



THE LAWRENCE SCHOOL

Lovedale, The Nilgiris - 643003

NOTICE INVITING TENDER

**Tender for supply of food items, Provisions & Horse Feed to
The Lawrence School, Lovedale.**

Tender notice

Notice Inviting Tender No	NIT/LSL/Supply of food items/2026 - 27
Tender Inviting Authority	The Lawrence school, Lovedale
Place of availability of Tender Documents (NIT)	www.thelawrenceschool.org/tenders
Name of the Project Work	Supply of food items to The Lawrence School, Lovedale.
Address to send Prebid queries	pc@thelawrenceschool.org
Place for submission of bids	The Lawrence School, Lovedale
EMD Amount	Rs.5000 each for each category.(Vendor/Supplier whose EMD is already with the school need not to pay)
Performance Bank Guarantee	10% of the contract value.
Address for communication	The Headmaster, The Lawrence School, Lovedale, The Nilgiris, Tamil Nadu- 643003
LSL would endeavour to adhere to the following schedule:	
Event	Date – Deadline
Release of NIT	31.07.2026
Pre-bid queries (On Call)	10.08.2026
Last date and time for submission of bids	20.08.2026 (3.00 PM)
Opening of Tender	Will be intimated later

Telephone: 0423-2453307& 2453433

email: pc@thelawrenceschool.org

DISCLAIMER:

The information contained in this NIT or subsequently provided to Applicants, whether in document or verbal or any other form by or on behalf of The Lawrence School, Lovedale, The Nilgiris, Tamil Nadu – 643 003, any of its employees or advisors, is provided to Applicants on the terms and conditions set out in this NIT document and such other terms and conditions subject to which such information is provided.

The purpose of this NIT document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this NIT 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 NIT document.

This NIT document includes statements, which reflect various assumptions and assessments made by the School in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.

The assumptions, assessments, statements and information contained in this NIT document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct his/her own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this NIT document and obtain independent advice from appropriate sources.

Information provided in this document to the Applicant(s) 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 warranty and shall have no liability to any person, including any Applicant 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 NIT document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the NIT document and any assessment, assumption, statement or information contained therein or deemed to form part of this NIT document or arising in any way in this NIT Stage.

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SECTION I – INTRODUCTION

Scope of work/supply:

The Lawrence School, Lovedale invites proposals from reputed agencies/firms for supply of the food items shown in Annexure-A (Mutton, Egg), Annexure-B (Milk products), Annexure-C(Horse feeds) and Annexure-D (Empanelment for supply of provisions etc.) in the School for ONE YEAR under two-bid system.

The tender document can be downloaded from the School website at URL Link:

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

Estimated Value of Contract and EMD for the Contract:

Sl. No.	Particulars of items	Approximate Purchase for one year in Rupees	Earnest Money Deposit (EMD)
1	Mutton	₹ 15,00,000/-	₹ 5000/-
2	Egg	₹ 13,00,000/-	₹ 5000/-
3	Milk Products (Milk, Paneer, Khova with sugar & Unsugared, Ghee, Butter and Cheese)	₹ 68,00,000/-	₹ 5000/-
4	Horse Feed (Crushed Oats, Bran, Corn, Horse gram & Barley)	₹ 25,00,000/-	₹ 5000/-

- A. The actual contract value may vary as per requirement. The details of the item to be supplied are furnished with details in the Annexures – A, B, C and D of Section V. Approximate requirement which is required for next one year, is based on the present staff/student strength. It may increase or decrease and shall place the order only as per the actual requirements from time to time which may vary from the quantity mentioned in the tender and the supplier cannot raise any objection in this regard.
- B. EMD as above mentioned will be accepted in the form of Demand Draft/Bankers' Cheque from any Nationalized bank drawn in favour of **The Headmaster, The Lawrence School, Lovedale**. EMD shall remain valid for a period of 30 days beyond the final validity period of bids.
- C. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract.
- D. It shall be refunded to the successful Tenderer on receipt of Performance Bank Guarantee (PBG).

E. No interest is payable on the EMD/PBG.

SECTION II - INSTRUCTIONS TO BIDDERS

1. Period of Rate Contract: The rate contract shall be for a period of 1 year from the date of award of contract and it may be extendable for a further period as deemed fit on similar terms and conditions/ rates on mutual consent subject to satisfactory performance of the firm.

