

THE DOON SCHOOL, DEHRA DUN- 248001

TENDER FORM FOR THE SUPPLY OF Printing Works

Duration of Supply:- 1<sup>st</sup> April-2025 - 31<sup>st</sup> 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  | 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   |
| 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)<br>Amount in Rs.<br>(a) Previous Year<br>(b) One Year before previous year.<br>(c) Two Years before previous year<br>(Submit copy of registration no. certificate) |  |
| 11    | GST No. of the firm<br>(Submit copy of GST registration no. certificate)   |  |
| 12    | Permanent Account Number of the company<br>(Submit copy of PAN )   |  |
| 13    | Micro, Small and Medium Ent. Reg. no.<br>(Submit copy of MSME registration no. certificate)  |  |
| 14    | FSSAI Licence No.<br>(Submit copy of FSSAI Licence no. certificate)  |  |
| 15    | Health Dept. License<br>Please attached copy of the same   |  |
| 16    | Catering License<br>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.<br>(Submit copy of EPF registration no. certificate)   |                        |
| 21  | ESI Registration No.<br>(Submit copy of ESI Registration certificate)   |                        |
| 22  | Registration No. of registered under Private Security Agencies (Regulation) Act 2005<br>(Submit copy of PSAR certificate)   |                        |
| 23  | Registration no. of Labour Licence<br>(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?<br>(i) ISO : 9001 (ii) ISO : 14001 (iii) OHSAS : 18001 or any other Certifications<br>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<br>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 ?<br>(in the director or employee)<br>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 printing works of The Doon School for the period April 1, 2025 to March 31, 2026.

Name Of Tenderer :-

Address Of Tenderer :-

Telephone No. :-

GST No. :-

Email :-

| S.No. | Items  | Qty.  | Rate |
|-------|--|-------|------|
| 1     | Outline maps                                       | 1500  |      |
| 2     | Graph Note Books for ISC                           | 350   |      |
| 3     | Graph Sheet Paper for ISC                          | 2000  |      |
| 4     | D S Bank Coupon booklets                           | 16000 |      |
| 5     | D S Bank Cheque book Jr/ Sr.                       | 600   |      |
| 6     | Attendance Register-Teacher/ Students              | 60    |      |
| 7     | Indent form Teaching Staff Pad                     | 100   |      |
| 8     | Internal Memorandum Pads                           | 200   |      |
| 9     | Certificate of Recognition                         | 900   |      |
| 10    | Certificate of Participation                       | 700   |      |
| 11    | IH Sports Certificates - 7 Color Ptg.              | 600   |      |
| 12    | Matron Order Books                                 | 80    |      |
| 13    | Indent Books Triplicate 1/8                        | 40    |      |
| 14    | Transfer Certificate Books                         | 1     |      |
| 15    | House Masters Indent Books                         | 25    |      |
| 16    | Ex -Bond Sheet 190.Thick A-4                       | 300   |      |
| 17    | Prayers & Songs Books                              | 150   |      |
| 18    | Farewell Assembly and Prize Day Programe Booklets  | 500   |      |
| 19    | Lost Chit Pad (100 nos.)                           | 5     |      |
| 20    | Yellow Cards (YC)                                  | 200   |      |
| 21    | Red Cards (RC)                                     | 100   |      |
| 22    | Blue Cards (BC)                                    | 20    |      |
| 23    | Request for Expert Opinion Books- Hospital         | 10    |      |
| 24    | Excuse Slip on Card                                | 3000  |      |
| 25    | Medical Gate Pass Book - Hospital                  | 10    |      |
| 26    | Diet Details of Boys Books-Hospital                | 5     |      |
| 27    | Reimbursement from Expenses Imprest Hospital       | 5     |      |
| 28    | Medical Record Books for Boys                      | 150   |      |
| 29    | Medicine Receipt Book                              | 20    |      |
| 30    | Hospital Medicine a/c Books Yellow                 | 1     |      |
| 31    | Boys Medicine a/c Books Yellow                     | 1     |      |
| 32    | Bill for Payment Books                             | 1     |      |
| 33    | Drug Maint Book                                    | 6     |      |
| 34    | Daily Treatment Register 750 Pages Hospital        | 6     |      |
| 35    | Refferal Slip Books                                | 50    |      |
| 36    | Daily Work Order Books (Maintenance Dep.)          | 60    |      |
| 37    | Indent Books (To Purchase Deptt.)¼ size Triplicate | 50    |      |
| 38    | Boy's Outing Booklets (Gate Pass) Hydrabad House   | 25    |      |
| 39    | Boy's Outing Booklets (Gate Pass) Kasmir House     | 25    |      |
| 40    | Boy's Outing Booklets (Gate Pass) Jaipur House     | 25    |      |
| 41    | Boy's Outing Booklets (Gate Pass) Tata House       | 25    |      |
| 42    | Boy's Outing Booklets (Gate Pass) Oberoi House     | 25    |      |
| 43    | Boy's Outing Booklets (Gate Pass) Foot House       | 15    |      |

