



The Lawrence School

Lovedale, Ootacamund, The Nilgiris

Ph: 0423 – 245 3300 and 2453494

✉ purchase@thelawrenceschool.org

COST OF THE TENDER FORM - Rs.1180/-

TENDER FORM FOR SUPPLY OF SCHOOL UNIFORM FROM 1.07.2024 to 30.06.2027

Conditions of tender for stitching and supply of uniform items, to the Lawrence School, Lovedale.

1. Only such tailoring firms that have a minimum of 20/25 trained tailors need apply.
2. The Tailoring firm should have experience in stitching full suits of high quality.
3. Sealed tenders WITH SAMPLE FABRIC will be received by The HEADMASTER, Lawrence School, Lovedale upto 06.04.2024 and the tenders will be opened later by the purchase committee and the short listed vendors will be intimated in due course of time for further discussion. A Demand Draft in favour of the HEADMASTER, The Lawrence School, Lovedale for **Rs.5,000/- must be enclosed toward Earnest Money Deposit.**
4. Miscellaneous items like bakram, fusing, colour stiff, lining, zip, buttons (branded) etc will be provided by the tenderer. Sample piece of the above fabric must be enclosed with this form
5. Measurement of each student will be taken by the successful tenderer at the time and date specified by the school.
6. Successful tenderer will have to give the rates for supply of dress material including stitching for the following categories of standard.

	Age group	Boys	Girls
Prep School Children	09 – 12	50	28
Junior School	13 – 15	238	133
Senior School	14 – 18	<u>248</u>	<u>159</u>
	Total	<u>536</u>	<u>320</u>



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The number of sets of uniform items required for the students is as follows:

Navy Blue Blazer Coat(Boys & Girls)	2 each
Grey Trousers (Boys & Girls)	3 each
White shirts (Sharp collar) for Boys/Girls	5- Boys/4- girls
White shirt (Round collar)	2 - girls
Khaki Battlet Jacket (Boys & Girls)	2 each
Khaki Pant	2 – boys
Khaki skirt	2 – girls
Black sweater- sleeveless (Boys & Girls)	2 each
Sunday coat (Boys & Girls)	1 each
Sunday Pant	1 boys
Sunday Skirt	1 girls
Tie (Boys & Girls)	1 each
Belt(Boys & Girls)	1 each

7. Sample/design of various items of uniform will be kept at the Quartermaster Stores and the tenderers may inspect them during working hours and obtain the information.
8. The school has the right to order any quantity or number of the articles as may from time to time be required by the school. The HEADMASTER reserves the right to reject any article which is of poor standard of stitching.
9. **Tenders should be submitted only in the prescribed form attached hereto.** Any question regarding the items should be clarified before the opening of the tender forms. No such questions will be entertained after opening of the tenders.
10. Rates should be quoted separately for each item and article. No tender marked "AT CURRENT RATE" will not be accepted.
11. Payment of bills will be made strictly as per the rates quoted. TDS will be deducted from the payable amount according to the rules.
12. The HEADMASTER, reserves the right to accept any tender or reject any or all without assigning any reason for doing so.
13. The successful tenderer will be required to enter into a stamped agreement with the school and the SECURITY DEPOSIT of Rs. 1,00,000/- shall be paid for honoring the contract. No interest would be payable on the Security Deposit.



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14. Time is the essence of the contract. The delivery of the 1st phase is required by 15th March of every year and thereafter as required by the School. Delivery of small orders is a pre-requisite and the tailoring firms will follow delivery requirements and schedules set by the School.
15. The successful Tailoring firm will be required to establish an outlet in the school premises at their cost to carry out mending / repair / alteration required for satisfactory fitment of the uniform to individual students.
16. The HEADMASTER, will be at liberty to terminate the contract either wholly or in part subject to the terms of the agreement entered into by the Contractor. The Contractor will not be entitled to any compensation in respect of such termination.
17. The Contract shall not be sublet on any account.
18. No advance will be made to the Contractor on any account.
19. Articles required by the school will be delivered by the Contractor on his own transport to the school between 9.30 a.m to 4.30 p.m on working days and on other days as and when required by the school. The timing should be strictly adhered to.

Though lowest rates will be accepted as a general norm, the school authorities reserve the right to accept or reject or award the contract to any supplier of their choice and the school is not bound to award the contract to the lowest rates quoted. No explanation or reason would be given thereto. Acceptance of the rates and items will be intimated separately.

HEADMASTER
Lawrence School
Lovedale – 643 003



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PERSONAL DETAILS OF THE TENDERER

1) NAME : _____

2) NAME OF THE FIRM : _____

3) ADDRESS : _____

4) PHONE : _____

5) CELL : _____

6) FAX : _____

7) E.MAIL : _____

8) REGISTRATION NUMBER: _____

9) PAN CARD DETAILS : _____

10) GST NUMBER : _____

11) FINANCIAL CAPABILITY OF THE FIRM: _____

12) NUMBER OF UNITS OPERATED: _____



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13) NUMBER OF CUTTERS/TAILORS EMPLOYED: _____

14) YEARS OF EXPERIENCE IN TAILORING: _____

15) REMARKS : _____

DATE:

SIGNATURE