2. Tender Document : Supplier can download the tender form from the School website www.thelawrenceschool.org/tenders.

3. Eligibility Criteria for Tenderer:

- A. The minimum turnover of the firm should be ₹10 Lakh and above in case of supply of the various items.
- B. The firm should be existed prior to 2022 (i.e. the firm should be existed since last three years.)
- C. The bidder shall be free from encumbrance and there shall not be any vigilance case/ CBI Case / Court Case pending against him, even the firm/Bidder should not have been blacklisted by the Govt. / PSUs or any other government Agency or Private institution.

(Undertaking in this regard shall be enclosed (in Section VIII))

- D. The bidder shall have valid registration or trade license to carry/supply the item and GST number is compulsory.
- E. The Vendor must have PAN No and Bank Account in any of the Nationalized Banks/ Scheduled Banks. (In case of Ltd./Pvt. Ltd./Partnership Firm, the PAN and Bank Account shall be in the name of the Firm/Company and in case of Individual Ownership, the PAN and Account may be in the name of Owner.)

4. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of the bid. The Lawrence School, in no case, will be responsible for these costs regardless of the conduct or outcome of the bidding process.

5. Bid Document:

5.1 Bid document includes

- a. Instructions to bidders (Section II)
- b. General Conditions of the contract (Section III)
- c. Special Conditions of contract (Section IV)
- d. Bid Form and Price Schedule (Section V)
- e. Undertaking and other forms.

5.2 The bidder is required to examine all instructions, forms, terms and conditions in the Bid documents. Failure to furnish all or any of the information required as per Bid document or submission of the bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the bid.

5.3 A prospective bidder requiring any clarification on the Bid documents shall notify the School in writing through email. The School shall respond in writing to any request for the clarification of bid document which it receives not later than 3 days prior to the date of opening of Tender.

6. Documents required to be submitted for establishing Bidder's Eligibility and Qualifications. In case of non-receipt of following documents, the tender may summarily be rejected: -

- i. The Bidder shall furnish the particulars of past performance with supporting documents.
- ii. Partnership Deed of two years or proprietorship deed or Articles/Memorandum of Association as the case may be, latest Annual Account in Form C6.
- iii. Latest Income Tax Clearance Certificate (ITCC)
- iv. The bidder should submit the FSSAI Certificate.**
- v. The Bidder shall furnish a copy of registration of the firm with Municipal Department and other authorities for supply of food items etc.
- vi. The Bidder shall also furnish a copy of Registration of GST or a recent Receipt

of GST Deposit.

- vii. Tender document Cost and Earnest Money Deposit (DD/Cheques).

7. Amendment to bid document:

- i. At any time, prior to the date of submission of bid, The Headmaster may, for any reason whether at his own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- ii. The amendments shall be notified in writing to all prospective bidders and these amendments will be binding on them.

8. Bid Form:

The bidder shall complete the bid form and the appropriate price schedule furnished in the bid document covering the rates for each category of food items and price schedule as per **Financial Bid (Section V)**, **strictly in the prescribed proforma and the rates quoted shall be inclusive of all taxes etc. i.e. rate should be quoted "all inclusive"**.

9. Bid Price:

- i. The supplier shall quote as per Price Schedule given in Section V for all types of food items given in the schedule of requirement.
- ii. The price quoted by the bidder shall remain fixed during entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- iii. "Discount" or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

10. Clause by clause compliance:

A clause-by-clause compliance of Services to be provided (Section III) and Special Conditions (Section IV) shall be given. In case of deviation a statement of deviation shall be given.

11. Bid Security:

11.1 The bidder shall deposit Rs.5,000/- (Rupees five Thousand only) as Bid Security (EMD) **for each category** of food items mentioned in Annexures. The Bid Security shall be in the form of DD drawn in favour of "The Headmaster, The Lawrence School, Lovedale" which may be submitted in a separate cover. Vendor/Supplier whose bid security is already with the school need not to pay.

11.2 The successful bidder's security will be discharged after the bidder's acceptance of the award of contract and furnishing the performance security.

11.3 The Bid Security may be forfeited:

- a. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form.
- b. If the successful bidder fails:-
 - i. To sign contract;
 - ii. To furnish performance security;
 - iii. The bid security of unsuccessful bidder will be discharged /returned as early as possible but not later than 30 days after the expiry of the period of bid validity.

