



THE LAWRENCE SCHOOL

Lovedale, The Nilgiris – 643 003, Tamil Nadu

Tel: 0423-2453307 & 2453308

Email: am@thelawrenceschool.org | dtp@thelawrenceschool.org

NOTICE INVITING TENDER (NIT)

Tender for Selection of Agency for Scanning & Digitization of Records of The Lawrence School, Lovedale

Notice Inviting Tender No.	NIT/LSL/Scanning/2026-27
Tender Inviting Authority	The Lawrence School, Lovedale
Place of Availability of Tender Documents	www.thelawrenceschool.org/tenders
Name of the Project Work	Engagement of Agency for Scanning & Digitization of Records of The Lawrence School, Lovedale
Address to Send Pre-bid Queries	am@thelawrenceschool.org dtp@thelawrenceschool.org
Place for Submission of Bids	The Lawrence School, Lovedale
EMD Amount	₹25,000/-
Performance Bank Guarantee	10% of the contract value
Address for Communication	The Headmaster, The Lawrence School, Lovedale, The Nilgiris, Tamil Nadu – 643003

Tender Schedule

Event	Date / Deadline
Release of NIT	22.07.2026
Last Date and Time for Submission of Bids	11.08.2026 (by 3:00 PM)
Opening of Tender	Will be intimated later

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.

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

The assumptions, assessments, statements and information contained in this NIT document may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct independent investigations and analysis and obtain independent advice from appropriate sources. The School, its employees and advisors make no representation or warranty and shall have no liability to any person under any law, statute, rules or regulations for any loss, damages, cost or expense which may arise from anything contained in this NIT document.

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SECTION I – INTRODUCTION & SCOPE OF WORK

1. Introduction

The Lawrence School, Lovedale is a reputed boarding school established in the year 1856. Children from many communities across all parts of the country study here. They are brought up in an atmosphere that fosters a spirit of co-existence and respect for the feelings and beliefs of others.

2. Scope of Work

The Lawrence School, Lovedale (hereinafter referred to as 'LSL') desires to improve efficiency and accessibility by converting physical documents into easily searchable digital files, leading to significant cost savings by eliminating physical storage needs and associated expenses. Digitization also enhances security through features such as encryption and access controls, ensures compliance, promotes sustainability by reducing paper consumption, and facilitates remote work and collaboration.

The scope of work is as detailed below:

2.1 Pre-Scanning Activities

The Service Provider shall:

- Receive documents in batches and conduct joint verification of files and page count.
- Issue written acknowledgement for each batch received.
- Maintain a detailed Log Register capturing file description, page size, total pages, handing/receiving officials, and dates of collection and return.
- Carry out pagination of each file prior to scanning (no extra payment shall be made).
- Remove pins, tags and dust carefully without damaging documents.
- Maintain original sequence and integrity of records.

- Handle old, acidic, brittle or fragile documents with utmost care.
- Be fully responsible for any loss or damage to records.

Unbinding, if required for scanning, shall be followed by proper rebinding. Automatic page-flipping machines and scanning by digital cameras shall not be permitted.

2.2 Scanning & Digitization Standards

- Scanning shall be carried out at true 400 DPI resolution.
- For documents with poor readability, resolution shall be increased to 600 DPI or higher, at no additional cost.
- No page shall be omitted, duplicated or incorrectly scanned.
- Blank pages forming part of the document sequence shall also be scanned.
- Each file shall be compiled into a single digital document.
- OCR (Optical Character Recognition) shall be performed to generate searchable PDF files.

The Service Provider shall generate: Raw Master Images, Clean Master Images, and Searchable PDF files.

