



The Lawrence School

Lovedale, The Nilgiris - 643003

NOTICE INVITING TENDER

Tender Document for Running Support Staff Canteen

Tender Fee – Rs 590/- including GST

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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.

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The Lawrence School.
Lovedale
The Nilgiris. Tamilnadu
643003

Dated:- 01.2026

TENDER NOTICE FOR RUNNING SUPPORT STAFF CANTEEN

The Headmaster, The Lawrence School Lovedale invites sealed tenders from reputed Caterers/Agencies having experience in running canteen in **Educational Institute/ Industrial unit located in The Nilgiris to cater to the needs of employees for providing tea/ coffee/ snack/ / lunch, for about 200 – 230 persons** working in the School.

Tender documents can be downloaded from the School website www.thelawrenceschool.org/tenders). Tender document can be collected from the School office. Complete tender documents can be submitted by **28.01.2026 (upto 15.00 Hrs)** and it will be opened on later. Please note that the downloaded tender document is subject to verification with the original document given on the LSL website.

**Headmaster
The Lawrence School**

Tender notice

Notice Inviting Tender No	NIT/LSL/Running support staff canteen
Tender Inviting Authority	The Lawrence school, Lovedale
Place of availability of Tender Documents (NIT)	www.thelawrenceschool.org/tenders
The contact Person	Mr. Ramanathan, Purchase Clerk
Name of the Project Work	Running Support staff canteen for the Lawrence School, Lovedale employees
Address to send Prebid queries	pc@thelawrenceschool.org
Place for submission of bids	The Lawrence School, Lovedale
EMD Amount	Rs.5000 (Vendor/Supplier whose EMD is already with the school need not to pay)
Estimated sales (Annual)	Rs. 24,00,000/-
Performance Security	Rs 50,000/- (On contract confirmation)
Address for communication	The Headmaster, The Lawrence School, Lovedale, The Nilgiris, Tamil Nadu- 643003
LSL would endeavour to adhere to the following schedule:	
Event	Date – Deadline
Release of NIT	23.01.2026
Pre-bid queries (On Call)	30.01.2026
Last date and time for submission of bids	05.02.2026 (3.00 PM)
Opening of Tender	Will be intimated later

Telephone: 0423-2453307 & 2453308

email: pc@thelawrenceschool.org

STANDARD TERMS AND CONDITIONS (STC)

TENDER FOR RUNNING SUPPORT STAFF CANTEEN IN THE LAWRENCE SCHOOL (LSL) LOVEDALE - 643003

1. Scope of Work :

- (i) Preparation, processing, cooking, and serving of prepared & cooked food items to the Support Staffs faculty, (Total 200 -230 approx.) in the Lawrence School, Lovedale.
- (ii) The Supplier shall use only gas for cooking
- (iii) The use of coal – based cooking method is strictly prohibited.
- (iv) The supplier should provide Non Veg (chicken) on one of the week days and Egg curry also on one of the week days from Monday to Saturday.
- (v) The food has to be prepared in clean, hygienic, and safe conditions as per the menu.

2. Eligible Bidders

- (i) The Bidder should have experience in running a canteen/mess/catering services (excluding beverage and snacks services) in /Institutions/Organizations/ companies/. educational Institutions, each having not less than 150 persons at a single location in The Nilgiris on a daily basis on its dining strength per day for a continuous minimum period of at least one (01) year as on 01.03.2026
- (ii) The documents submitted by the Bidder/Tenderer are genuine and undisputable, and in the event of its coming to notice later that the documents are not genuine, Bidder/Tenderer shall be liable for criminal action and such compensation payable to LSL as may be decided by the School.
- (iii) The Bidder/Tenderer will not withdraw their tender after the opening of the Bid, and if done so/their EMD may be forfeited.
- (iv) The Bidder has not been blacklisted by any of the Government Department/ Government Institutions etc. during the last three years.
- (v) Bidder should have a valid Registration with the Food Safety and Standards Authority of India (FSSAI).
- (vi) The Bidder's average annual financial turnover (gross) in catering services during the last three years should not be less than Rs. 8.00 lakh each year.
- (vii) LSL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the tender documents have been properly signed, and whether the bids are generally in order.
- (viii) The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the LSL", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3. Earnest Money Deposit (EMD):

- (i) **EMD** : The Tenderer should submit an EMD amount of **Rs 5000/- (Rs Five thousand only)** through DD//RTGS/NEFT. The Bid without EMD would be considered UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful Tenderers after the award of the contract
- (ii) **Refund of EMD**: The EMD will be returned to unsuccessful tenderers only after the Tenders are finalized. In the case of a successful Tenderer, it will be retained till the successful and complete contract period.
- (iii) The successful Bidder's EMD will be forfeited without prejudice to other rights of NII if it fails to furnish the required performance security within the specified period.
- (iv) No interest will accrued in the EMD/ performance security deposit.
- (v) EMD of the successful bidder shall also be liable to be forfeited if the Contractor does not fulfill the following conditions:
 - a. An agreement is not signed in the prescribed form within fifteen days of receipt of the Letter of Award of the Contract.
 - b. The Contractor does not commence Cafeteria services within twentyone days from the date of the award of the contract.

