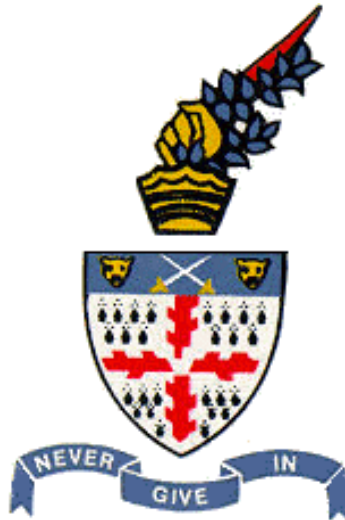




Tender No. LSL/NIT/Vehicle Hiring/2025-26

Dt: 12.11.2025

BID DOCUMENT
FOR SUPPLY OF VEHICLES ON HIRE BASIS
IN THE LAWRENCE SCHOOL, LOVEDALE

Tender notice

Notice Inviting Tender No	NIT/LSL/Vehicle Hiring/2025-26
Tender Inviting Authority	The Lawrence school, Lovedale
Place of availability of Tender Documents (NIT)	www.thelawrenceschool.org/tenders
The contact Person	Mr. Sahadevan, Vehicle In-charge Mr. Kalaivanan, Transport Incharge
Name of the Work	Hiring of vehicles
Address to send Prebid queries	so@thelawrenceschool.org transport@thelawrenceschool.org
Place for submission of bids	The Lawrence School, Lovedale
Address for communication	The Headmaster, The Lawrence School, Lovedale, The Nilgiris, Tamil Nadu- 643003
LSL would endeavor to adhere to the following schedule:	
Event	Date – Deadline
Release of NIT	12.11.2025
Pre–bid queries (On Call)	18.11.2025
Last date and time for submission of bids	25.11.2025 (15.00 Hrs)
Opening of Tender	Will be intimated later

Telephone: 0423-2453332, 2453310

email: sdevan@thelawrenceschool.org

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THE LAWRENCE SCHOOL, LOVEDALE

Tender No. LSL/NIT/Vehicle Hiring/2025-26

Dt: 12.11.2025

SECTION – I

NOTICE INVITING TENDER

Tenders on behalf of the Headmaster, The Lawrence School, Lovedale are invited under Two bid System viz. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies /Firms /Agencies for supply of Vehicles on hire basis to the The Lawrence School, Lovedale, for a period of one year.

1. Maxi Cab : 20 Seater
2. Innova, Innova Crysta
3. Sedan type cars (Etios, Ciaz, Verna)

Note: The tenderer should submit DD for Rs.10,000/- towards EMD. The DD has to be submitted off line before 13:00 hrs on .10.2025 (i.e. along with technical bid)

1. Schedule:

Estimated cost of Contract/bid	: Rs. 5,00,000/- per annum
Date of issue of Bid Document	: 12.11.2025
Last Date & time for submission of tender	: 25.11.2025 by 1500 hrs

Opening of Tender Bids (Technical bids)	26.11.2025
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Date & time for opening of Financial Bid for Technically qualified bidders	Will be intimated later
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Bid validity Period	90 days from the date of opening of the tender
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Place of opening the Tenders	The Lawrence School
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- | | |
|-------------------------------------|--|
| 2. Accessibility of Tender Document | Bidder can download the Bid Document from the website:
https://thelawrenceschool.org/tender |
| 3. Services to be offered | Supply of Vehicles on Hire Basis. |
| 4. Performance Security | 5% of the tender value |
| 5. Duration of contract | Valid for a period of one year from date of issue of work order. However, contract may be extended for further period up to one year if agreed mutually. |
6. Submission of Tenders: The bid along with the necessary documents should be submitted in the tender box provided in the school. Soft copies of the tender documents are to be sent through email also. Tender has to be submitted only in two bid systems i.e. (i) technical bid and (ii) financial bid in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be submitted along with the tender documents. The list of documents to be submitted along with technical bid and financial bid are detailed in clause No.6 of Section-II of the Tender Document.
7. The School reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the Headmaster, The Lawrence School, Lovedale in this regard shall be final and binding on all.

