



# THE LAWRENCE SCHOOL

Lovedale, The Nilgiris - 643003

## **NOTICE INVITING TENDER**

**Tender for Engagement of Agency for  
OUTBOUND LEARNING**

**In**

**South India**

**For the students of  
The Lawrence School, Lovedale.**

## **Tender notice**

| Notice Inviting Tender No                                | <b>NIT/LSL/OBL /South India/ 2026</b>                                                         |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Tender Inviting Authority                                | The Lawrence school, Lovedale                                                                 |
| Place of availability of Tender Documents (NIT)          | <a href="http://www.thelawrenceschool.org/tenders">www.thelawrenceschool.org/tenders</a>      |
| Name of the Project Work                                 | Engagement of Agency for Outbound Learning for the students of The Lawrence School, Lovedale. |
| Address to send Prebid queries                           | doa@thelawrenceschool.org<br>purchase@thelawrenceschool.org                                   |
| Place for submission of bids                             | The Lawrence School, Lovedale                                                                 |
| EMD Amount                                               | Rs.5,00,000/-                                                                                 |
| Performance Bank Guarantee                               | 10% of the contract value.                                                                    |
| Address for communication                                | The Headmaster, The Lawrence School, Lovedale,<br>The Nilgiris, Tamil Nadu- 643003            |
| LSL would endeavour to adhere to the following schedule: |                                                                                               |
| <b>Event</b>                                             | <b>Date – Deadline</b>                                                                        |
| Release of NIT                                           | 10.08.2026                                                                                    |
| Pre-bid queries (On Call)                                | 14.08.2026                                                                                    |
| Last date and time for submission of bids                | 24.08.2026                                                                                    |
| Opening of Tender                                        | Will be intimated later                                                                       |

Telephone: **94420 84669**/ 0423-2453307

email: [doa@thelawrenceschool.org](mailto:doa@thelawrenceschool.org), [pc@thelawrenceschool.org](mailto: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.

## INDEX

| Sl. No. | Description                                           | Page Number |
|---------|-------------------------------------------------------|-------------|
| 1       | Section I – Introduction & Scope of Work              | 5-6         |
| 2       | Section II – Pre-qualification & Eligibility Criteria | 7           |
| 3       | Section III - Instructions to Bidders                 | 8-12        |
| 4       | Section IV - General Conditions of Contract           | 13-15       |
| 5       | Section V - Special Conditions of Contract            | 16-23       |
| 6       | Section VI – Price Schedule & Financial Bids          | 24          |
| 7       | Annexure-A – Bidder information Sheet                 | 25          |
| 8       | Annexure-B – Bid Form                                 | 26-27       |
| 9       | Annexure-C - Undertaking                              | 28-29       |
| 10      | Annexure-D – Eligibility Criteria Compliance Form     | 30-31       |
| 11      | Annexure-E – Technical Evaluation Method (QCBS)       | 32-33       |

## **SECTION I – INTRODUCTION & SCOPE OF WORK**

### **Introduction:**

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

### **Scope of Work:**

It has been decided to organize an **OUTBOUND LEARNING** (hereinafter referred to as OBL) experience for the students of The Lawrence School for the academic year 2026-27 commencing from **27.09.2026 to 01.10.2026**

Accordingly, The Lawrence School, Lovedale (hereinafter referred to as LSL) invites Tenders from reputed agencies, having experience of similar works and financially sound bidders meeting eligibility criteria as per detailed pre-qualification conditions for carrying out the mentioned assignment.

The Schedule of OBL program is as below:

| Class | Boys | Girls | Places of visit          | Mode of Transport |
|-------|------|-------|--------------------------|-------------------|
| V     | 35   | 36    | Mysore                   | Road              |
| VI    | 59   | 41    | Malampuzha - Cochin      | Road              |
| VII   | 81   | 44    | Trichur                  | Road              |
| VIII  | 93   | 46    | Thanjavur                | Road              |
| IX    | 73   |       | Chennai - Puducherry     | Air/Road          |
| IX    |      | 52    | Madurai - Rameswaram     | Road              |
| X     | 68   | 45    | Mysore & Hampi           | Road              |
| XI    | 42   |       | Mangaloe - Shimoga       | Train / Road      |
| XI    |      | 26    | Trivandrum - Kanyakumari | Road              |

**Note: The number of participants may vary at the time of commencement of OBL.**

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

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

- A. EMD as mentioned in page 2 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.
- B. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract.
- C. It shall be refunded to the successful Tenderer on receipt of Performance Bank Guarantee (PBG).
- D. No interest is payable on the EMD/PBG.

## **SECTION II – PRE-QUALIFICATION AND ELIGIBILITY CRITERIA**

The following are the Minimum Pre-qualification for acceptance of bid. Any bid not fulfilling any of the pre-qualification/ eligibility criteria shall be summarily rejected. The said Criteria as detailed along with documents which need to be submitted in proof of compliance to each of the criterions is detailed below:

Bidder should be a Registered Company/Institutions etc.