- Image enhancement, including de-skewing, cropping and noise removal, shall be performed to ensure optimal clarity. Any improperly scanned or unreadable document shall be rescanned and may attract penalty as per the penalty clause.
- The Service Provider shall be responsible for quality assurance across all documents, ensuring they are complete and legible. Quality Assurance processes shall cover all aspects of processing and post-processing of records, including image capture, indexing, storage and return. Staff shall perform quality control to ensure that each page is fully rendered, properly aligned, and free of distortions. Inspection and quality control data shall be recorded on the worksheet accompanying each volume. Where necessary, staff shall re-scan from the original and insert the image(s) into the proper file sequence. An automated quality analysis mechanism shall be employed to ensure 100% quality check.
- Annotation and bookmarks for relevant pages shall be recorded in the PDF files and stored as separate attributes in the database for search purposes.
- In case documents are not legible, the Service Provider shall scan them at a higher resolution or in greyscale, at no extra cost.
- The Service Provider shall deploy adequately skilled manpower resources to complete the job within the specified time and to the specified quality standard.

2.3 Indexing & Database Creation

The Service Provider shall:

- Create a database/index for all scanned documents in Unicode format.
- Develop indexing structure in consultation with LSL.
- Ensure accurate metadata entry (any incorrect entry shall be treated as an error).
- Generate indexed printouts of scanned files.
- Prepare indexing compatible with future web upload requirements.

2.4 Retrieval Software Requirements

The successful bidder shall develop and provide retrieval software with the following features:

- Quick search, retrieval, viewing and printing of scanned documents.
- Search within image-PDF files (searchable PDF).
- Display of physical file location and classification details.
- Capability to add new pages to existing digitized files (version control).
- Integration capability with other software through API.
- Upgradeability to the latest software versions.
- Compatibility with the latest hardware and operating systems.
- Submission of source code in case of customized software.
- Demonstration and modification as per LSL requirements before final operationalization.

All rights of the software shall remain with LSL.

2.5 Post-Scanning Activities

- After scanning, the physical documents shall be re-pinned or re-tagged in the same form as received and returned to the respective departments.
- Each page shall be serially arranged and counted upon return to the department.
- Version control shall be maintained for addenda to pre-existing digitized files, and this facility shall be made available in the capture and indexing module.
- The Service Provider shall use its own MIS tool to generate fortnightly reports tracking digitization status. These reports shall contain a summary of records scanned and stored. The release of payments is linked to fortnightly submission of these reports and acknowledgement by the End User Department.

2.6 Storage & Data Handover

- Scanned files and database shall be stored in structured folders as finalized with LSL.
- Data shall be provided on two separate USB Hard Disks (Master and Backup).
Each hard disk shall contain:
 - Scanned images
 - Searchable PDF files
 - Database/index files
 - Run-time retrieval software

- Security measures shall be implemented to prevent unauthorized alteration of stored data.

All digitized data shall remain the exclusive property of LSL.

2.7 Training

The Service Provider shall provide training to LSL staff categorized as follows:

- IT Personnel
- Administrators
- Data Entry Operators
- Information Viewers and Users

The training programme shall include the following topics:

- Overview of the digitization initiative: its size, time frame, purpose and desired outcomes.
- Use of digitization hardware and software, metadata creation, digital signature and process workflow.
- Digital image formats.
- Record handling techniques to avoid damage to records.
- Use of file classification scheme for organizing records.
- Identification and processing of records containing sensitive information.
- Documentation required for digitization.
- Standards and procedures for quality control.
- DMS administration, use and maintenance.

2.8 Quality Control

The Service Provider shall:

- Conduct 100% page-level verification.
- Perform quality checks to ensure readability and completeness.
- Cross-check batch discrepancies upon receipt.
- Rectify all defects without additional cost.

2.9 Work Location & Confidentiality

- The entire project shall be executed within LSL premises during working hours.
- Work beyond working hours or on public holidays shall require prior written permission.
- No document shall be removed from LSL premises.
- LSL shall provide space and electricity; the bidder shall arrange all hardware and manpower.
- Strict confidentiality shall be maintained at all stages.

