

THE DOON SCHOOL, DEHRA DUN- 248001

TENDER FORM FOR THE SUPPLY OF Toiletry & Mrs. 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	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					


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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-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	

Handwritten 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	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

The Doon School, Dehra Dun

Tender Form for the Supply of **Toiletry and mis. Items** duration of supply
1 April , 2025 to March 31, 2026

Name of Tenderer
Address of Tenderer

Telephone No. :-
GST No. :-

S.No.	Items	Make	Unit	Requirment (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	100	
5	Cash Nos.		Roll	1000	
6	Duster 100% Cotton (Size:- 21x21)		Nos	700	
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	600	
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	20	
17	Butter Paper		Nos	4000	
18	Face Tissue 100 pull	Good Quality	Pkt	1500	
19	Urinal Cubes (400 gms)		Nos	200	
20	Doly Paper Cup size		Nos	5000	
21	Doly Paper Try Size		Nos	2000	
22	Nail Cutter good quality Bell		Nos	100	
23	Razor Gilate use and throw		Nos	100	
24	Boot Brush		Nos	150	
25	Phenyl (Herbal)		Ltrs.	1800	
26	B.D.Pol		Ltrs.	7000	
27	Mecnowash		Ltrs.	700	
28	Naphthalene Balls		Kgs.	60	
29	LD Bags		Kgs.	40	

30	Black Polythene Bags Garbage		Kgs.	1200	
31	Fuel for cheffing dish	Good Quality	Nos	3000	
32	Paper Roll (In kgs.)	Thick White	Kgs.	400	
33	Packing box card board white 8"x8"x4"	Good Quality	Nos	2000	
34	Packing food container with lid 5.5 x4.5x2 (450 ml)	Silver Foil	Nos	1000	
35	Packing food container with lid 5x4x1.75 (250 ml)	Silver Foil	Nos	1000	
36	Curd/dessert container with lid 100 ml plastic	Good Quality	Nos	2000	
37	Lock Pouch 5x4 (Big)	Heavy	Nos	1000	
38	Lock Pouch 3x4 (Smaill)	Heavy	Nos	1000	
39	Spoon disposable biodegradable	Good Quality	Nos	1500	
40	Fork disposable biodegradable	Good Quality	Nos	1500	
41	Full Plate biodegradable (eco frindly)	Good Quality	Nos	2000	
42	Quarter Plate biodegradable (eco frindly)	Good Quality	Nos	2000	
43	Kakoris / curry bowls disposable (eco frindly)	Good Quality	Nos	2000	
44	Silver Foil in 72 Mtrs	Good Quality	Nos	20	
45	Gloves disposable plastic	Good Quality	Nos	8000	
46	Gloves disposable Surgical	Good Quality	Pair	500	
47	Gloves rubber orange	Good Quality	Pair	50	
48	PVC Compartment Plate No. -12	Good Quality	Nos	50000	
49	Wire Brush	Good Quality	Nos	1000	

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

Gp. Capt. Sandeep Sethi (Retd.)
Bursar