1. **(Attach valid Certificate of Registration etc. issued from Govt. of India/State Govt.)**

2. The Bidder should submit the **EMD of ₹5,00,000/- (Rupees Five lakh Only)** in form of Demand Draft/Banker's Cheque drawn from a Indian Scheduled Commercial Bank in favour of 'The Lawrence School, Lovedale' payable at New Delhi.

3. The Bidder's **Average Annual Turnover** for the last 3 financial years (audited) should be **Rs.30 Lakhs. (Attach valid copy of Audited Balance Sheets/IT Returns of last 3 years)**

4. The Bidder should have **minimum 3 Years of experience** (ending last date of bid submission) in organizing Outbound / Experiential learning programs for School/College students.

**(Attach copy of valid Offer Letters/ Experience Certificates for similar training programs from the client)**

5. Bidder shall submit valid documentary proof of **GST** and the details of Income Tax Registration number (**PAN**).

**(Attach valid documentary proof in this regard)**

6. Bidder must **not have been blacklisted by any Government Department/Regulatory body/PSU/ PSU Banks/Autonomous Bodies/Statutory Bodies in India** at the time of submission of bid.

**(Attach self-declaration by authorized signatory).**

7. The bidder shall be the **Single Point of Contact** for LSL and shall be solely responsible for providing services, support etc. including no conflict of interest with the said assignment in case and/ or the same is established.

**(Attach self-declaration by authorized signatory).**

8. Undertaking on Compliance of Tender Scope/Specifications and Terms & Conditions of Tender Document **(to be executed on ₹100 stamp paper duly notarized)**. This will be accompanied by duly signed and stamped original tender document deemed to be acceptance of Tender Specifications & Terms and Conditions.

**Note:** 1. The bidder must fulfill the above eligibility criteria conditions. Bid of the bidders not fulfilling the prequalification conditions given above are liable to be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.

2. LSL reserves the right to verify/confirm all original documentary evidence including references and clients as submitted by bidders in support of the above-mentioned clauses of eligibility criteria.

## **SECTION III - 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, in no case, will be responsible for these costs regardless of the conduct or outcome of the bidding process.

### **2. Tender Fees /Document Cost (Non-Refundable):**

Rs. 590/- including GST 18% (Five Hundred Ninety only). Cost in form of Demand Draft/Cash /Bankers Cheque drawn on any nationalized bank in favour of The Lawrence School, Lovedale. Party downloading the form from website shall have to deposit the same along with Bid Document as prescribed in above manner.

### **3. Bid Documents:**

3.1 The bidder is required to examine all instructions, forms, terms and conditions in the Bid documents. Failure to furnish all and/or any of the information required and/or Ambiguous/False/Incorrect information and/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.

3.2 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.

### **4. 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.

## 5. Invitation to Bid:

Bids should be submitted in two parts:

### Part I: Technical Bid containing:

- EMD
- Eligibility Criteria Compliance Form
- Technical Bid form
- Additional Technical Qualification compliance
- Sealed and signed copy of Tender Document in token of acceptance of all tender terms & conditions;

### Part 2: Financial Bid

## 6. Bid Security:

6.1 The bidder shall deposit **Rs.5,00,000/- (Rupees Five lakh only) as Bid Security (EMD)**. 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.

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

6.3 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. No interest is payable on Bid Security (EMD).
- c. 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.

7. 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.**

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

## **8. Submission of Bid:**

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.).

Hard copies of the bids duly super scribed as **“Tender for OBL”** shall be delivered (by post/courier/manually) to the following address latest by the stipulated time & dated mentioned in the tender document:

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

Any bid received after the dead line for submission of bids shall be rejected.

## **9. Bid Validity:**

- a. The bids will be valid for a period of 90 (Ninety) days from the last date of submission of bid.
- b. Notwithstanding clause (a) above, LSL may solicit the bidder's consent to an extension of the period of bid validity. A bidder will neither be required nor permitted to modify its bid, while confirming extension of bid validity.
- c. A bidder may refuse the request, in which case, the bid shall be considered as withdrawn and LSL shall return/refund the bid security (EMD) at the earliest to the bidder.

## **10. Bid Opening:**

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

## **11. Evaluation:**

- 11.1 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.
- 11.2 The technical bids will be opened first and the commercial bids of only those technically qualified bids will be opened later on a given date and time.
- 11.3 The bids will be evaluated on **QCBS (Quality and Cost Based Selection)** basis as

per prescribed **Annexure-E**, 70% weightage will be given for technical bid and 30% weightage will be given for financial bid. The financial bid in respect of the successful technical bid only will be opened. The bidder having highest marks in total of technical and financial marks will be awarded the contract.