The tender document can be downloaded from the School website at:
<https://www.thelawrenceschool.org/tenders>

Estimated Value of Contract: ₹ 10,00,000/-

3. Earnest Money Deposit (EMD)

- a) EMD as mentioned on Page 2 shall be accepted in the form of a Demand Draft / Banker's 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 bid validity period.
- b) The earnest money shall be refunded to unsuccessful tenderers after finalization of the contract.
- c) It shall be refunded to the successful tenderer upon receipt of the Performance Bank Guarantee (PBG).
- d) No interest is payable on the EMD or PBG.

SECTION II – INSTRUCTIONS TO BIDDERS

1. Cost of Bidding

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

2. Bid Documents

1. The bidder is required to examine all instructions, forms, terms and conditions in the bid documents. Failure to furnish all required information, or submission of ambiguous, false or incorrect information, or a bid not substantially responsive to the bid documents, will be at the bidder's risk and may result in rejection of the bid.
2. A prospective bidder requiring any clarification on the bid documents shall notify the School in writing via email. The School shall respond in writing to any request for clarification received not later than 3 days prior to the date of opening of the tender.

3. Amendment to Bid Document

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

4. Invitation to Bid

Bids shall be submitted in two parts:

Part I – Technical Bid, containing:

- Valid GST Certificate
- Copy of PAN Card
- Previous Work Experience

- Earnest Money Deposit (EMD)
- Eligibility Criteria Compliance Form
- Technical Bid Form
- Additional Technical Qualification compliance documents
- Sealed and signed copy of the Tender Document in token of acceptance of all tender terms and conditions

Part II – Financial Bid

5. Bid Security (EMD)

5.1 The bidder shall deposit ₹25,000/- (Rupees Twenty-five Thousand only) as Bid Security (EMD). The Bid Security shall be in the form of a Demand Draft drawn in favour of 'The Headmaster, The Lawrence School, Lovedale', submitted in a separate cover.

5.2 The successful bidder's security will be discharged after the bidder's acceptance of the award of contract and furnishing of the Performance Security.

5.3 The Bid Security may be forfeited:

- a) If the bidder withdraws the bid during the period of bid validity as specified in the bid form.
- b) No interest is payable on Bid Security (EMD).
- c) If the successful bidder fails to: (i) sign the contract; or (ii) furnish the performance security. The bid security of unsuccessful bidders shall be discharged/returned within 30 days after the expiry of the period of bid validity.

5.4 The bid shall be typed or printed, all pages numbered consecutively, and signed by the bidder or a person duly authorized to sign. Any overwriting or erasure in the bid shall be countersigned by the person signing the bid.

6. Submission of Bid

Bids shall be submitted in the prescribed proforma on or before 15:00 hrs (3:00 PM) on 21-04-2026. Hard copies of the bids, duly superscribed as 'Tender for Scanning & Digitization of Records', shall be delivered (by post, courier or in person) to:

The Headmaster, The Lawrence School, Lovedale, Nilgiris – 643 003

Any bid received after the deadline for submission shall be rejected.

7. Bid Validity

- a) Bids will be valid for a period of 90 (Ninety) days from the last date of submission.
- b) LSL may solicit a bidder's consent to extend the period of bid validity. A bidder confirming an extension shall not be required or permitted to modify the bid.
- c) A bidder may refuse such a request, in which case the bid shall be considered withdrawn and LSL shall return the Bid Security (EMD) at the earliest.

8. Bid Opening

The Evaluation Committee nominated by the Headmaster, The Lawrence School shall open the bids.

9. Evaluation

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.
2. The technical bids will be opened first, and the financial bids of only those technically qualified will be opened subsequently on a notified date and time.
3. During evaluation, LSL may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
4. No Bidder shall contact LSL on any matter relating to its bid from the time of bid opening until the contract is awarded. If a Bidder wishes to bring additional information to the notice of LSL, it should do so in writing.
5. Unsolicited clarifications to the Bid and/or changes in price during the validity period will render the Bid liable for outright rejection.