4. Preparation and Submission of Tender:

- (i) Bid evaluation method : Low cost based selection (LCBS)
- (ii) The Bidder shall submit the bids in One envelope and shall contain the signed tender document and the Price bid.
- (iii) The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or person duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialized by the person or person signing the bid.
- (iv) Any interlineations, erasures, or overwriting shall be valid only if the person signing the bid initials them.
- (v) Authorization letter for the person signing the tender document by the company and his signature with status in the firm should have been duly attested by the owner/partner/Director of the tendering company also (in case the tender document is not signed by authorized person/Owner/Partner/Director, the same will be rejected).
- (vi) Documentary evidence establishes that the bidder is eligible to bid and is qualified to fulfil the contract, if its bid is accepted as per the qualification requirements/criteria.
- (vii) The tender can be submitted **before 03.00 PM on 28.01.2026**. The bid will be opened by the Purchase Committee constituted by the school.
- (viii) The Price Bid should be submitted in the form given in Annexure - II.
- (ix) The consolidated price quoted shall be firm & final and inclusive of all taxes, duties, GST, etc., as applicable. No extra charge shall be payable on this account.
- (x) The rates will be valid for a period of one year, computed from the date of the award of the contract.
- (xi) Prices quoted by the bidder shall remain fixed during the entire period of the contract and shall not be subject to variation on any account. **A bid submitted with an adjustable price quotation will be treated as non-responsive and shall be rejected.**

5. Validity:

The bids shall be valid for a period of 90 days from the date of opening of the tender. LSL may request an extension for another period of 60 days, without any modifications and without giving any reasons thereof.

6. Right of Acceptance and Other Provisions:

- (i)** The acceptance of the tender rests with LSL. The School is not bound to accept the lowest tender bid and reserves the right to accept or reject any or all the bids without assigning any reasons thereof.
- (ii)** LSL reserves the right to change any condition of the tender before the opening of the Bids. LSL also reserves the right to relax any terms & conditions of this tender document to safeguard its interest.
- (iii)** The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as a disqualification, and such a tender will not be considered for further evaluation.
- (iv)** The Competent Authority reserves the right to award any or part or full contract to any successful Contractor(s) at its discretion and this will be binding on the bidders.
- (v)** The Bidders will be bound by the details furnished by him/ her to the LSL, while submitting the tender or at the subsequent stage. In case any of such documents furnished by the Bidder is found to be fictitious at any stage, it would be deemed to be a breach of the terms of the contract, making him/ her liable for legal action, besides termination of the contract.
- (vi)** LSL reserves the right to blacklist a defaulting Contractor.
- (vii)** Any inquiry after submission of the tender will not be entertained.
- (viii)** Any failure on the part of the Bidder to observe the prescribed procedure and any attempt to canvas for the award of tender will prejudice the Firm's quotation.
- (ix)** LSL reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage.
- (x)** The tender document is valid for a period of 2 months from the date of issue. If Work order is not issued within this period, the process will have to start afresh.
- (xi)** In case of failure to comply with the provisions of the terms and conditions mentioned in the tender, by the Contractor that has been awarded the contract, the Competent Authority reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulting Contractor, which has been awarded the initial contract and this will be binding on the bidders.

- (xii) LSL may terminate the contract if it is found that the Contractor is blacklisted on previous occasions by any of the Government Departments/ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings etc.
- (xiii) The performance of the cafeteria will be reviewed jointly by a "Purchase Committee" constituted by LSL regularly. The Contractor will address the general complaints received from the Committee members, Support staff of LSL regarding the operation and services provided by the cafeteria.

7. Period of Contract

- (i) The contract for Cafeteria services shall remain valid initially for a period of one year. However, in order to evaluate the performance and services of the Contractor, the contract will have a probationary period of six months. The contract period may be extended only if the services and quality of items served by the Contractor are found satisfactory during the period.
- (ii) In case the performance and services of the Contractor are not found satisfactory during the probationary period of six months, LSL reserves the right to cancel the contract and award the work to the other Bidder.

The contract period is subject to renewal by the LSL on satisfactory performance on mutually agreed terms and conditions for a further period of one or two years at a time or till such time as mutually agreed to with revised price quote.

8. Performance Security

- (i) Performance Security Deposit (PSD) of Rs. Fifty Thousand (Rs . 50,000/-) will have to be deposited within 15 days on receipt of notification of the award of the contract to ensure due performance.
- (ii) PSD shall be in the form of a Demand Draft.
- (iii) PSD will be released after all contractual obligations by the Contractor are over.

If the contract is terminated by the Contractor without giving stipulated period of notice or he/ she fails to observe the terms & conditions mentioned in the Tender, Letter of Award for the Contract and Agreement signed by the Contractor with LSL; the Performance Security Deposit will be forfeited without prejudice to the LSL Management's right to proceed against the Contractor for any additional damages that the School suffers as a result of the breach of the aforesaid terms and conditions.

9. Electricity Charges:

- (i) Electricity bill will be charged by the School as per the unit consumption.