11.4 During evaluation of the bids, the LSL may at its discretion, ask the Bidder for clarification of its bid. The bidder has to submit the clarification as desired by LSL within the specified time period. 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.

11.5 No Bidder shall contact the LSL on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the LSL, it should be done in writing.

11.6 Unsolicited clarification to the Bid and/or changes in price during its validity period would render the Bid liable for outright rejection.

## **12 Award of Contract:**

- a. The successful bidder having highest marks in total of technical and financial marks will be awarded the contract.
- b. The notification of Award/Letter of Intent/Letter of Award along with Tender Document (with corrigendum, if any, issued by LSL) will constitute the formation of the Contract and shall be binding on the successful bidder.

## **13 Signing of Contract:**

13.1 Signing of Agreement shall constitute the award of hiring contract on the bidder.

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

#### **14 Annulment of Award:**

Failure of the successful bidder to comply with the requirement of Tender terms and conditions 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.

#### **15. 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 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.

#### **16. Cancellation of bid:**

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

## **SECTION IV - GENERAL CONDITIONS OF THE CONTRACT**

1. While submitting the tender, the tenderers will be **deemed to have read, understood and accepted** all the terms 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. 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 is engaged in corrupt or fraudulent practices in competing for the work in question.

- c. LSL will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a work if it at any time determines that the firm was engaged in corrupt or fraudulent practices in competing for the bid.

**12. 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.

**13. 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 etc. and related services or any part thereof.

**14. 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.

**15. PERFORMANCE BANK GUARANTEE (PBG):**

1. The successful bidder shall at their own expenses deposit with LSL, 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 V - SPECIAL CONDITIONS OF THE CONTRACT**

### **1. Eligibility Criteria & Technical Bid:**

The Part I Bid shall consist of:

- a. Original Earnest Money Deposit DD.
- b. Bid form as per prescribed Annexures along with Undertaking on Compliance of Tender Specifications & Terms and Conditions of Tender Document. This will be accompanied by duly signed and stamped original tender document deemed to be acceptance of Tender Specifications & Terms and Conditions.
- c. Eligibility Criteria Compliance as per prescribed Annexure along with all necessary Documentary proof/Certificates/Undertakings/Financial Statements etc.
- d. Technical Specifications including QCBS Compliance Form and related supporting documentations.
- e. The Technical bid prepared by the bidder shall have the Table of Contents (Index) as first page.
- f. It is desirable that the bidder is ISO 9001-2000/Bs 15000/equivalent or above certified company. Attach documentary proof, if any.

### **2. Instructions for Financial Bid:**

- a. The financial bid shall indicate the Unit prices and applicable GST separately for the goods & services under the contract.
- b. The quoted prices should be firm and inclusive of charges for all activities in scope of work for all services and all other expenses related with the visits of Bidder's personnel in connection with the performance of the contractual obligations by the Bidder. Payment will be made as per the quoted price (all-inclusive).
- c. Quoted prices shall also be inclusive of all cost towards carrying out any ancillary services/works, surveys, site visits by bidder's personnel, boarding, lodging, incidental expenses etc. required for the OBL period and successful assignment completion.
- d. All costs and charges, related to the bid, shall be expressed in Indian Rupees only.

- e. The bidder should not assign and/or sublet the empanelment or any part of it to any other agency in any form. Failure to do so shall result in termination of contract and forfeiture of security deposit/performance guarantee etc.
- f. No deviations from these terms and conditions will be accepted. Any violation thereof will lead to rejection of the bid and forfeiture of EMD/Performance Bank Guarantee,
- g. The bid shall contain no interlineations, erasures or overwriting, except to correct errors made by the Bidder, in which case the person or persons signing the bid shall initial such corrections, in case of a failure to comply the bid shall be summarily rejected.

**3. Tender Clarifications prior to bid submission:**

- a. Any Clarification/Corrigendum/Addendum etc. will be posted on the LSL website viz., [www.thelawrenceschool.org](http://www.thelawrenceschool.org) and no individual communication will be sent. Posting on the website would be deemed as if LSL having communicated to all prospective bidders.
- b. The Clarifications/Corrigendum/Addendum etc. thus communicated will form an integral part of the TENDER and succeed the relevant clauses for future reference.
- c. Any irrelevant/ ambiguous/ mischievous/ hampering public procurement etc. clarification as determined by LSL at its sole discretion will not be entertained and may not be clarified and/or deliberated upon. No representation in this regard in any manner and/or form shall be entertained and such bidder may be considered by LSL for debarment from bidding process.

**4. Functional Guarantees:**

The bidder guarantees that, once the system/solution goes live, it represents a complete solution to the LSL's requirements set forth in the Scope of Work and it conforms to all other aspects of the Contract. If the execution/process/system fails in Acceptance, due to reasons entirely attributable to the bidder, the LSL may consider termination of the Contract and forfeiture of EMD/Performance Bank Guarantee in compensation for the extra costs and delays likely to result from this failure.