10. Award of Contract

- a) The successful L1 bidder (technical and financial combined) shall be awarded the contract.
- b) The Notification of Award/Letter of Intent/Letter of Award, together with the Tender Document (with any corrigendum issued by LSL), shall constitute the formation of the Contract and shall be binding on the successful bidder.

11. Signing of Contract

1. Signing of the Agreement shall constitute the award of the contract on the bidder.
2. Upon the successful bidder furnishing the Performance Security, the Headmaster, The Lawrence School, Lovedale shall discharge the bid security.

12. Annulment of Award

Failure of the successful bidder to comply with the requirements of the tender terms and conditions shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security. In such an event, the Headmaster, The Lawrence School, Lovedale may award the contract to any other bidder at his discretion or call for new bids.

13. Right to Accept/Reject Any or All Bids

LSL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of work, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for LSL's action.

14. Cancellation of Bid

The Headmaster, The Lawrence School, Lovedale reserves the right to cancel the tender partly or fully without assigning any reason. Any clause of the tender may be relaxed by the Headmaster, The Lawrence School, Lovedale.

SECTION III – GENERAL CONDITIONS OF CONTRACT

1. While submitting the tender, tenderers are deemed to have read, understood and accepted all terms and conditions stated in the tender document, and shall comply with the same.
2. Each page of the tender and all its annexures shall be signed and stamped by the authorized representative of the tenderer in token of acceptance of all terms and conditions. No page shall be removed or detached from the tender document.
3. All entries in the tender form shall be legible and filled in clearly. Any overwriting or cutting, which is unavoidable, shall be countersigned by the authorized signatory.
4. Tenders incomplete in any form shall be rejected outright.
5. Conditional tenders shall be rejected outright.
6. Annexures received without the signature of the authorized person will not be entertained and shall be rejected summarily.
7. Tenders not received in the prescribed format shall be ignored and no correspondence in this regard shall be entertained. Telegraphic/Telex/Fax/Email/Letterhead/Quotation submissions will not be accepted.
8. This tender or contract is non-transferable.
9. Rates quoted by the selected firm and approved by this office shall remain valid throughout the contract period. Requests to increase rates during the currency of the contract shall not be considered.
10. Corrupt or Fraudulent Practices:
 - a) Bidders shall observe the highest standard of ethics during the execution of the contract.
 - b) LSL will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the work.
 - c) LSL may declare a firm ineligible, either indefinitely or for a stated period, to be awarded a contract if it determines at any time that the firm engaged in corrupt or fraudulent practices in competing for the bid.
 - d) Statutory Deduction: TDS will be deducted as per the Income Tax Act 2025.

Arbitration

- e) In the event of any question, dispute or difference arising under the agreement or in connection therewith (except as to matters for which a specific decision mechanism is provided), the same shall be referred for arbitration to a sole arbitrator mutually agreed upon by both parties. The appointment of the arbitrator shall be in accordance with the Arbitration and Conciliation Act, 1996.
 - f) The arbitrator may, with the consent of both parties, enlarge the time for making and publishing the arbitral award. The provisions of the Arbitration and Conciliation Act, 1996, and any modifications thereof, shall apply to arbitration proceedings under this clause.
 - g) The venue of arbitration proceedings shall be at the office of the Headmaster, The Lawrence School, Lovedale, or such other place as the arbitrator may decide.
11. Indemnity Clause: The selected bidder shall indemnify LSL against all third-party claims of infringement of patent, trademark, copyright or industrial design rights arising from the use of the supplied software, hardware, manpower or related services or any part thereof.