12 The bid shall be filled either typed or printed or neatly hand written and all pages numbered consecutively and **shall be signed by the bidder or a person duly authorized to sign the bid.**

12.1 The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.

13. Submission of Bid:

- i. **The Bids should be submitted in prescribed proforma on or before 1500 Hrs of due date i.e 20/08/2026 (3.00 P.M.)**
- ii. Any bid received after the dead line for submission of bids shall be rejected.

14. Bid Opening:

The Evaluation Committee nominated by the Headmaster, The Lawrence

School shall open the bids.

15. Evaluation:

- 15.1 The Evaluation Committee shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly submitted and whether bids are generally in order.
- 15.2 The technical bids will be opened first and the financial bids of only those technically qualified bids will be opened later on a given date and time.
- 15.3 If there is a discrepancy between words and figures, the amount in words shall prevail prior to detailed evaluation. The Evaluation Committee will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of the bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by The Headmaster, The Lawrence School, Lovedale.
- 15.4 The Evaluation Committee shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered inclusive of all levies and charges as indicated in the price schedule in Section V of the bid document.

16. Award of Contract:

The Headmaster, The Lawrence School, Lovedale shall consider placement of letter of intent to the bidder whose offers have been found technically, commercially and financially acceptable. The bidder shall within 10 days of issue of letter of intent, give his acceptance along with performance security.

17. Splitting of contract / Parallel Contracts.

As per Manual for Procurement of Goods(2024 edition), chapter 7.6.5. splitting of contracts/Parallel Contracts is applicable in this tender due to reasons related to quality & price.

18. Right to vary quantities:

The Headmaster, The Lawrence School, Lovedale reserves the right at the time of award of contract to increase or decrease the quantity of items specified.

19. Signing of Contract:

19.1 Signing of Agreement shall constitute the award of supply of items contract on the bidder.

19.2 Upon the successful bidder furnishing the performance security the Headmaster, The Lawrence School, Lovedale shall discharge its bid security.

20. Annulment of Award:

Failure of the successful bidder to comply with the requirement of Clause 18 of Section II shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event The Headmaster, The Lawrence School, Lovedale may make the award to any other bidder at the discretion of The Headmaster, The Lawrence School, Lovedale or call for new bids.

21. Period of validity of bids:

The bid shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by The Headmaster, The Lawrence School, Lovedale as non-responsive.

A Bidder accepting the request of The Headmaster, The Lawrence School, Lovedale for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify bid.

22. Cancellation of bid

The Headmaster, The Lawrence School, Lovedale reserves the right to cancel the bid (Tender) partly or fully without assigning any reasons to be recorded in writing.

SECTION III - GENERAL CONDITIONS OF THE CONTRACT

1. While submitting the tender for the supply of items, the tenderers will be **deemed to have read, understood and accepted** all the items and conditions stated in the tender document and shall be complied with by the tendering firm.
2. **Each page of the Tender and all its annexures shall be signed and stamped by authorized representative of Tenderer in token of acceptance of the terms and conditions laid under the Tender Document. No page should be removed /detached from the tender document.**
3. All entries in the Tender form shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
4. Tender incomplete in any form will be rejected out rightly.
5. Conditional Tenders will be rejected out rightly.
6. The Annexures enclosed received without the signature of authorized person will not be entertained and will be rejected summarily.
7. Tenders not received in the prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/email/Letterhead/Quotations will not be accepted and ignored straightaway.
8. This tender or contract and both are non-transferrable.
9. Rates of all items to be quoted in Kilograms/Unit Price only.
10. The rates quoted by the selected firm and approved by this office shall remain valid throughout the period of contract and requests to increase the rates for any item(s) during the currency of the contract shall not be considered.
11. **Arbitration:**
 - a. In the event of any question, dispute or difference arising under the agreement or in connection therewith (except as to matters, the decision to which is specifically provided under this agreement), the same shall be referred for arbitration to a sole arbitrator whose appointment is agreed upon by both parties, viz., The Headmaster, The Lawrence School, Lovedale and the Contractor. The agreement

to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act. 1996.

- b. The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the arbitral award. Subject to the aforesaid arbitration and Conciliation Act 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- c. The venue of the arbitration proceedings shall be at office of The Headmaster, The Lawrence School, Lovedale or such other place as the arbitrator may decide.