SECTION II

INSTRUCTIONS TO BIDDERS

1. Service to be provided: Given in Section V

2. Eligible Bidders:

- a. The Bidder should own or lease sufficient vehicles or tie up vehicles (minimum 4) of models **not older than ten years**, vehicles registered as commercial vehicles in their name or firm's name for use as commercial vehicles. The proof of ownership or lease holding should be produced when called for.
- b. The Bidder shall also submit full details of the vehicles that can be assigned in their favour and shall give a clear declaration that the firm will be able to supply commercial vehicles of model **not older than ten years**.
- c. The Bidder shall have experience in institutional / corporate/ educational transport accepted. **This requirement is desirable but not mandatory. This may be relaxed by The Headmaster, The Lawrence School, Lovedale.**

3. 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.

4. Bid Document:

4.1 Bid document includes

- a. Instructions to bidders
- b. General Conditions (Commercial) of the contract
- c. Special Conditions of contract
- d. Schedule of requirement and Hire Charges
- e. Services to be provided
- f. Bid Form and Price Schedule
- g. Letter of authorization to attend bid opening
- h. Certificate of Non-participation of near relatives in the tender
- i. Declaration

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

4.3 A prospective bidder requiring any clarification on the Bid documents shall notify the School in writing. 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.

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

- i. The Bidder shall furnish the particulars of past performance with supporting documents.
- ii. ITR copy of Individual / Firm for last three years.
- iii. The Bidder shall furnish a copy of registration of the firm with Municipal Department etc.
- iv. The Bidder shall also furnish a copy of Registration of GST or a recent Receipt of GST Deposit.
- v. Tender document Cost and Earnest Money Deposit (DD/Cheques).

6. 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.
- i. The amendments shall be notified in writing to all prospective bidders and these amendments will be binding on them.

7. Documents comprising the bid:

The bid prepared by the bidder shall comprise the following components.

- a. Documentary evidence established in accordance with clause 2 of Section II that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted.
- b. Bid security furnished in accordance with clause 11 of Section II.
- c. A clause by clause compliance as per clause 10 of Section II.
- d. Bid form and price schedule completed in accordance with clauses 8 and 9 of Section II.

8. Bid Form:

The bidder shall complete the bid form and the appropriate price schedule furnished in the bid document covering the service to be rendered quality and price schedule as per **Section–IX, strictly in the prescribed proforma and the rates quoted shall be inclusive of all taxes etc. i.e. rate should be quoted “all inclusive”.**

9. Bid Price:

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

10. Clause by clause compliance:

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

11. As per GST Notification service provided to an educational institution, by way of transportation of students, faculty and staff is NIL
12. The bid shall be filled either typed or printed or neatly hand written and all pages numbered consecutively and shall be signed by the bidder or a person duly authorized to sign the bid.
- 12.1 The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.

13. Submission of Bid:

- i. **The Bids should be submitted in prescribed proforma on or before 1500 Hrs of due date i.e. 25.11.2025.**
- ii. Any bid received after the dead line for submission of bids shall be rejected.

14. Bid Opening:

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

15. Evaluation:

15.1 The Evaluation Committee shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly submitted and whether bids are generally in order.

15.2 The technical bids will be opened first and the commercial bids of only those technically qualified bids will be opened later on a given date and time.

15.3 If there is a discrepancy between words and figures, the amount in words shall prevail prior to detailed evaluation. The Evaluation Committee will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of the bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by The Headmaster, The Lawrence School, Lovedale.

15.4 The Evaluation Committee shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered inclusive of all levies and charges as indicated in the price schedule in Section V of the bid document.

16. Award of Contract:

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

17. Right to vary quantities:

The Headmaster, The Lawrence School, Lovedale reserves the right at the time of award of contract to increase or decrease the quantity of vehicles specified in the schedule of requirements without any change in hiring charges of the offer or other terms and conditions.

18. Signing of Contract:

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

18.2 Upon the successful bidder furnishing the performance security the Headmaster, The Lawrence School, Lovedale shall discharge its bid security in pursuant to Clause 2 of Section III.

19. Annulment of Award:

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

20. Period of validity of bids:

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

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

21. 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 III
GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. Application:

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in the NIT unless otherwise agreed to by The Headmaster, The Lawrence School, Lovedale.