## 5. Payment Terms:

The terms of payment for the performance of the contract shall be made by LSL as per the conditions specified hereunder;

- a. Advance payment of **40% only** (as per Rule 172 of General Financial Rules 2017) will be made to the successful bidder on entering into agreement and on payment of Performance Bank Guarantee.
- b. Out of balance of 60% of payment, an amount equivalent to 50% will be paid on successful completion of OBL program and remaining 10% will be released after deduction towards penalties, liquidated damages, if any.
- c. As far as LSL is concerned, the successful bidder will be the **SINGLE POINT CONTACT** for all payments. It is the responsibility of the successful bidder to settle all the payments relating to the procurement of goods/services/accommodations/ transport of road/air charges etc. and make final claim to the LSL on completion of the OBL program.
- d. Payments shall be subject to deductions of any amount for which the successful bidder is liable under the agreement against the respective purchase/work order. Further, all payments shall be subject to deduction of TDS (Tax Deduction at Source) as per the Income Tax Act 1961 and any other taxes.
- e. All the payments to the successful bidder shall be released through electronic transfer. The successful bidder shall have to open and maintain suitable accounts for electronic transfer.
- f. Statutory deductions like Income Tax, Corporate Tax etc. deducted at source. Necessary certification shall be issued by LSL for the amounts deducted at source. The bidders shall have valid Permanent Account Number issued by Income Tax Authorities.

## 6. Contract Timelines:

- a. Time is essence of the contract.
- b. Contract period from the date of acceptance of Letter of Intent/ Letter of Award, which can be extended at the sole discretion of LSL. Rates quoted shall be valid for the entire period including the extended period, if any.

- c. Individual Timelines for Outbound Program will be as per LSL requirement.
- d. The successful bidder shall complete the work as per scope of work within a time bound manner as required/stipulated by LSL. In case of delay in services or meeting timelines/deadlines stipulated by LSL, apart from imposing penalties as decided by LSL the Liquidated Damages shall be levied as mentioned in relevant clause(s).

**7. Liquidated Damages (LD):**

- a. Time is the essence of the contract.
- b. The successful bidder must complete the said work as per the specified schedule. Any failure to perform and/or render services on or before the stipulated date will entail a liquidated damage equal to 0.5% of the value of the defaulted service per week or part thereof subject to maximum 5% of total contract value.
- c. Liquidated damages will be recovered from any dues of the successful bidder.

**8. Labour & Industry Laws:**

- a. It shall be the sole liability of successful bidder to obtain and to abide by all necessary licenses/permissions from the authorities concerned as provided under the various labour license(s) obtained as per the provisions of the Contract Labour (Regulation & Abolition) Act 1970.
- b. The successful bidder shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provision Act, 1952, the Employees State Insurance (ESI) Act, 1948, the Contract Labour (Regulation of employment & conditions of services) Act, 1979, the Minimum Wages Act, 1948, the payment of Wages Act, 1936, the Workmen's Compensation Act, 1923, and other relevant Acts, Rules and Regulations enforced from time to time.
- c. The successful bidder shall be responsible for required contributions towards P.F., Pension, ESI or any other statutory payments to be made in respect of the contract and the personnel employed for rendering service to LSL and shall deposit these amounts on or before the prescribed dates. The bidder shall also be responsible to pay and

administrative/inspection charges thereof, wherever applicable, in respect of the personnel employed by him for the works of LSL.

- d. The bidder shall be solely responsible for timely payments of wages and other dues to the personnel deployed by him. The bidder shall be directly responsible and indemnify LSL against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by him.
- e. In case ESI is not applicable, bidder before commencement of OBL program, shall submit Insurance Policy under Workmen's Compensation Act, 1923 covering all his employees to be deployed for execution of the contract.

**9. Safety regulations:**

- a. In respect of all labour, directly employed in the work for the performance of Bidder's part of the contract, the bidder shall at his own expense arrange for all the safety provisions as per safety codes of Indian Standards Institution.
- b. The bidder shall be responsible for the safety of all the students and teachers of the LSL during the entire duration of the OBL program.

**10. Accommodation during OBL:**

- a. All the teachers and students of the LSL shall be accommodated in 3- or 4-star hotels in the touring stations during the OBL.
- b. As far as possible all the students and teachers of LSL shall be ensured to be accommodated in the same floor (1<sup>st</sup> or at the most 2<sup>nd</sup> floor) of the hotels during the OBL.
- c. The students of LSL shall not be allotted the rooms in the same floor where the BAR of the hotel is functioning.
- d. As far as possible Girl students and boy students are to be accommodated in different floors of the hotels.
- e. Accommodations in hotels shall be on twin sharing basis.

**11. Non-Disclosure:**

The selected bidder shall not, without LSL's prior written consent, disclose the contract, or any provision thereof, or any specification, plan etc. to any person other than a person employed by the bidder in the performance of the contract. Disclosure to any such employed person shall be made in

confidence and shall extend only so far as may be necessary for purposes of such performance. Bidder has to sign a Non-Disclosure agreement with LSL.

