink Adavantage 46 Colour	46	5	
21	HP Laserjet Print Cartridge 1505	CB36A	5	
22	Epson Inkjet Print Catridge L 380 Black	T664	5	
23	Epson Inkjet Print Catridge L 380 Cyon	T664	5	
24	Epson Inkjet Print Catridge L 380 Yellow	T664	5	
25	Epson Inkjet Print Catridge L 380 Magenta	T664	5	
26	Epson Ink Caretridge L3250 (003)	003 Black	6	
27	Epson Ink Caretridge L3250 (003)	003 Cyan	6	
28	Epson Ink Caretridge L3250 (003)	003 Magenta	6	
29	Epson Ink Caretridge L3250 (003)	003 Yellow	6	
30	Xerox Laserjet Print Cartridge (Phaser)	3117/3122	4	
31	Pen Drive 32 GB	Kingston	10	
32	Pen Drive 64 GB	Kingston	10	
33	Photo Glossy Paper A4 160 gsm	Desmat	10	

Vikas Singh

34	Photo Glossy Paper A3 180 gsm	Desmat	10
- 35	Digital Printing Paper 180 GSM	Shipra	10
36	Laser Jet Pro 3104fdn	146A	6

Note :- Please quote the rate inclusive of all taxes F.O.R. School.



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

**Bursar**

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Vikas Singh

# The Doon School, Dehra Dun



**THE  
DOON  
SCHOOL**

Tender Form for the Supply of **Consumable Items** duration of supply April 1,2025 to March 31, 2026

Name of Tenderer :-
Address of Tenderer :-
Telephone No. :-
GST No. :-
Emai :-

S.No.	Description	Brand	Qty	Rate
1	Mouse USB	Logitech/HP	10	
2	Keyboard USB	Logitech/HP	10	
3	keyboard combo wireless	Logitech /HP	5	
4	HDMI 1.5 Mts.		20	
5	HDMI 3 Mts.		10	
6	HDMI 10 Mts.		5	
7	Think client adapter 65/45 W	Dell	5	
8	Dell Chrome book adaptors 65W	Dell	10	
9	Dell Laptop adaptors 65 W	Dell	5	
10	Power cord Laptop		10	
11	Convertor C to VGA /HDMI		5	
12	UPS Batteries 7 Ah	Exide	20	
13	Hard disk SSD Sata 256	HP/Seagate	5	
14	Hard disk SSD Sata 500 GB	HP/Seagate	5	
15	Hard Disk M -2 256 Gb	HP/Seagate	5	
16	Hard Disk M -2 500 GB	HP/Seagate	5	
17	Drill Lapotop Battery 42 wh 11.4 Volt 3500 MAH	Dell	5	
18	Multiport adaptor c hub with 4 k HDMI USB 3.0		5	
19	Card reader compitable		5	
20	Multiport Power Top 5 Amp	Cona	10	
21	Convertor C To HDMI - C		4	
22	SATA SSD Casing 3.0	Range	2	
23	M.2 / NVME Casing	Range	2	
24	OX Cable		10	

Note :- Please quote the rate inclusive of all taxes F.O.R. School.

  
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