|    |   |      |
|----|---|------|
| 44 | Boy's Outing Booklets (Gate Pass) Martyn House              | 15   |
| 45 | Social Service Outing Booklets                              | 2    |
| 46 | Housemaster's Card  | 200  |
| 47 | CDH Menu Booklet  | 10   |
| 48 | P.O. Terms & Condition                                      | 6000 |
| 49 | Goods Receipt Report Booklets                               | 40   |
| 50 | Plastic Case Covers   | 500  |
| 51 | Dori & Clip for above                                       | 500  |
| 52 | Student Identity Cards with Cover                           | 100  |
| 53 | Employee Gate Pass Book in/Out                              | 30   |
| 54 | Work Order Form Book -workshop 1/4                          | 15   |
| 55 | Luggage Tag Cards - Red / Green                             | 600  |
| 56 | Daily ETP Register  | 10   |
| 57 | Maintenance Complaint Register                              | 5    |
| 58 | Log Books - Vehicle   | 10   |
| 59 | DS Phone Directory  | 200  |
| 60 | Imperest A/c Books 1/6                                      | 10   |
| 61 | Student Module Handbook - Summar at Doon                    | 90   |
| 62 | Note Pads - Summar at Doon                                  | 100  |
| 63 | Visitor Register ( 200 Pages )                              | 1    |
| 64 | Key Control Register ( 200 Pages )                          | 1    |
| 65 | Travel Control Register ( 100 Pages )                       | 1    |
| 66 | Hotel Hiring Register ( 100 Pages )                         | 1    |
| 67 | Hired Vehicle Control Register ( 100 Pages )                | 3    |
| 68 | Old Boys Entry Register ( 100 Pages )                       | 2    |
| 69 | School Employee Register ( 100 Pages )                      | 1    |
| 70 | Contractor Employee Register ( 100 Pages )                  | 1    |
| 71 | Contractor Material Register ( 100 Pages )                  | 1    |
| 72 | Internal Housekeeping Team Register ( 100 Pages )           | 1    |
| 73 | External Housekeeping Team Register ( 100 Pages )           | 1    |
| 74 | Estate Maintenance Team Register ( 100 Pages )              | 1    |
| 75 | Communication Register ( 100 Pages )                        | 1    |
| 76 | Goods Inward Register ( 100 Pages )                         | 1    |
| 77 | Boys Outing Register ( 100 Pages )                          | 2    |
| 78 | Entry Pass Pad Yellow ( 200 nos.)                           | 50   |
| 79 | Request for Returnable Gate Pass Booklet ( 50 Pages )       | 20   |
| 80 | Request for Non Returnable Gate Pass Booklet ( 50 Pages )   | 20   |
| 81 | Returnable Gate Pass Booklet in Double ( 50 Pages )         | 20   |
| 82 | Non Returnable Gate Pass Booklet in Triplecate ( 50 Pages ) | 20   |
| 83 | Returnable Gate Pass Register (100 Pages )                  | 2    |
| 84 | Non Returnable Gate Pass Register (100 Pages )              | 2    |
| 85 | Employee Gate Pass Booklet in Double ( 50 Pages )           | 30   |
| 86 | Medicine demand Book / Receive Book (500 Pages)             | 5    |
| 87 | Phone Call register (300 Pages)                             | 5    |
| 88 | First Aid Box Issue Register (500 Pages)                    | 5    |
| 89 | Investigation Book For Boys                                 | 10   |
| 90 | Investigation Book For Staff                                | 5    |
| 91 | Certificate of Participation (For Teachers)                 | 100  |
| 92 | Certificate of Appreciation (For Teachers)                  | 100  |
| 93 | Register 240 Pages (For Teacher Centre)                     | 1    |
| 94 | Register 180 Pages (For ICSE/ISC Coordinator)               | 1    |
| 95 | Register 180 Pages (For IBDP Coordinator)                   | 1    |
|    |   |      |

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

  
Gp Capt Sandeep Sethi (Retd.)  
Bursar