#### **12. Jurisdiction:**

The court of Nilgiris will have exclusive jurisdiction to entertain the disputes between the parties.

#### **13. Force Majeure:**

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the contract, Floods and Acts and Regulations of respective government of the two parties, namely LSL and the contractor.

Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the beginning and ending of the cause respectively.

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

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

#### **14. Cancellation of the Program:**

LSL reserves the right to cancel the program in the event of unforeseen circumstances. In such a case,

- i) an intimation regarding cancellation of the program will be given to the successful bidder **ONE WEEK before** the scheduled date of commencement of the program.

- ii) The expenditure incurred by the successful bidder towards booking of air tickets and other incidental expenses incurred relating to the program will be reimbursed by LSL to successful bidder on production of necessary documentary proofs.

**15. Termination:**

- a. LSL may at any time terminate/cancel the work order, if the bidder is unable to provide the services as per the same. In such cases, if any amount is due to the bidder on account of work executed by him, if payable, shall be paid to him only after due recoveries as per the provisions of the tender document and after alternate arrangement to complete the work has been made at the selected bidder's cost and risk.
- b. LSL may at any time terminate/cancel the work order by giving written notice to the selected bidder, without compensation to the selected bidder, if the selected bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to LSL.
- c. LSL may by written notice sent to the selected bidder, terminate/cancel the work order in whole or in part at any time of its convenience. The notice of termination/cancellation shall specify that termination/cancellation is for LSL's convenience, the extent which performance of work order under work is terminated/cancelled, and the date upon which such termination/cancellation becomes effective. LSL reserves the right to elect;
  - i) to have any portion completed at the work order terms and prices and/or
  - ii) to cancel the remainder and pay to the selected bidder an agreed amount for partially completed services.
- d. In the event the bidder's firm/company/organization or the concerned division of the firm/company/organization is taken over/bought over by another firm/company/organization, all the obligations under the agreement with LSL, should be passed on the compliance by the new firm/company/organization and/or new division in the negotiation for their transfer.

**16. No Suspension of Work & Risk Purchase:**

It shall be agreed upon that the bidder will be responsible to LSL for implementation of the contract. In case of non-performance of contract by the bidder or the bidder fails to take proper corrective action to perform the contract satisfactorily within a reasonable period as given by LSL, LSL in addition to levy of liquidated damages, may terminate the contract and award the same to any other party at the risk and cost of the bidder for carrying out the balance work after giving due notice to the bidder. The limitation of liability of the bidder in case of risk purchase will be to the extent of immediate next higher financial quote (total bid value as per price schedule). The percentage of liability of Risk Purchase will be quantified while placing the letter of award.

**17. Memorandum of Agreement:**

Successful bidder has to sign into Memorandum of Agreement with LSL, if required, as per discretion of LSL.

**18. As per Manual of Procurement for Non Consultancy Services 2025,****Para 7.6 (7)**

Sudden quantity reduction/increase or splitting of quantity work at the time of award: Many organization's have provisions for change/ splitting in the bid quantity at the time of award. Some organization's vary quantity even without such provisions.

## **SECTION VI – PRICE BID/FINANCIAL SCHEDULE**

| Place of visit           | Indicative quantity  | Basis of charge                                                                                                                  | Cost per student (all including GST) | Total cost in INR (all-inclusive GST) |
|--------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------|
| Mysore                   | 71students x 4N-5D   | Cost per student per day: all inclusive (i.e., snacks, travel cost, lodging, meals, etc. of students/teachers) and including GST |                                      |                                       |
| Malampuzha               | 100 students x 4N-5D |                                                                                                                                  |                                      |                                       |
| Trichur                  | 125 students x 4N-5D |                                                                                                                                  |                                      |                                       |
| Thanjavur                | 139 students x 4N-5D |                                                                                                                                  |                                      |                                       |
| Chennai - Puducherry     | 73 students x 4N-5D  |                                                                                                                                  |                                      |                                       |
| Madurai Rameswaram       | 52 students x 4N-5D  |                                                                                                                                  |                                      |                                       |
| Mysore - Hampi           | 113 students x 5N-6D |                                                                                                                                  |                                      |                                       |
| Mangalore - Shimoga      | 42 students x 4N-5D  |                                                                                                                                  |                                      |                                       |
| Trivandrum - Kanyakumari | 42 students x 5N-6D  |                                                                                                                                  |                                      |                                       |

**GST HSN code:**

**Total Cost: Rs.\_\_\_\_\_ (Rupees\_\_\_\_\_)**

**Note:**

- 1. The numbers mentioned in column 2 may vary as per requirement of LSL.**
- Prices quoted are in Indian Rupee only. The pricing should be as per the technical compliances including and all envisaged costs apart from GST. GST should be exclusives of the above cost and must be quoted separately.
- Quoted price is inclusive of all other charges (except GST) required for satisfactory completion of work as per scope of work, specifications, timelines and terms & conditions.
- The above quoted rates are valid for a period of 90 days from the last date of bid submission.

