



# THE LAWRENCE SCHOOL

Lovedale, The Nilgiris - 643003

## **NOTICE INVITING TENDER**

**Tender for engagement of  
Unarmed SECURITY GUARDS at  
The Lawrence School, Lovedale.**

**THE LAWRENCE SCHOOL,  
LOVEDALE**

**Tender notice**

Notice Inviting Tender No	<b>NIT/LSL/Security Guards/2025-26</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>
The contact Person	Mr. Kalyandas, Bursar
Name of the Work	Engagement of unarmed Security Guards
Address to send Prebid queries	<a href="mailto:pc@thelawrenceschool.org">pc@thelawrenceschool.org</a> <a href="mailto:bursar@thelawrenceschool.org">bursar@thelawrenceschool.org</a>
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 endeavour to adhere to the following schedule:	
<b>Event</b>	<b>Date – Deadline</b>
Release of NIT	18.03.2026
Pre–bid queries (On Call)	06.04.2026
Last date and time for submission of bids	07.04.2026

Telephone: 0423-2453301, 2453302

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

Bid Validity Period: 90 days from the date of opening of the tender.

## **DISCLAIMER:**

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

The purpose of this NIT document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this NIT document. This Tender document may not be appropriate for all persons, and it is not possible for the School, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this NIT document.

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

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

Information provided in this document to the Applicant(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The School accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The School, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this NIT document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the NIT document and any assessment, assumption, statement or information contained therein or deemed to form part of this NIT document or arising in any way in this NIT Stage.

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## SECTION I – INTRODUCTION & SCOPE OF WORK

### 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.

Sealed tenders are invited under **Rule 200 of the General Financial Rules (GFR), 2017** from reputed, experienced and licensed Security Service Providers for **engagement of UNARMED Security Guards at The Lawrence School, Lovedale**, a fully residential boarding school.

### SCOPE OF WORK/SUPPLY:

The contractor shall provide trained **unarmed** security personnel for the following duties:

1. Manning entry and exit gates on a 24×7 basis.
2. Campus patrolling including hostels, academic blocks, staff quarters and sports facilities.
3. Verification and regulation of visitors, vehicles and materials.
4. Maintenance of security registers and logs.
5. Prevention of unauthorized entry, theft, trespass and vandalism.
6. Assisting School authorities during emergencies, disasters and events.
7. Coordination with local police/fire services when required.
8. Any other security-related duty entrusted by the School authorities.

### **MANPOWER REQUIREMENT**

The manpower requirement under this contract shall be as follows:

Category	Numbers
Unarmed Security Guards	<b>6 Nos.</b>

Deployment shall be on **rotational shifts (8/12 hours)** to ensure round-the-clock coverage. The School reserves the right to increase (or) decrease the number of security guards, adjust their shift patterns, etc., as per the school need.

## **SECTION II**

### **INSTRUCTIONS TO BIDDERS**

#### **1. ELIGIBILITY CRITERIA:**

The bidder shall:

- Be a legally registered entity with valid **PSARA (Private Security Agencies (Regulation) Act, 2005 License for Tamil Nadu.**
- Have at least **3 years' experience** in providing security services to educational institutions / Government / autonomous bodies.
- Be registered with **EPF, ESI, GST and PAN** authorities.
- Have sufficient manpower and supervisory capability.
- Submit an **Undertaking of Non-Blacklisting** as per GFR provisions.

#### **STATUTORY & LABOUR LAW COMPLIANCE:**

The contractor shall comply with all applicable laws including:

- Minimum Wages Act (as notified by Central Government)
- EPF Act & ESI Act
- Contract Labour (R&A) Act
- Private Security Agencies (Regulation) Act, 2005
- GST Act 2017

All liabilities arising out of non-compliance shall be borne by the contractor. The School shall not be treated as the Principal Employer for statutory purposes beyond GFR requirements.

2. As per GST Notification No: 12/2017 dated 28<sup>th</sup> June 2017, serial No: 66, Chapter heading No: 9992 – b) Services provided to an educational institution, by way of, - (iii) Security or cleaning or housekeeping services performed in such educational institution is NIL.....

Based on the above notification the bidders shall submit their quotes excluding GST Statutory Deduction – TDS will be deducted as per the Income Tax Act 1961.

### 3. **TENDER DOCUMENT AVAILABILITY:**

The tender document can be obtained from the Accounts Department, The Lawrence School, Lovedale, during working hours (10:00 AM to 3:00 PM) on working days. It can also be downloaded from the School's website [www.thelawrenceschool.org/tenders](http://www.thelawrenceschool.org/tenders).

### 4. **BID SUBMISSION PROCEDURE:**

Bidders are required to submit their bids in a Two-Bid System (Technical Bid and Financial Bid) in separate sealed envelopes, clearly super scribed:

#### • **Envelope 1: "TECHNICAL BID – ENGAGEMENT OF SECURITY GUARDS"**

- This envelope should contain:
  - Tender Document.
  - Copy of NIT document duly signed and stamped on each page as acceptance of terms.
  - All documents proving eligibility criteria (GST, PAN, Turnover certificates, Work Orders, etc.).
  - Self-declaration regarding non-blacklisting.
  - Company profile and experience details.