12. Set Off:

Any sum of money due and payable to the contractor (including security deposit refundable to him) under the contract may be appropriated by The Headmaster, The Lawrence School, Lovedale and set off the same against any claim of The Headmaster, The Lawrence School, Lovedale for payment of a sum of money arising out of this contract or under any other contract made by the contractor with The Headmaster, The Lawrence School, Lovedale.

13. PERFORMANCE BANK GUARANTEE:

- 1. The successful bidder shall at their own expenses deposit with the The Lawrence School, along with agreement, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a nationalized bank acceptable to the School payable on demand, for the due performance and fulfilment of the contract(s) by the bidder.
- 2. This Performance Bank Guarantee will be for an amount equivalent to 10% of value of the contract(s). All incidental charges whatsoever such as premium, commission etc. with respect to the performance bank guarantee shall be borne by the bidder.
- 3. The Performance Bank Guarantee shall be valid till 3 months after the completion of the contract period.

4. Subject to the terms and conditions in the Performance Bank Guarantee, at the end of contract period, the Performance Bank Guarantee will lapse. The Performance Bank Guarantee may be discharged/ returned by the School upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.

5. In the event of the bidder being unable to service the contract(s) for whatever reason, the School would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of the School under the contract in the matter, the proceeds of the PBG shall be payable to The Lawrence School as compensation for any loss resulting from the bidder's failure to perform/comply with its obligations under the contract. The Lawrence School shall notify the bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the bidder is in default.

6. The Lawrence School shall also be entitled to make recoveries from the bidder's bills, Performance Bank Guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

SECTION IV - SPECIAL CONDITIONS OF THE CONTRACT

1. Supplied items should be of AGMARK/FSSAI/FPO Quality/Norms wherever applicable
2. It will be the responsibility of the supplier to ensure that items supplied are of the good and standard quality and free from all defects. The acceptance of items will be given only when the items are found up to the sample accepted in applicable cases, requisite quality and free from all defects. The decision of the Purchase Committee members shall be final as to the quality of the items and shall be binding upon the tenderers. Any item fails conformity with quality will be rejected out rightly and it shall be replaced immediately at the risk and cost of the supplier.
3. All the items of supplies are to be delivered at the School store and Kitchen from 9.30 am to 4.30 pm on all working days.
4. 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 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.
5. The School shall devise such test and investigations on the questions of quality as it deems fit, but a signature on the contractor's challan only signifies receipt of supplies subject of test and acceptance and does not absolve the Contractor from his responsibility on this score.
6. The goods supplied must be in proper packing and should have complete information in all respect i.e. Price, Batch No, Manufacture date and Expiry Date etc. with statutory details.
7. Supply item should be supported with delivery challan or proper invoice.
8. All the terms and conditions and other instructions mentioned in the tender document are the part of contract agreement. for which all contractors are abide by to comply them.

9. **Bid Prices:**

- i. The tenderers are requested to submit their rate in Annexure-A (Meat, & Egg), Annexure-B (Milk Products), Annexure-C (Horse Feed) and Annexure-D (Empanelment form)
- ii. The rates of items shall also include all vat, excise duty, surcharge, GST etc., if any and are also inclusive of packing and delivery charges, if applicable if any, should be quoted in Indian Rupees only in words as well as figures.
- iii. The price quoted should be valid for one year.
- iv. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.

10. **Penalty clause:**

Whenever the empaneled vendors are requested to supply any item as per the stipulated scheduled time mentioned in this tender for any item, the vendor shall honour and comply with the supply order within the stipulated time period. In case of non – compliance of any order, a penalty of Rs. 500/- for each default shall be imposed on the firm. The penal amount shall be recovered either from the pending bills or from the security deposit.

11. **Submission of tender:**

All tenderers are instructed to submit the tender in **two-bid system containing Technical bids and Financial bid separately**. Both envelopes should be enclosed in a bigger envelope and super scribed as **“Tender for supply of food items”** and dropped in the box provided in the School on or before the due date.

12. **Deadline for submission of bids:**

- a) The bid envelopes shall be sealed and addressed to **The Headmaster, The Lawrence School, Lovedale on or before (3 P.M.)**
- b) The bids received after the expiry of the prescribed date and time will be rejected.

- c) The Headmaster, The Lawrence School, Lovedale may at his discretion, extend the deadline for submission of bids.

13. Selection of Eligible Tenderer: The selection of successful bidder shall be made on the rate offered by the bidder keeping in the view of terms & conditions and specification laid under tender document.