Set Off

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

12. Performance Bank Guarantee (PBG):

1. The successful bidder shall, at its own expense, deposit with LSL, along with the agreement, an unconditional and irrevocable Performance Bank Guarantee from a nationalized bank acceptable to the School, payable on demand, for the due performance and fulfilment of the contract by the bidder.
2. The Performance Bank Guarantee shall be for an amount equivalent to 10% of the contract value. All incidental charges such as premium and commission shall be borne by the bidder.
3. The Performance Bank Guarantee shall remain valid until 3 months after the completion of the contract period.
4. Upon being satisfied that the obligations under the contract have been duly performed, the School shall discharge/return the Performance Bank Guarantee at the end of the contract period. No interest shall be payable on the Performance Bank Guarantee.
5. In the event that the bidder is unable to service the contract(s) for any reason, the School shall invoke the PBG. 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. The School shall notify the bidder in writing within 14 days of exercising this right, indicating the contractual obligation(s) 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, equivalent to any payment made due to inadvertence, error, collusion, misconstruction or misstatement.

SECTION IV – SPECIAL CONDITIONS OF CONTRACT

1. Service Provider's Integrity

The Service Provider is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.

2. Service Provider's Obligations

- 1) The Service Provider shall work closely with LSL staff, act within its own authority and abide by directives issued by LSL.
- 2) The Service Provider shall abide by all applicable job safety measures. It shall free LSL from all demands or responsibilities arising from accidents or loss of life attributable to the Service Provider's negligence. The Service Provider shall pay all indemnities arising from such incidents.
- 3) The Service Provider shall be responsible for managing the activities of its personnel and shall be held accountable for any misconduct.
- 4) The Service Provider shall treat as strictly confidential all data and information about LSL obtained during the execution of its responsibilities and shall not reveal such information to any other party without the prior written approval of LSL.

3. Hardware Installation

The Service Provider shall be responsible for all deliveries, unpacking, assembly, wiring, installation, cabling between hardware units, and connection to power supplies. The Service Provider shall test all hardware operations and carry out all adjustments necessary for successful and continuous operation at all installation sites.

4. Inspections

LSL shall conduct technical inspections as required. The vendor shall provide all necessary assistance to LSL staff to enable periodic technical, administrative and operational verification of the system.

5. Contract Timelines

- a) Time is the essence of the contract.
- b) The contract period commences from the date of acceptance of the Letter of Intent/Letter of Award, and may be extended at the sole discretion of LSL. Rates quoted shall remain valid for the entire period, including any extension.
- c) The successful bidder shall complete the work within the time stipulated by LSL. In case of delay, apart from penalties, Liquidated Damages shall be levied as mentioned in the relevant clause.

6. Liquidated Damages (LD)

- a) Time is the essence of the contract.

- b) Any failure to perform and/or render services on or before the stipulated date shall attract a liquidated damage equal to 0.5% of the value of the defaulted service per week or part thereof, subject to a maximum of 5% of the total contract value.
- c) Liquidated damages shall be recovered from any dues of the successful bidder.

7. Non-Disclosure

The selected bidder shall not, without LSL's prior written consent, disclose the contract or any provision thereof, or any specification or plan, to any person other than a person employed by the bidder in the performance of the contract. Such disclosure shall be made in confidence and only to the extent necessary for the performance of the contract. The bidder shall execute a Non-Disclosure Agreement with LSL.

8. Jurisdiction

The Court of Nilgiris shall have exclusive jurisdiction to entertain disputes between the parties.

9. Force Majeure

In the event of either party being rendered unable by Force Majeure to perform any obligation required under the contract, the affected party's relative obligation shall be suspended for the period during which such cause lasts. The term 'Force Majeure' shall mean acts of God, war, civil riots, fire directly affecting the performance of the contract, floods, and acts and regulations of the respective governments of the two parties.

Upon occurrence of such cause, and upon its termination, the party affected shall notify the other party in writing within 72 hours of the beginning and ending of the cause respectively. The time for performance of the obligation suspended by Force Majeure shall stand extended by the period for which such cause lasts.

