



THE LAWRENCE SCHOOL, LOVEDALE, THE NILGIRIS - 643003

Expression of Interest (EOI) for advertising for The Lawrence School, Lovedale, Ooty, Tamilnadu.

EOI No	EOI/Adv/01/2023
EOI Issue Date	30.01.2023
Queries by the agency	30.01.2023
Last Date of Submission	30.01.2023
Opening of the EOI	30.01.2023
Negotiation with the agency	30.01.2023
Advertisement Size	8cms x 10cms (W x H)

Telephone: 0423 2452225/2453338

email: purchase@thelawrenceschool.org

Fax: – 0423 2442549

DISCLAIMER:

The information contained in this EOI document or subsequently provided to advertising agency, whether in document or verbal or any other form by or on behalf of The Lawrence School, Lovedale, Ooty, Tamil Nadu, any of its employees or advisors, is provided to advertising agency on the terms and conditions set out in this EOI document and such other terms and conditions subject to which such information is provided.

The purpose of this EOI document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this EOI document. This Tender document may not be appropriate for all persons, and it is not possible for the School, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI document.

This EOI document is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their Applications pursuant in this EOI

Information provided in this document to the advertising agency is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The School accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The School, its employees and advisors make no representation or guarantee and shall have no liability to any person, including any advertising agency under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI document and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI document or arising in any way in this EOI Stage.

Annexure- I: Format for Applicant’s Information Sheet	Attached
Annexure – II: Price Bid Format	Attached

1. Scope:

The Lawrence School, Lovedale, Ooty, Tamil Nadu (hereinafter referred to as the “School”), an Educational Institution, invites sealed EOI(s)/quotations for advertisement (as per Annexure-II) in its permanent campus at Lovedale as per the EOI document. The tender document can be downloaded from the School website as per the link given below:

<https://www.thelawrenceschool.org/tenders>

2. Evaluation of EOI:

- i. The EOI will be evaluated based on the rate quoted in Annexure – II
- ii. Apart from the above-mentioned evaluation, a Committee appointed by the School will evaluate and finalize the advertising agency based on L1 (lowest) and reach/coverage of the media suggested for the advertisement.
- iii. The Committee has been empowered to take the final decision regarding the EOI.

3. **Submission of EOI:**

- i. EOI must be received/submitted as per the schedule.
- ii. The EOI's received after the stipulated date and time will not be accepted. EOI's will be opened by the Committee nominated by the School.
- iii. The advertising agency shall post / courier the EOI in a sealed cover duly signed on each page of the EOI or mail the same to the ID : purchase@thelawrenceschool.org The name of the advertising agency shall be written in capital letters on the sealed cover. On top of the sealed cover inscribe "**Offer for Publishing Advertisement**". In case the EOI is through hard copy, the same may be sent to the following address:

The Headmaster,
The Lawrence School,
Lovedale. 643 003
The Nilgiris. Tamil Nadu

4. **Opening of EOI's:**

The EOI's will be opened by The Committee nominated by the School on the specific date mentioned in Annexure – II. In case of date of opening of EOI is declared a holiday, then the date of opening will be the next working day.

5. **Allotment of advertisement:**

As per the recommendations of the Committee, the offer for advertisement will be awarded to the successful agency having L1 (lowest) rates including all taxes.

6. **Terms & Conditions:**

- i. Your offer should be complete in all respects.
- ii. It is mandatory to comply with all taxes applicable for the required services. Rate quoted should be firm. No increase in rates will be allowed once the EOI is opened. Rates should be inclusive of all taxes.
- iii. In case, two or more agencies emerge as lowest bidders quoting identical amount, The Lawrence School will invite snap bids from these agencies to determine L1 agency.
- iv. The Lawrence School reserves the right to cancel/ scrap the EOI without assigning any reason thereof.
- v. Full Payment shall be made within 30 days of satisfactory completion of the job.

- vi. While making the payment, statutory deductions as applicable, shall be made by The Lawrence School.
- vii. The Lawrence School reserves the right to make the payment through electronic mode.
- viii. To enable The Lawrence School to avail GST Input tax credit, agency shall submit GST compliant Tax Invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within prescribed time limit in the name of The Lawrence School, Lovedae, Ooty, The Nilgiris 643003.
- ix. Payment shall be made to the agency only after submission of GST compliant tax invoice as mentioned above and other relevant documents.

Date:

Signature & Seal of the agency