#### • **Envelope 2: "FINANCIAL BID - ENGAGEMENT OF SECURITY GUARDS "**

- This envelope should contain the financial offer as per **Financial Bid Format**, clearly indicating unit prices, total cost, taxes, and any other charges. Prices should be quoted in Indian Rupees (INR) only.
- The Financial Bid shall be quoted strictly in compliance with the **Minimum Wages notified by the Chief Labour Commissioner (Central) for Unarmed Security Guards** under the Central Sphere, as applicable from time to time.

Both envelopes (Technical Bid and Financial Bid) should then be placed in a larger third sealed envelope, super scribed "**TENDER FOR ENGAGEMENT OF SECURITY GUARDS - NIT No. NIT/LSL/Security Guards/2025-26**" and addressed to:

The Headmaster

The Lawrence School, Lovedale, The Nilgiris – 643 003 Tamil Nadu.

Bids must be deposited in the Tender Box kept at the School Office on or before the last date and time of submission. Bids received after the stipulated date and time will not be entertained.

## **5. 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.
- 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.
- 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
- 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.
- The Bidder shall furnish the particulars of past performance with supporting documents.
- The Bidder shall also furnish a copy of Registration of GST or a recent Receipt of GST Deposit.

## **6. AMENDMENT TO BID DOCUMENT:**

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

## **7. BID PRICE:**

1. Quoted wages shall **not be less than the Central Government minimum wages** applicable on the date of tender submission.
2. Any revision in minimum wages by CLC (Central) during the contract period shall be **reimbursed by the School on actuals**, limited to statutory components.
3. Abnormally low bids shall be rejected as per **Manual Procurement of Non – Consultancy Services – Chapter 7.4.8.**

## **8. EVALUATION:**

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.

- a. 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.
- b. 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.
- c. 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 of the bid document.

## **9. AWARD OF CONTRACT:**

The Headmaster, The Lawrence School, Lovedale shall consider placement of purchase order to the bidder whose offers have been found technically, commercially and financially acceptable. The bidder shall within 10 days of issue of purchase order supply the quantity of items ordered.

## **9. RIGHT TO VARY QUANTITIES:**

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

## **10. ANNULMENT OF AWARD:**

Failure of the successful bidder to comply with the requirement of purchase order shall constitute sufficient ground for the annulment of the award 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.

#### **11. 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.

#### **12. PERFORMANCE SECURITY:**

The successful bidder shall submit a **Performance Security** equivalent to **3% of annual contract value**, in the form of Demand Draft (DD) from the date of issue of **Letter of Intent (LOI)**.

#### **13. PAYMENT TERMS:**

1. Monthly payment against invoice.
2. Payment subject to verification of attendance and statutory compliance.
3. No advance payment shall be made.

#### **14. PENALTY & TERMINATION:**

1. Penalty for absenteeism, poor performance or breach of contract
2. Contract may be terminated with **30 days' notice** as per **Manual of Procurement of Non – Consultancy Services – Chapter No: 9.8**
3. Immediate termination in case of serious security lapse

#### **15. CONFIDENTIALITY & CODE OF CONDUCT:**

Security personnel shall maintain strict confidentiality and discipline. Any misconduct shall result in immediate replacement at contractor's cost.

**16. JURISDICTION:**

All disputes shall be subject to the jurisdiction of courts in **Nilgiris District, Tamil Nadu.**

**17. RIGHT TO ACCEPT OR REJECT:**

The School reserves the right to accept or reject any or all tenders without assigning any reason thereof and does not bind itself to accept the lowest tender.

**18. 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 - FINANCIAL BID

The Financial Bid shall be quoted strictly in compliance with the **Minimum Wages notified by the Chief Labour Commissioner (Central)** for **Unarmed Security Guards** under the Central Sphere, as applicable from time to time.

The bidder shall quote a **complete cost per guard per month**, with a clear statutory breakup as below:

Sl. No.	Component	Amount (₹/Guard/Month)
1	Basic Wages (as per CLC–Central)	
2	Variable Dearness Allowance (VDA)	
3	EPF (Employer's Contribution)	
4	ESI (Employer's Contribution)	
5	Bonus / Leave Wages	
6	Uniform & Equipment	
7	Administrative / Service Charges	
8	GST (as applicable)	
<b>Total Monthly Cost per Guard</b>		

**Notes:**

1. Quoted wages shall **not be less than the Central Government minimum wages** applicable on the date of tender submission.
2. Any revision in minimum wages by CLC (Central) during the contract period shall be **reimbursed by the School on actuals**, limited to statutory components.
3. Abnormally low bids shall be rejected as per **Rule 173(ix) of GFR 2017**.

**Signature of the Tenderer.**

## **SECTION IV**

### **Bidder Information Sheet**

Name of the Tenderer :

Mail Id :

Contact No. :

Alternate Contact No. :

Full Postal Address of Tenderer :

PAN Card No :

GST Registration No :

#### **Tenderer's Bank Details:**

Name of A/c Holder :

Bank Name :

Branch Name :

A/c No :

IFS Code :

**Signature of the Tenderer.**

## **SECTION V**

### **CERTIFICATE OF NON-PARTICIPATION OF 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-VI**

**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.**