2. Performance Security:

2.1 The successful bidder shall be required to deposit an amount equal to 5% of the tendered value within 2 weeks of conveying the Headmaster's intention for accepting the bid as Performance Security. However, if the work is awarded to more than one bidder the security deposit will be collected proportionately among the successful bidders, as per the allotment of contract.

2.2 Performance security shall be submitted in the form of Bank Guarantee issued by a Nationalized Bank in the proforma as prescribed by The Headmaster, The Lawrence School, Lovedale

2.3 Performance security will be discharged after compliance of contractor's performance obligation under the contract.

2.4 If the contractor fails or neglect any of his obligations under the contract it shall be lawful for The Headmaster, The Lawrence School, Lovedale to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

3. EXECUTIVE TIME LIMIT:

The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract.

4. PAYMENT TERMS:

Monthly bills shall be submitted in duplicate to the authority specified in contract along with duty slips duly signed by the user.

5. Termination of Contract:

- 5.1 The Headmaster, The Lawrence School, Lovedale may without prejudice to any other remedy for breach of contracts terminate the contract in whole or in parts:
- a. If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by The Headmaster, The Lawrence School, Lovedale or
- 5.2 If the contractor fails to perform any other obligation(s) under the contract. The Headmaster, The Lawrence School, Lovedale may without prejudice, to other rights under Law or the contract provided get the hiring of vehicles done at the risk and cost of the contractor in the above circumstances.
- 5.3 The Headmaster, The Lawrence School, Lovedale may order the withdrawal of any vehicle at any time by giving 24hrs time to the contractor, without assigning any reason.

6. Termination for insolvency:

The Headmaster, The Lawrence School, Lovedale may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

7. Force Majeure:

If, at any time, during the continuance of this contract, the performance in whole or in part, by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockage or act of God (Hereinafter referred to as events), provided notice of happenings, of any such eventuality and given by either party to the other within 21 days from the date of occurrence thereof, neither party shall be responsible for such events and be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such performance or delay in performance under the contract. The services shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of The Headmaster, The Lawrence School, Lovedale as to whether the services have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

8. Arbitration:

8.1 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.

8.2 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.

8.3 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.

9 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.

SECTION IV

SPECIAL CONDITIONS OF CONTRACT

1. The contract is initially for One year from the date of issue of Letter of Acceptance (LOA) and extendable from year after year if the performance is satisfactory under same terms & conditions. The extension of currency is at the sole discretion of The Headmaster, The Lawrence School, Lovedale.
2. The vehicle provided should be of Taxi Plate / Yellow Plate for public transportation. The contractor should be in the business of transportation.
3. The vehicle shall be made available at the School with the driver in readiness on the given date and time as and when required by the School. The Headmaster, The Lawrence School, Lovedale shall reserve the right for calling the vehicle round the clock in case of emergencies on call basis. If the contractor fails to supply the vehicle, a penalty of Rs.500/- per such case will be deducted in addition to that day's charges.
4. Drivers should be provided with cell phones. Drivers should be instructed not to switch off the cell phones. Drivers should be provided with uniform.
5. The driver should keep available all the required documents like driving license, RC Book, Life tax, pollution control, proper road travel permission etc. in the vehicle and should be submitted for verification to the Bursar/Security Officer.
6. Log book should be supplied by the agency and shall be kept in the custody of the driver who shall get the same filled up for the journeys undertaken by the School Officials every day.
7. The vehicle reading and time for starting and closing will be recorded from the residence of the controlling officer. No additional mileage/time beyond which is provided for in clause 7 of Section –VI will be permitted for to & fro movement of the vehicle from supplier's premises/vehicle shed.
8. The component of GST shall be shown separately.
9. The vehicles Model should **not be older than ten years**.
10. The vehicle should be kept maintained in good, neat and clean conditions at all times. Air purifier, seat covers are to be provided in the vehicle which need to be replenished / cleaned as required.
11. Vehicle provided should have full or sufficient tank of fuel.
12. Obligations to comply with various statutory formalities like insurance, fitness certificate, lifetime Road tax permits, pollution check. Parking charges & toll gate charges are to be borne by the vehicle supplier. However, parking & toll gate charges will be reimbursed on submission of documentary proof along with monthly bill.
13. In case of break-down of any hired vehicle provided by the agency, the agency should provide similar substitute vehicle within a reasonable time i.e. one hour from the time of intimation. Failing which a penalty of Rs.500/- per such case will be deducted. In case no vehicle is arranged then, per day charges will be deducted in addition to

Rs.500/-. Similar penalty is also applicable for not attending the phone calls/mobile kept in not coverage area/mobile switched off condition and not reporting at required time.