5. Under no circumstances any extra/additional taxes, duties, levies etc. shall be payable to the bidder by LSL unless such a tax, duty or levy has been newly introduced and notified by the Govt. post Bid submission date.
6. The bidder shall be deemed to have noted the award/evaluation criteria and all tender conditions and agreed to the same.
7. Normally the HSN Code & applicable GST rate shall be same in case of all the bids. However, in case of difference, the same will be taken as ascertained by LSL and will be acceptable to the bidder.

**Signature of Bidder/Authorized Signatory**

**Date:**\_\_\_\_\_

**Place**\_\_\_\_\_

**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 Authorized Signatory**  
**Official Address:**\_\_\_\_\_

**Telephone No.**\_\_\_\_\_

**BID FORM**

(To be submitted on the firm's letter head and signed by an authorized person –  
Documentary proof authorizing the person by the bidder 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 is deemed to have accepted without any violations and/or deviations etc. pertaining to the tender scope, validity of quoted rates in line & pursuance to the schedule of requirements & 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 for opening and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period. I/We undertake that on completion of the validity period, unless I/We withdraw my/our bid in writing by giving a notice of seven working days, it will be deemed to be valid until such time that I/we formally withdraw my/our bid.

Herein, I/We declare:

1. That I/we have a team of technically qualified officials and have 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 by me/us in the Financial Bid format/Schedule.
3. I/we have satisfied itself as to the correctness and sufficiency of the Contract Price cover all its obligations under the Contract.
4. I/we enclose herewith the complete **Eligibility Criteria Bid** as required by you.

5. I/we have carefully read and understood the terms and conditions of the bid document and the conditions of the contract applicable to the bid document and we do hereby undertake to deliver the services as per the terms and conditions.
6. I/we do hereby undertake, that, until a formal work order is prepared and executed, this bid together with your written acceptance thereof and placement of 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 for authorizing the Bid signing in favour of Bidder representative who would be signing all the pages of the bid.
8. An undertaking in Rs.100/- stamp paper on compliance of tender specification 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 of Bidder

Official Address:\_\_\_\_\_

Telephone No.\_\_\_\_\_

Fax No.\_\_\_\_\_

Email:\_\_\_\_\_

Contact person Name:\_\_\_\_\_

Contact person Mobile No.\_\_\_\_\_

Contact person email:\_\_\_\_\_

**UNDERTAKING**

(To be submitted on Rs.100 stamp paper issued in the State where 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 the Tender No.\_\_\_\_\_ dated\_\_\_\_\_ and any corrigendum/addendum/clarification etc. completely and have submitted my/our bid in pursuance to the said documents.
2. I/we undertake that I/we understand that the Scope of Work and Requirement of this tender is indicative only and not exhaustive in any manner. I/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 there are no deviations and/or submissions and/or clarifications of any manner and/or sort and/or kind in this regard from my/our side.
4. I/we undertake that I/we understand that the LSL reserves the right to float a separate tender for the scope of work and requirements as mentioned in this tender irrespective of the outcome of this tender. I/we understand that in such a case I/we shall bid separately for that tender and in no case our bid to this tender shall be deemed as a bid for the said tender.
5. I/we hereby undertake to provide the services and undertake to be the single point of contact for LSL for all services, terms and conditions and for the entire scope of work and requirements as defined in this tender document.
6. I/we hereby undertake that I/we do understand that my/our bid should be as per the tender document and should be accordingly submitted to the LSL. In case of a failure to comply and/or a variation the LSL has got sole discretion to consider or disqualify my/our bid for the aforementioned tender and I/we shall be not having any claim of any sort/kind/form on the same.

7. I/we hereby attach the duly signed and stamped tender document as an acceptance and compliance of tender specifications and terms & conditions with the technical response without any deviations and/or submissions and/or clarifications of any manner and/or sort/kind in this regard from my/our side.
8. I/we hereby undertake that we abide by all the terms and conditions mentioned in the tender along with corrigendum/addendum, if any.
9. I/we hereby undertake I/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 a default LSL can levy liquidated damages on me/us as per tender terms and conditions.
10. I/we do hereby declare that our company/organization has not been blacklisted, debarred, banned or disqualified by any Government or any Government agencies including PSUs during a period of last five years.
11. I/we understand that at any stage during the tenure of the contract if it is found that any statement or document submitted by me/us is false/forged/invalid, LSL has discretion to terminate the contract and get the work done through third party as per the risk purchase clause mentioned in this tender.
12. I/we will not disclose the contract, or any provision thereof, or any specification, plan etc. furnished by or on behalf of LSL or get access to in connection therewith, to any person other than a person employed by me/us in/for the performance of the contract. For any breach I/we shall be deemed to be solely responsible for the same and unconditionally agree to any liquidated and/or penal provisions levied on me/us in this regard by LSL without any contest from my/our side.