The bidder shall be entitled to receive payments for all services rendered and accepted by LSL under the Agreement.

10. Termination

- a) LSL may at any time terminate/cancel the work order if the bidder is unable to provide services as required. Any amount due to the bidder for work executed shall be paid only after due recoveries and after alternate arrangements to complete the work have been made at the selected bidder's cost and risk.
- b) LSL may at any time terminate/cancel the work order by written notice without compensation to the selected bidder if the selected bidder becomes bankrupt or otherwise insolvent, provided that such termination shall not prejudice any right of action or remedy accruing to LSL.
- c) LSL may by written notice terminate/cancel the work order in whole or in part at any time for its convenience. The notice shall specify the extent and effective date of termination/cancellation. LSL reserves the right to: (i) have any portion completed at the work

- order terms and prices; and/or (ii) cancel the remainder and pay the selected bidder an agreed amount for partially completed services.
- d) In the event the bidder's firm/company/organization (or concerned division) is taken over or bought over by another entity, all obligations under the agreement with LSL shall be passed on to the new entity as a condition of the transfer.

11. No Suspension of Work & Risk Purchase

The bidder shall be responsible to LSL for implementation of the contract. In case of non-performance or failure to take proper corrective action within a reasonable period as stipulated by LSL, LSL may, in addition to levying liquidated damages, terminate the contract and award the balance work to any other party at the risk and cost of the defaulting bidder, after giving due notice. The limitation of liability for risk purchase shall be to the extent of the immediate next higher financial quote (total bid value as per price schedule).

12. Memorandum of Agreement

The successful bidder shall sign a Memorandum of Agreement with LSL, if required, at LSL's discretion.

SECTION V – WORK SPECIFICATIONS

The following broad specifications apply to the work to be undertaken:

I. Role of The Lawrence School, Lovedale (LSL)

1. LSL shall provide space for the project work at its offices as specified in the scope of work.
2. LSL shall carry out random checking of the scanned documents and the database to ensure accuracy.
3. LSL shall depute its supervisor(s) at the scanning/data entry site to ensure the safety and security of documents.
4. At the end of the process, LSL shall receive: the original documents, scanned documents on USB Hard Drives (2 copies) and an indexed printout.

II. Role of the Service Provider (SP)

1. Arranging all necessary computing, scanning and printing hardware, along with standby power supply equipment (such as generators and UPS).
2. Arranging the necessary furniture and storage devices at the site.
3. Receiving documents along with covering lists from LSL and maintaining Registers for receipt and subsequent dispatch/handing over to the Authorized Officers of LSL.
4. Ensuring that documents are not damaged, mutilated, defaced or altered in any manner. Scanning equipment shall be of such quality as not to damage documents.
5. Feeding the covering list into the computer and checking documents for discrepancies between the documents and the covering list provided by LSL.

6. Scanning documents and keeping them in the same batches as received, along with the covering list indicating any discrepancies. Un-stapling of documents shall not be permitted.
7. Printing a checklist of data relating to documents to ensure 100% accuracy of the database. The database shall be checked randomly by LSL, and any error found shall be penalized at ₹10 per page. In addition, the Service Provider shall rectify the errors in printed copies in the relevant Registers and update the USB Hard Drives with correct entries.
8. Converting scanned images into PDF files (one PDF file per document). Each page of the PDF file shall contain the document number, year and page number.
9. Writing data to USB Hard Drives, printing documents and checklists, binding them and delivering them to LSL.
10. Ensuring that the entire work of scanning and data entry is done at the site and that no documents are taken out of the site at any time.
11. Developing appropriate software to check for missing or duplicate records and/or scanned images.
12. Employing sufficient personnel to ensure good quality of output.
13. Ensuring full security and confidentiality throughout, as the work involves documents of high sensitivity and responsibility.
14. LSL shall provide the space at no charge. Rates must be quoted taking this into account.
15. Scanning work shall commence within 15 days from the date of receipt of the Contract.
16. The contract period shall be 6 months, with a condition that work must be completed within 120 days from the date of issue of the work order, calculated from the day necessary records are provided by LSL. In the event of insufficient grant allocation, or any other reason, or poor performance by the agency, LSL reserves the right to discontinue the work.
17. The bidder shall move all equipment into the designated premises and undertake the work exclusively at those premises. No documents shall be removed from the premises.
18. All documents are important and may vary in size. Proper care shall be taken during the scanning of every document.
19. The documents are approximately 20–25 years old and may be acidic, brittle or fragile. Additional care shall be taken when handling them during the scanning process.