14. Rights of Acceptance/Rejection: The Headmaster, The Lawrence School, Lovedale reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof. Reasons to be recorded in writing.

15. Acceptance of Bid: The successful bidder shall give his acceptance within 10 days from issue of Letter of Intent (LoI) and required to enter into an agreement with The Headmaster, The Lawrence School, Lovedale on bond paper of Rs.100/ (Rupees One hundred only). In case, if the successful bidder fails to give acceptance or enter into agreement within stipulated time, the award of contract will be deemed to be cancelled and EMD amount will be forfeited.

16. PAYMENT TERMS:

- A) The Supplier has to submit the Bill on fortnightly basis (once in 15 days) along with copies of orders and delivery challans for completely accepted items.
- B) Advance payment will not be made under any circumstances.
- C) The payment shall be made through RTGS/ NEFT only.
- D) Successful tenderer will have to supply the items within stipulated time from the date or time of issue of Purchase order on the rate quoted by them and approved by the competent authority of this School
- E) In case of delay / failure in supply, the indented items shall be purchased from the market at the risk and cost of the Contractor. The extra expenditure involved in procuring supplies from elsewhere will be recoverable from the Contractor in full at discretion of The Headmaster.
- F) The recovery thus due shall be deducted from any sum then due to the Contractor.
- G) The Security Deposit will be forfeited if item **is** not supplied as per sample provided / supply order.

H) If the contractor fails in fulfilling the terms and conditions mentioned here in different parts of this tender document, such failure will constitute a breach of the contract and The Headmaster shall be entitled to make other arrangements at the risk and expense of the contractor. Also, nonperformance/unsatisfactory performance or violation of terms and condition of the contract will make the contractor liable for forfeiture of security deposit. The decision of The Headmaster shall be final and binding on this count.

SECTION V

FINANCIAL BIDS (Annexures A to D)

Annexure – A

THE LAWRENCE SCHOOL, LOVEDALE - 643 003

TENDER FORM FOR MUTTON & EGG FOR THE YEAR FROM 01.09.2026 TO 31.08.2027

MEAT & EGG					
S.NO	NAME OF ITEM	UNIT	APX QTY PER ANNUM	RATE	REMARKS
1	FRESH MUTTON (In whole Carcass with one foot attached & per carcass should be within 7 – 9 kilograms. Healthy, disease free, well-nourished goat, without hanging fat & skin tissues of other body parts. Colour of the flesh should be pink to dark pink without any discolouring).	KG	2,500		
2	FISH (SEAS)	KG	1,500		
3	EGG (NECC -PLUS) (Size to weigh 1 kg consisting of 16 to 18 eggs. Shall be fresh, dirt free trays. Broken eggs at the time of delivery will be rejected)	NO	2,50,000		

Signature of the tenderer

Annexure B**THE LAWRENCE SCHOOL, LOVEDALE – 643003****TENDER FORM FOR MILK PRODUCTS FOR THE YEAR FROM 01.09.2026 TO
31.08.2027**

S.NO	ITEM	UNIT	BRAND NAME	APPROX QTY	RATE	GST %	RATE INCLUDING GST	REMARKS
1	PANEER	KG	MILKYMIST/ AROMA	7,000 kg				
2	CURD	KG	MILKYMIST/ VALLABHA	23,000 kg				
3	KHOVA WITH SUGAR	KG	MILKYMIST/ AMUL	600 kg				
4	KHOVA UNSUGARED	KG	MILKYMIST/ AMUL	550 kg				
5	CHEESE SLICE	PKT	MILKYMIST/ AMUL/AAVIN	700 pkt				
6	MOZZARELLA CHEESE	KG	AMUL/AAVIN MILKY MIST	200 kg				
7	CHEESE BULK	KG	MILKYMIST/ AAVIN/AMUL	900 kg				
8	MILK - TONED	LIT	AAVIN	1,47,000 ltr				
9	MILK – FULL CREAM MILK	LIT	AAVIN	100 ltr				
10	GHEE	LIT	MILKYMIST/ AAVIN/AMUL	850 kg				
11	COOKING BUTTER	KG	MILKY MIST/ AAVIN/AMUL	3,200 kg				