14. If the vehicle/driver's performance is not up to the standards as mentioned above The Headmaster, The Lawrence School, Lovedale reserves the right to terminate the contract without attributing any reason with one month's notice.
15. Consolidated Monthly Bill is to be submitted to the The Headmaster, The Lawrence School, Lovedale by attaching the signed copy of LOG SHEET & certificate of satisfactory condition of vehicle without which payment will not be made.
16. Payment will be made through Cheque and Income tax will be recovered from the bill as per Income tax rules in vogue. PAN number should be submitted along with bills.
17. Vehicle hire charges should not vary unless usage of additional kilometer or extra hours of usage as certified by the Officer of the School.
18. **Security Deposit (SD):** An amount equivalent to 5% of the Agreement value has to be remitted in the form of Bank Draft/F.D.R/Irrevocable Bank Guarantee in favour of The Headmaster, The Lawrence School, Lovedale payable at Lovedale valid till three months beyond the completion period for due fulfillment of contract.
19. **Certificate of Satisfactory condition of vehicle:** Certificate of Satisfactory condition of vehicle to be given by the School official concerned, which should be attached along with monthly bill.
20. Staff of Agency should have ID Cards for entering in School premises.
21. Staff of Agency should not infringe/disturb the work of the School and if any damage occurs to assets of the School while plying & parking of vehicles, Agency will be responsible for the same.
22. The Headmaster, The Lawrence School, Lovedale reserves the right to terminate the contract at any time after giving one month's notice should, in Headmaster's opinion, the cessation of work becomes necessary, the Agency's inability to perform, non-possession of vehicle arrangement. The Security Deposit would be forfeited in case of termination.
23. Both the parties agree that neither party shall be liable for each other for delay or non-performance of respective obligations in the event beyond the control of each party which can be termed as force majeure.
24. Surrender: Of the total vehicles supplied, one or two vehicles may be surrendered with one month's notice. In such event bill has to be raised proportionately.
- 25 .It is mandatory to submit Rs.100/- non-judicial stamp papers to enter into an agreement within fifteen days from the date of the letter of acceptance.

SECTION V
SERVICES TO BE PROVIDED

1.	Service	Provision of commercial vehicle with licensed drivers, registered commercial vehicle on Hiring basis for running in cities of Nilgiris, Coimbatore and other Districts
2.	Period of Contract	Under normal circumstances the contract shall be valid for a period of one year from date of issue of work order. However, contract is extendable from year after year if agreed to by the contractor and The Headmaster, The Lawrence School, Lovedale on the same rate, terms and conditions.
3.	Quantity	The required number of vehicle will be intimated depending on the need. The bidder should be able to provide the vehicle even at short notice.
4.	Notice Period	i. For regular requirements one day in advance. ii. Telephonic intimation shall be considered as notice.
5.	Reporting Place	The Lawrence School, Lovedale. Actual place of reporting shall be specified by users of vehicles.
6.	Counting of distance	From garage to garage but chargeable distance in this respect shall not be more than 5 KMs on each way.
7.	Accuracy of meters	The meter reading should tally with the actual distance of run at any instant and an authorized officer shall have full power to check up the meter for its accuracy.
8.	Penalties	i. In case of break down, vehicles have to be replaced by another within one hour. In case of non-availability of suitable vehicle penalty up to Rs.100/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs.200/- per break down shall be imposed.

9.	Special Requirements	i. Intending bidder must have a Cell phone where requisition of vehicles can be conveyed round the clock. Cell Phone Number must be specified in the bid. ii. No vehicle should be supplied having registration in the name of any employee of The Lawrence School, Lovedale or any employee's close relative and a Certificate to this effect shall be given on the body of the bill while submitting the claim. iii. Payment of any Govt. tax or duty for plying the vehicles will be the liability of the contractor. iv. Parking and Toll charges, if any, may be claimed by producing the parking/Toll slips. v. Intending bidder should arrange issue of proper Identity Cards after verifying the antecedents of his drivers through Local Govt. Offices.
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SECTION VI

BID FORM

Tender No.....