Other Conditions

- a) Authentication of the said work shall be done by the authorized person in LSL.
- b) Scanned documents shall be periodically subject to quality verification checks.
- c) The bidder may inspect the documents at the LSL office if deemed necessary.
- d) LSL staff shall only hand over documents to the bidder. All processing—including dusting, un-pinning, re-pinning and pagination—shall be performed by the bidder. LSL staff shall provide documents tied in batches.
- e) If the bidder fails to execute the contract, the Security Deposit shall be forfeited and the contract shall be executed at the cost and risk of the defaulting bidder. Alternatively, the offer of the next lowest evaluated bidder may be accepted, and any additional cost over the original lowest tender amount shall be recovered from the defaulting bidder.
- f) The bidder shall use only licensed and authentic software.
- g) Any material required for the work shall not be supplied by LSL.
- h) Any foreign material required shall be obtained at the sole risk and responsibility of the bidder. No assistance or additional charges shall be provided for this purpose.

- i) The bidder shall remove all equipment and vacate the space within 15 days of completion of the work. Failure to do so shall attract rent as prescribed by LSL, to be recovered from dues payable to the bidder.
- j) The bidder shall be held personally responsible for any destruction or mishandling of original documents.
- k) Compensation for any damage to electrical equipment or other immovable property/equipment in the allotted room shall be recovered from dues payable to the bidder.
- l) Upon award of the work, the bidder shall provide a written undertaking that all documents will be restored to their original condition.
- m) All furniture and infrastructure shall be provided by the bidder at its own cost.
- n) The bidder shall submit details, along with photo identity, of all employees who will be working on this assignment, and shall ensure that all employees wear photo identity cards at all times within the work premises.

SECTION VI – FINANCIAL BID

Sl. No.	Size of Page	Rate per Page incl. Pagination Work (₹)
1	A-3	
2	A-4	
3	Legal	

Note: The rate quoted shall be inclusive of all applicable taxes.

Signature of Bidder/Authorized Signatory: _____

Date: _____ Place: _____

Annexure A – 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

Role	Contact No.	Email ID
Service Contact		
Sales Contact		
Alternate Contact		

Bidder's Bank Details

Name of Account Holder	
Bank Name	
Branch Name	
Account Number (SB/CA)	
IFSC Code	

Signature of Authorized Signatory: _____

Official Address: _____ Telephone No.: _____

Annexure B – Bid Form

(To be submitted on the firm's letterhead and signed by an authorized person. Documentary proof of authorization by the Board of Directors to be attached.)

To
The Headmaster,
The Lawrence School,
Lovedale, The Nilgiris.

Ref: Bid Document No. _____ Dated: _____

Sir,

Having examined the bidding documents, the receipt of which is hereby acknowledged, I/We, the undersigned, am/are deemed to have accepted without any deviations the tender scope, validity of quoted rates and all terms and conditions of the tender, and in conformity with the said document.

I/We undertake, if our bid is accepted, to deliver the services in accordance with the delivery schedule specified in the tender documents.

I/We agree to abide by this bid for a period of 90 (Ninety) days after the date of opening, and it shall remain binding upon me/us. I/We undertake that, on completion of the validity period, unless I/We withdraw the bid in writing with a notice of seven working days, it will be deemed valid until formally withdrawn.