Signature of the tenderer

Annexure C

THE LAWRENCE SCHOOL, LOVEDALE - 643 003

TENDER FORM FOR HORSE FEEDS FOR THE YEAR FROM 01.09.2026 TO 31.08.2027

HORSE FEEDS							
S.NO	ITEM	UNIT	APPROX QUANTITY	RATE	GST %	RATE INCLUDING GST	REMARKS
1	CRUSHED OATS	KG	40,000				
2	CRUSHED BRAN	KG	9,000				
3	HORSE GRAM (KOLLU)	KG	2,700				
4	CRUSHED CORN	KG	600				
5	CRUSHED BARLEY	PKT	7,000				
6	HYGAIN	KG	400				

Signature of the tenderer

Annexure D

**THE LAWRENCE SCHOOL, LOVEDALE - 643 003
EMPANELMENT FORM FOR SUPPLY OF ITEMS**

S.NO	ITEM	YES	NO	REMARKS
1	PROVISIONS			
2	VEGETABLES & FRUITS			
3	BAKERY PRODUCTS			
4	SPORTS ITEMS			
5	MEDICINE			
6	GENERAL STATIONARY			
7	PAINTS			
8	PLUMBING ITEMS (PIPES & HARDWARES)			
9	ELECTRICAL ITEMS			
10	SANITATION ITEMS			
11	LAUNDRY CHEMICALS (GREEN INITIATIVE)			

NOTE: Please mention 'YES' or 'NO' against the item you wish to supply

Signature of the tenderer.

SECTION VI

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution in India and also certified that the rate quoted is not more **than the MRP of the quoted Item**. It is also certified that item quoted are of Standard Quality and workmanship.
3. The earnest money as applicable to be deposited by me has been enclosed therewith vide
4. I hereby undertake to supply the items as per directions given in the tender document/supply order within stipulated period.
5. I/We give the rights to The Headmaster to forfeit the Security money (PBG) deposited by me/us if any delay occurs on my/agent's part of failed to supply the article within the appointment time or the items of desired quality.
6. There is no vigilance/CBI case or court case pending against the firm.
7. I/We hereby certify that the firm poses all the required licenses/certifications to perform the work.

Date:

Signature of the tenderer:

Place:

Full Name:

Postal Address:

SECTION VII

Bidder Information Sheet

Name of the bidder :

Office Address :

Office Contact Number :

Company Email ID :

Website :

PAN Card Number :

GST Registration Number :

Name of the Proprietor :

Contact Number of the Proprietor:

Proprietor Email ID :

Nature of Current Business/Trade :

Year of establishment :

EMD Particulars :

Key Contacts

Service Contact No : Email Id:

Sales Contact No : Email Id:

Alternate Contact No: Email Id:

Bidder's Bank Details:

Name of A/c Holder :

Bank Name :

Branch Name :

A/c Number – SB or CA :

IFS Code :

Signature of the tenderer.

SECTION VIII

DECLARATION

I/We.....

Proprietor/Partner(s) hereby declare that the Firm / Company namely M/s has not been black-listed or debarred in the past by any other Government or Semi- Government Organization from taking part in tenders.

Was / were black-listed/debarred by any other Government or Semi- Government Organization (Name of the Organization.....) from taking part in tenders for a period of years w.e.f.

The period is over on and now I/We/firm/Company am/are/is entitled to take part in the tenders from

In case the above information is found false at any time, I/We am/are fully aware that the tender/contract will be rejected/cancelled by The Headmaster, The Lawrence School, Lovedale.

Date:

Signature of the Tenderer with seal.

Annexure 30: Integrity Pact Format

(Refer para 3.3-2)

INTEGRITY PACT

The Procuring Organization hereinafter referred to as **"The Principal,"** and _____ hereinafter referred to as **"The Bidder/ Contractor."**

Preamble

The Principal intends to award contract/s for _____, under laid down organisational procedures, The Principal values full compliance with all relevant laws of the land, rules, regulations, economical use of resources, and fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

To achieve these goals, the Principal shall appoint Independent External Monitors (IEMs) who shall monitor the tender process and the execution of the contract for compliance with the abovementioned principles.

Section 1 – Commitments of the Principal

- 1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
 - a. No employee of the Principal, personally or through family members, shall in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b. The Principal shall treat all Bidder(s) with equity and reason during the tender process. The Principal shall, in particular, before and during the tender process, provide to all Bidder(s) the same information and shall not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in the tender process or the contract execution.
 - c. The Principal shall exclude from the process all known persons having conflict of interest.
- 2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal shall inform the Chief Vigilance Officer and in addition shall initiate disciplinary proceedings.