**Date:**

**Signature of Authorized Signatory**

**Place:**

**Full Name:**

**Postal Address:**

## Annexure – D

### Minimum Pre-Qualification / Eligibility Criteria Compliance Form for acceptance of bid

| Sl. No. | Eligibility Criteria                                                                                                                                                                                                                                                             | Yes/No | Supporting Documents | Page No. |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------|----------|
| 1       | Bidder should be a <b>Registered Company/Institution</b> etc.<br>(Attach valid certificate of registration etc. issued from Govt. of India/State Govt.                                                                                                                           |        |                      |          |
| 2       | The bidder should submit the <b>EMD of Rs 5,00,000 (Rupees Five lakh only)</b> in form of DD/Banker's Cheque drawn from a Nationalized/Scheduled Bank in favour of 'The Lawrence School, Lovedale'                                                                               |        |                      |          |
| 3       | The bidder's <b>Average Annual Turnover</b> for the last 3 financial years (audited) should be <b>Rs.30 lakhs</b> . (Attach valid copy of Audited Balance Sheets/IT Returns)                                                                                                     |        |                      |          |
| 4       | The bidder should have <b>minimum 3 years' experience</b> (ending last date of bid submission) in organizing Outbound Learning Programs for School/College students. (Attach copy of valid Offer letters/Experience Certificates for similar training programs from the clients. |        |                      |          |
| 5       | Bidder shall submit valid documentary proof of <b>GST</b> and details of Income Tax Registration number ( <b>PAN</b> )- (Attach valid documentary proofs)                                                                                                                        |        |                      |          |
| 6       | Bidder must <b>not have been black listed</b> by any Govt. Department/Regulatory Body/PSU etc. in India at the time of submission of bid. (Attach self-declaration by Authorized Signatory)                                                                                      |        |                      |          |

|   |                                                                                                                                                                                                                                                                                                          |  |  |  |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 7 | The bidder shall be the <b>Single Point of Contract</b> for LSL and shall be solely responsible for providing services, support etc. including no conflict of interest with the said assignment in case and/or the same is established.<br>(Attach self-declaration by Authorized Signatory)             |  |  |  |
| 8 | Undertaking on Compliance of Tender Scope/Specifications and Terms & Conditions of Tender Document <b>(to be executed on Rs.100 stamp paper)</b> . This will be accompanied by duly signed and stamped original tender document deemed to be acceptance of Tender Specifications and Terms & Conditions. |  |  |  |

**Signature of Authorized Signatory**

**Name of Signatory:**\_\_\_\_\_

**Date:**\_\_\_\_\_

**Place:**\_\_\_\_\_

**Company Name:**\_\_\_\_\_

**Company Seal.**

**TECHNICAL EVALUATION OF BID (QCBS)**

The technical proposals of only those bidders shall be opened who have satisfied the pre-qualification criteria. As part of technical bid evaluation, the proposal submitted by the bidders shall be evaluated basis the following parameters:

**(a) Criteria for 70 Marks: Technical Evaluation:**

| <b>Sl. No.</b> | <b>Parameter</b>                                                                                                           | <b>Max. marks</b> | <b>Marks for each parameter</b>                                                      |
|----------------|----------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------|
| 1              | No. of Outbound Learning Trainings conducted for a batch of minimum 20 participants conducted <b>in preceding 3 years.</b> | 20                | 2 marks of each                                                                      |
| 2              | No. of clients for Outbound Learning Trainings (Schools, Colleges, Government organizations etc.)                          | 10                | 1 mark for each                                                                      |
| 3              | No. of faculties/trainers with the bidder (atleast with 5 years' experience)                                               | 10                | 2 for each 10+ years' experience;<br>1 for each 5-10 years' experience               |
| 4              | Average Annual Turnover for last 3 years                                                                                   | 10                | 2 marks for qualifying turnover & 1 mark for every additional Rs.10 lakhs (pro-rata) |
| 5              | Outbound Learning approach/ plan and availability of infrastructure (based on presentation before committee)               | 20                | To be evaluated by the Committee nominated by the competent authority                |

In this regard, the following documents are required to be submitted:

- i) Certificate of Registration etc.
- ii) Audited Balance Sheets/ IT returns for last 3 years.
- iii) Offer Letters/Experience Certificates from clients.
- iv) Self-attested Resume of faculties.
- v) Self-attested Proof/Document of Campus/Camp sites claimed by bidder along with infrastructure details.