I/We hereby declare:

1. That I/we have a team of technically qualified officials and state-of-the-art infrastructure with all facilities specified in the document.
2. I/we hereby offer to supply the goods and services at the prices and rates mentioned in the Financial Bid format.
3. I/we have satisfied ourselves as to the correctness and sufficiency of the contract price to cover all obligations under the contract.
4. I/we enclose herewith the complete Eligibility Criteria Bid as required.
5. I/we have carefully read and understood the terms and conditions of the bid document and the conditions of the contract applicable thereto, and undertake to deliver the services accordingly.
6. I/we undertake that, until a formal work order is prepared and executed, this bid together with your written acceptance thereof and the letter of intent awarding the work order shall constitute a binding contract between us.
7. A Board Resolution/Authorization Letter from the Board of Directors or Power of Attorney is attached, authorizing the bid signing in favour of the bidder's representative who shall sign all pages of the bid.
8. An undertaking on ₹200/- stamp paper in compliance with the tender specifications and terms and conditions is attached.

Dated this _____ day of _____ 2026.

Details of Enclosures: Undertaking to be provided on stamp paper.

Signature of Authorized Signatory: _____

Official Address: _____

Telephone No.: _____ Fax No.: _____

Email: _____

Contact Person Name: _____ Mobile No.: _____

Contact Person Email: _____

Annexure C – Undertaking

(To be submitted on ₹200/- stamp paper issued in the State where the bidder's office is located, duly signed by the authorized signatory of the bidder)

1. I/We hereby undertake that I/we have examined, perused, studied and understood Tender No. _____ dated _____ and _____ any corrigendum/addendum/clarification thereto completely, and have submitted our bid in pursuance of the said documents.
2. I/we undertake that we understand the Scope of Work and requirements of this tender to be indicative and not exhaustive. We understand that the scope of work may undergo minor changes as per prevailing LSL requirements at the time of award and/or signing of contract.
3. I/we undertake that we shall comply with the Scope of Work and requirements and tender terms and conditions completely, and that there are no deviations or submissions of any kind from our side.
4. I/we undertake that we understand that LSL reserves the right to float a separate tender for the scope of work regardless of the outcome of this tender. In such a case, we shall bid separately for that tender and our bid to this tender shall in no case be deemed a bid for the said tender.
5. I/we hereby undertake to provide the services and be the single point of contact for LSL for all services, terms and conditions, and for the entire scope of work as defined in this tender document.
6. I/we hereby undertake that our bid shall be as per the tender document and submitted accordingly. In case of any failure to comply, LSL has the sole discretion to consider or disqualify our bid, and we shall have no claim of any kind in respect thereof.
7. I/we hereby attach the duly signed and stamped tender document as acceptance and compliance of tender specifications and terms and conditions, without any deviations or submissions from our side.
8. I/we hereby undertake that we abide by all terms and conditions mentioned in the tender, along with any corrigendum/addendum, if any.
9. I/we hereby undertake that we shall meet all tender requirements of LSL and shall provide the entire solution as proposed in the bid document during the contract period. In case of default, LSL may levy liquidated damages as per the tender terms and conditions.
10. I/we hereby declare that our company/organization has not been blacklisted, debarred, banned or disqualified by any Government or Government agency, including PSUs, during the last five years.
11. I/we understand that if at any stage during the tenure of the contract it is found that any statement or document submitted by us is false, forged or invalid, LSL has the discretion to terminate the contract and get the work done through a third party as per the risk purchase clause.
12. I/we will not disclose the contract, or any provision thereof, or any specification or plan furnished by or on behalf of LSL, to any person other than a person employed by us in the performance of the contract. For any breach, we shall be solely responsible and unconditionally agree to any liquidated and/or penal provisions levied by LSL in this regard.

Date: _____

Signature of Authorized Signatory: _____

Place: _____

Full Name: _____

Postal

Address: _____