Date:

To

The Headmaster, The Lawrence School, Lovedale

Dear Sir,

Sub: Submission of Sealed Bids as per the Lr.No.....

Date..... for supply of Hiring of Cars I/We herewith submit My/our bid.

1. a) Name of the Bidder
 b) Address

 c) Tel. No
 d) Fax No.
2. Status of the bidder
 whether proprietary,
 partnership, HUF Ltd.,
 Company etc.
3. Name of the authorized
 signatory who is
 empowered to sign the
 agreement, other
 documents and
 correspondence with The
 Lawrence School,
 Lovedale.
4. Details of past
 experience

5. Income Tax Clearance
Certificate No. and date

7. PAN No.
.....

8. GST No. and date
.....

1. Having understood the conditions of contract and services to be provided, the receipt of which is hereby duly acknowledged, I/We, offer to provide commercial vehicles in conformity with the conditions of contract and applications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc., and the agreement shall be binding on us.
3. If our bid is accepted, we shall obtain guarantees of a Nationalized Bank for a sum not exceeding 5% of the contracted sum for the due performance of the contract.
4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and the bid may be accepted any time before the expiry of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.
7. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this..... Day of..... 2025

Signature and Seal of Bidder.

List of documents enclosed along with Bid Document

1. Proof of Registration.
2. Latest Income Tax Clearance Certificate.
3. Experience Certificate.
4. Registration Certificate for Vehicle.
5. Partnership Deed/proprietorship Deed/MOA as the case may be with last Annual Account in form C6.
6. Valid Authentication Certificate from the Dept. of Tourism, Govt. of India/Tamilnadu State.
7. Clause by Clause compliance (Section IV & VI).
8. Certificate of non-participation of near relation in the tender.
9. GST Registration Certificate with Number.

SECTION VII

CERTIFICATE OF NON-PARTICIPATION NEAR RELATIVES IN THE TENDER

(to be submitted by each partner in case of partnership firms/
Companies on the letter head of the company)

CERTIFICATE

I _____ S/o _____
Resident of_ hereby certify that none of my relatives as defined is (are) employed
in The Lawrence School, Lovedale as per details given in tender document. In case,
at any stage, it is found that the information given by me is false /incorrect The
Headmaster, The Lawrence School, Lovedale shall have the absolute right to take
any action as deemed fit/without any prior information to me.

Signature of the Proprietor / Partner.

SECTION-VIII

DECLARATION

I/We.....

...

.....

.....Proprietor/Partner(s) hereby declare that the Firm / Company namely

M/s has not been black-listed or debarred in the past by any other Government or Semi- Government Organization from taking part in tenders.

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

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

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

Date:

Signature of the Tenderer with seal.

SECTION - IX

SCHEDULE OF REQUIREMENT AND HIRE CHARGES

ON TRIP BASIS:**

Description	Non AC		AC		Non Ac		AC	
	Innova	Crysta	Innova	Crysta	Sedan	MaxiCab	Sedan	MaxiCab
Coimbatore drop								
Coimbatore to & fro								
Mettupalayam R.S. drop								
Mettupalayam to & fro								
Ooty, Coonoor sight seeing								
Ooty (Local trip) for 5 hours								
Ooty (Local trip) for 8 hours								
Chennai								
Madurai								
Trichy								
Salem								
Kochi								
Calicut								
Thrissur								
Palakkad								
Bangalore								
Mysore								
Coorg								

1. Jeep type goods carrier for pickup/drop (transport of students' luggage):
2. Charges for additional kilometer, waiting charges, if any, are to be indicated separately.
3. Toll charges, parking charges, state permit charges wherever applicable will be reimbursed on production of necessary receipts.

Note: Rates are to be quoted inclusive of all taxes

**As and when required (not on regular basis)

Certified that I have quoted the above rates all Taxes inclusive in figures and words and I am agreeable to the terms and conditions of the Tender Schedule.

Signature of the Tenderer.