**(b) Balance 30 marks shall be based on quoted financial bid with reference to the lowest price bid.**

## **Selection Method**

### **(QCBS with criteria 70:30)**

1. The bid evaluation shall be based on Quality and Cost Based Selection (QCBS) method with
  - 70% weightage to Technical Score (St) and
  - 30% weightage to Financial Score (Sf).
2. The Technical Score (St) will be the sum of scores awarded based on criteria mentioned in above table.
3. The Financial Score (Sf) shall be awarded as follows:
  - Proposal with the lowest Basic Price (L1) shall be given 100 Financial Score (Sf) points.
  - The Financial Scores of other proposals shall be computed as follows:  
$$Sf = 100 \times Fm/F$$
where Fm = Basic Price quoted by the Lowest Bidder (L1) and F = Basic Price quoted by the respective bidder.
4. Combined Total Score Evaluation – The total combined score shall be obtained by weighting the technical and financial scores and adding them i.e.,  
$$\text{Total Combined Score (CS)} = St \times (0.7) + Sf \times (0.3)$$
For example, if the total Technical Score is 80, Financial Score is 90, then the Total Combined Score (CS) works out to  
$$CS = (80 \times 0.7) + (90 \times 0.3) = 83.$$
5. Scores will be calculated up to two decimal points only.
6. The successful bidder shall be the bidder scoring highest Total Combined Score (CS). In the event of tie in CS score, the bidder with higher Technical Score shall be treated as the successful bidder. In case of tie of Technical Score too, then the Bidder with higher Financial Score shall be treated as successful bidder.

### **Preferred Sample Menu:**

1. Three main meals & Two Snacks.
2. Sufficient drinking water to be made available during journey and Places of stay.

### **Breakfast:**

1. Bread toast/Jam/Egg/Cheese/Juice/Cornflakes
2. Poori/Dosa/Idly/Appam/Roti/Parathas
3. Coffee/Milk/Tea/Flavored Milk

4. **Mid-Morning Tea:** Tetra Packet Juice & Biscuits

5. **Lunch:** Rice/Roti/Dal/Paneer/Chicken/Fruit/Salads/Vegetable/Ice cream/Sweet.

6. **Evening Tea:** Indian Fried Snacks/Tea/Coffee/Juice

7. **Dinner:** Soup /Biryani/ Variety Rice/ Naan/ Paratha/ Chicken/Paneer/ Pudding/ Ice-cream/ Sweet.

### **8. Local Delicacies to be provided**

Note: Breakfast/Lunch/Dinner may require enroute: Hotel name needs to be specified

## **REQUIREMENTS**

Please consider the following points while preparing the total package:

1. Travel: All travels by road will be conducted by AC Deluxe buses.
2. Commencement: **All itineraries will start and end in Lovedale** and service provider's personnel to be accompanying them.
3. Accommodation:
  - (a) Name of hotels to be intimated in the quote. Preferably not bar attached.
  - (b) 4/5 Star Hotels (when in a city or town)
  - (c) Three students per room
  - (d) No more than two teachers/staff members per hotel room.
4. Food: (i) Must follow the provided menu.  
(ii) Served food must be hygienic and hot.  
(iii) Three Meals & Two refreshments to be provided.  
Lunch & Dinner menu to be non-veg meal.
05. Guide: Authorized & trained guide services preferably local guides who knows the places & Languages.
06. Entry Tickets: All entry tickets will be covered.
07. Security: Adequate security for students and staff from departure to return.
08. Staff Ratio: **One staff member per 15 students will accompany as complimentary.**
09. Cost Inclusions: Travel, all transfers, food, stay, and refreshments.
10. First aid and emergency evacuation Plans.
11. Life/Accident Insurance: Mandatory Rs 5,00,000/- cover for each group member.  
Without this, your agency will not be considered.
12. Company representatives must accompany each group. For girl students, should preferably ladies.
13. Conduct: Executives must interact with dignity.

14. Itinerary Adherence: No deviations from approved itineraries.

15. Basic Amenities: Must be provided throughout transit and stay.

16. Toilet Facilities: Transport must have or regularly halt for toilet facilities.

17. Decision Making: Sole prerogative of the Teacher in charge.

18. Substance Prohibition: No liquor or intoxicants allowed.

19. Behavioral Issues: Report any misbehavior to accompanying staff/teacher.

20. Refreshments: Adequate bottled drinking water/snacks for the entire duration.

Tour Guide: To provide experienced assistance during the safety of the students. Safety measures to be implemented during the entire trip. Briefing Shortlisted companies based on itineraries and quotations will be called for a briefing before finalization. Selected tour operators must brief the staff at school.

Feedback: Feedback will be sought from all staff members. Negative feedback will result in financial deductions.

21. Payment 40% of the total cost will be paid in advance as per GFR rule No 172.

Payment 50% of the total cost will be paid immediately after the completion of the program.

(B). Balance amount will be paid 15 days after completion of the program.

22. Cost Per Student including all needs as detailed above to be quoted in the Price Schedule/Financial Bid.

\*\*\*\*\*