Section 2 – Commitments of the Bidder(s)/ Contractor(s)

- 1) The Bidder(s)/ Contractor(s) commits themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commits themselves to observe the following principles during participation in the tender process and the contract execution.
 - a. The Bidder(s)/ Contractor(s) shall not, directly or through any other person or firm, offer, promise, or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which they are not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or the execution of the contract.

- b. The Bidder(s)/ Contractor(s) shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal, in violation of the Competition Act, 2002 (as amended from time to time). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the tender process.
 - c. The Bidder(s)/ Contractor(s) shall not commit any offence under the relevant IPC/PC Act; further, the Bidder(s)/ Contractor(s) shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals, and business details, including information contained or transmitted electronically.
 - d. The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details, as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers," shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines, all the payments made to the Indian agent/representative must be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed on Annex hereto.
 - e. The Bidder(s)/ Contractor(s) shall, when presenting their bid, disclose any and all payments made, is committed to, or intends to make to agents, brokers, or any other intermediaries in connection with the award of the contract.
 - f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision.
- 2) The Bidder(s)/ Contractor(s) shall not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from the tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution, has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per laid down procedure to debar the Bidder(s)/Contractor(s) from participating in the future procurement processes of the Government of India.

Section 4 – Compensation for Damages

- 1) If the Principal has disqualified the Bidder(s) from the tender process before the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
- 2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

- 1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- 2) If the Bidder makes an incorrect statement on this subject, the Principal shall act like para 2) of Section 4 above.

Section 6 – Equal treatment of all Bidders / Contractors / Subcontractors

In the case of Sub-contracting, the Principal Contractor shall take responsibility for adopting the Integrity Pact by the Sub-contractor.

- a. The Principal shall enter into agreements with identical conditions as this one with all Bidders and Contractors.
- b. The Principal shall disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidder(s) / Contractor(s) / Subcontractor(s)

If the Principal obtains knowledge of the conduct of a Bidder, Contractor, or Subcontractor, or of an employee or a representative or an allied firm of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal shall inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor

- 1) The Principal shall appoint competent and credible Independent External Monitor(s) for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review, independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- 2) The Monitor is not subject to instructions by the parties' representatives and performs their functions neutrally and independently. The Monitor would have access to all Contract documents whenever required. It shall be obligatory for them to treat the information and documents of the Bidders/Contractors as confidential. They report to the Management of the Principal.
- 3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction, all Project documentation of the Principal, including that provided by the Contractor. Upon their request and demonstration of a valid interest, the Contractor shall also grant the Monitor unrestricted and unconditional access to their project documentation. The same applies to Subcontractors.
- 4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and 'Absence of Conflict of Interest.' In case of any conflict of interest arising later, the IEM shall inform the Management of the Principal and recuse themselves from that case.
- 5) The Principal shall provide the Monitor with sufficient information about all meetings among the parties related to the Project, provided such meetings could impact the contractual relations between the Principal and the Contractor. The parties offer the Monitor the option to participate in such meetings.
- 6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, they shall inform the Management of the Principal and request the Management to

discontinue or take corrective action or other relevant action. The Monitor can, in this regard, submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action, or tolerate action.

- 7) The Monitor shall submit a written report to the Management of the Principal, within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
- 8) If the Monitor has reported to the Management of the Principal a substantiated suspicion of an offence under the relevant IPC/ PC Act, and the Management of the Principal has not, within the reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- 9) The word '**Monitor**' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders, 6 months after the contract has been awarded. Any violation of the same would entail disqualifying the bidders and exclusion from future business dealings.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Pact as specified above, unless it is discharged / determined by the Management of the Principal.

Section 10 – Other provisions

- 1) This agreement is subject to Indian Law. The place of performance and jurisdiction is the place from where the Tender/ Contract is issued.
- 2) Changes, supplements, and termination notices must be submitted in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- 4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties shall strive to come to an agreement according to their original intentions.
- 5) Issues like Warranty / Guarantee, etc., shall be outside the purview of IEMs.
- 6) In the event of any contradiction between the Integrity Pact and its Annex, the Clause in the Integrity Pact shall prevail.

(For & On behalf of the Principal)
(Office Seal)

(For and on behalf of Bidder/ Contractor)
(Office Seal)

Place -----

Date -----

Witness 1: _____

Witness 1: _____

(Name & Address)

(Name & Address)