10. Payments:

- (i) No advance payment will be made
- (ii) Payment shall be made the LSL for every 15 days only upon submission of valid invoices, along with a verified staff attendance list containing staff signature confirming meal consumption.
- (iii) Payment shall be processed within 10 days after the verification of the submitted documents.
- (iv) Payment shall be made through NEFT/ RTGS transfer only.

11. Termination of the Contract

- (i) The Contract can be terminated by either party, i.e., LSL or the Contractor, after giving two months' notice to the other party, extendable by mutual agreement till alternate arrangements are made. However, LSL reserves the right to terminate the contract without giving any notice in case the Contractor commits a breach of any of the terms of the contract. LSL's decision in such a situation shall be final and shall be acceptable to the Contractor without any objection or resistance.
- (ii) On termination of the contract, the Contractor will hand over all the equipment/ furniture/ articles, etc., supplied by LSL, in good working condition, back to LSL.
- (iii) If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of six months from the date of taking over charge of the cafeteria services, LSL reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

12. Penalty

- (i) Subject to the provisions of the tender, any breach of contractual obligations towards the delivery of food items and the performance of services shall render the Contractor liable to any or all of the following sanctions:
 - (a) Imposition of liquidated damages.
 - (b) Forfeiture of its performance security.
 - (c) Termination of the contract for default.
 - (d) Blacklisting the Contractor.
- (ii) LSL reserves the right to impose a penalty of Rs 2000/- or up to 10% of the total value of the order, whichever is more, on the Contractor for delay in supplies/ unsatisfactory performance/ unacceptable quality/ adulteration or poor services, willfully or otherwise by the Contractor or his/her staff.
- (iii) If LSL is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/ her employees, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the LSL will be at liberty to take appropriate necessary steps as deemed fit.
- (iv) In the event the requirement is urgent, and the Contractor is unable to replace any or all of the rejected material, LSL shall be free to procure the same from any other supplier or suppliers and recover the cost of such material from the bill of the Contractor without prejudice to the other rights of the LSL under the Agreement. In such cases also, a penalty of Rs 2000/- or up to 10% of the total value of the order may be imposed.

13. Subletting of Work

The Contractor shall not appoint any sub-contractor to carry out their obligations under the contract. Subcontracting will lead to the immediate termination of the contract. The Contractor shall also not sublet/ assign or otherwise part with the possession of the premises, which is the absolute property of LSL, to any other party.

14. Arbitration

- (i)** If a dispute or difference of any kind arises between the LSL and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultation.
- (ii)** If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Headmaster, LSL, as per the provisions of the Indian Arbitration and Conciliation Act, 1996, and the rules framed thereunder. His/her decision will be final & binding on both parties. The venue of arbitration shall be The Lawrence School, Lovedale.
- (iii)** All legal disputes shall be subject to the jurisdiction of the Nilgiri court only.

**Headmaster
LSL**

ANNEXURE I

Vendor/Supplier Information Sheet

Name of the Vendor/Supplier :

Father's Name of Vendor/Supplier :

Nature of Current Business :

Mail ID :

Contact No :

EMD Particulars :

Full Address of Vendor/Supplier :

Pan Card No :

GST Registration No :

Vendor/Supplier's Bank Details:

Name of A/c Holder :

Bank Name :

Branch Name :

A/c No :

IFS Code :

Signature of the Vendor/Supplier

Annexure II

The Lawrence School. Lovedale

Price Quote

Tender form for Canteen for the year from 01.03.2026 to 28.02.2027

	MORNING TEA	LUNCH	EVENING TEA
MONDAY	TEA AND BAKERY BISCUIT	RICE – SAMBAR – RASAM PORRIYAL – PAPPAD – PICKLE	TEA AND VADAI
TUESDAY	TEA AND BUN	RICE- EGG CURRY – VEGETABLE CURRY - RASAM	TEA AND BAJJI
WEDNESDAY	TEA AND VARKEY	RICE – SAMBAR – PORRIYAL RASAM – PICKLE – PAPPAD	TEA AND SOFT VADAI
THURSDAY	TEA AND BISCUIT	RICE – MUSHROOM KURMA – CHICKEN KURMA – RAITHA	TEA AND DHALL VADAI
FRIDAY	TEA AND BUN	RICE – SAMBAR – VEG CURRY – PAPPAD – CURD - RASAM	TEA AND BAJJI
SATURDAY	TEA AND BAKERY BISCUIT	RICE – VEG CURRY – PICKLE- PAPPAD-RASAM	TEA AND BONDA

RATE FOR MORNING TEA :

RATE FOR LUNCH :

RATE FOR EVENING TEA :

Signature of the supplier / Vendor

Rate quoted should be exclusive of GST.

Note: If there is any change in the menu, mention separately

P.S:- TEA WILL BE SERVED BY THE CONTRACTOR AT DIFFERENT TIME / VENUES FIXED BY THE SCHOOL WITHOUT ANY DELAY.

PLEASE SUBMIT THE DETAILS OF THE EXISTING CANTEEN RUN BY THE TENDERER AND EXPERIENCE WITH SUPPORTING DOCUMENTS.

Signature of the supplier / Vendor