



THE LAWRENCE SCHOOL, LOVEDALE, THE NILGIRIS - 643003

Expression of Interest (EOI) Document for providing Photography Service to The Lawrence School, Lovedale, Ooty, Tamilnadu.

EOI No	EOI/The Lawrence School/2022
EOI Issue Date	23.07.2024
Pre – EOI Meeting	25.07.2024
Last Date of Submission	28.07.2024
Date of opening of Tender	29.07.2024

Telephone: 0423 2452225/2453338

email: pc@thelawrenceschool.org

ceit@thelawrenceschool.org

Fax: – 0423 2442549

DISCLAIMER:

The information contained in this EOI document or subsequently provided to Vendor/Supplier, whether in document or verbal or any other form by or on behalf of The Lawrence School, Lovedale, Ooty, Tamil Nadu, any of its employees or advisors, is provided to Vendor/Supplier on the terms and conditions set out in this EOI document and such other terms and conditions subject to which such information is provided.

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

This EOI 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 Vendor/Supplier may require.

The assumptions, assessments, statements and information contained in this EOI document, may not be complete, accurate, adequate or correct. Each Vendor/Supplier 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 EOI document and obtain independent advice from appropriate sources.

Information provided in this document to the Vendor/Supplier 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 Vendor/Supplier 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 EOI document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI document and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI document or arising in any way in this EOI Stage.

INDEX

S. No	Particulars	Page No.
Section A		
1	Scope	3
2	Eligibility Criteria	3 & 4
3	Evaluation of EOI	4
Section B		
4	Submission of EOI	5 & 6
5	Earnest Money Deposit (EMD)	6 & 7

6	Opening of EOI	7
Section C		
7	Allotment of Contract	7
8	Termination of Contract	7
Section D		
9	General Terms and Conditions	8 & 9
Annexure – I: Applicant Information Sheet		Attached
Annexure- II: List of Photography Events and Terms and Conditions		Attached

Section-A

1. Scope:

The Lawrence School, Lovedale, Ooty, Tamilnadu (hereinafter referred to as the “School”), an Educational Institution, invites sealed EOI(s) for providing Photography Services (Refer Annexure-II) for The Lawrence School in its permanent campus at Lovedale as per the EOI document. The Photographer shall provide the required photographs/videos/DVDs to the School and the services should be available at the given time as per the rate list proposed in Annexure - II. The tender document can be downloaded from the school website at URL Link:

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

2. Eligibility Criteria:

All the photographers must fulfill the following eligibility criteria and submit the documents and the declarations (duly self-attested) in support of their claim along with the EOI. The applications of those are not meeting the Eligibility Criteria stated below and not accompanied with the requisite documents be treated as incomplete hence be rejected.

- i. The Photographer should have his own shop/firm/establishment/company and should have experience in photography field and engaged in providing photographs/videos/DVDs to renowned schools/other establishments.
- ii. The Photographer shall submit details of experience in running a shop or related field at least for a period of minimum two years before the date of EOI along with documentary proof.

- iii. Copy of Registration of the Shop/Agency/Firm/Company issued by the concerned authority of the Tamil Nadu Shops and Commercial Establishment Act is a must wherever applicable.
- iv. The Photographer is required to submit a self-attested copy of PAN/TAN/TIN/GST certificates wherever applicable.

3. Evaluation of EOI:

- i. The EOI will be evaluated based on rate list quoted in Annexure – II. Rate list of the Photographer who does not fulfill the eligibility criteria will be rejected.
- ii. Apart from the above-mentioned evaluation, a committee appointed by the School will inspect physically the shops/showroom/company run by the Photographer and evaluation marks will be allotted by the Committee, if required.
- iii. Selection of Photographer: Only those Photographers who qualify on technical evaluation shall be considered for evaluation of commercial bids.
- iv. A Committee constituted by the school shall evaluate the EOI's. The decision of the Committee in the evaluation of the EOI's shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee.
- v. Any approach from the Photographer or his representative, trying to influence the decision on the EOI, officially or otherwise, shall render the EOI liable to be summarily rejected. The Committee has been empowered to take the final decision regarding the EOI.

Section-B

4. Submission of EOI:

- i. Pre-EOI meeting will be held on 25.07.2024 at 3:00 PM at The Lawrence School, Lovedale. The prospective Photographer are requested to attend the Pre-EOI meeting on scheduled date and time in case of any clarification required. Technical requirements, Terms & Conditions or any other query related to this EOI shall be opened for discussion for wider competition and competitive prices. The Pre-EOI queries to be submitted on or before 24.07.2024 by 05:00 PM on the above given email IDs. No queries would be acceptable after the prescribed timeline. The EOI should be received as mentioned in the appropriate manner by 28.07.2024 by 05:00 PM.
- ii. The interested parties may inspect the premises or contact the Purchase In-charge before submitting the EOI form.
- iii. Tenders in the name of the Minors or on behalf of the Minors will be rejected.
- iv. In case of Firms/Companies/Establishment etc., the authorized representative can submit the EOI along with authorization letter.
- v. The EOI's received after the stipulated date and time will not be accepted. EOI's will be opened by the Committee nominated by the school.
- vi. The incomplete EOI forms and unsigned Terms & Conditions will be rejected.
- vii. EOI forms with any pre-conditions or additional conditions other than the conditions prescribed and supplied by the Photographer will summarily be rejected at the time of opening of EOI's.
- viii. The Photographer shall drop the EOI in a sealed cover duly signed on each page of EOI in the Box kept at the Main Gate of the School. **The name of the business/shop of the Photographer shall be written in capital letters on the sealed cover. On top of the sealed cover inscribe EOI for providing Photography Services.**
- ix. The school reserves the right to reject any one or all the EOI's received without assigning any reason. No correspondence in respect of the decisions arrived by the tender committee will be entertained.

5. Opening of EOI's:

The EOI's will be opened by Purchase Committee and other nominated members on the specific date mentioned in the EOI. In case of date of opening of EOI is declared a holiday, then the date of opening will be the next working day.

Section – C

6. Allotment of Contract:

As per the recommendations of the Committee, the contract will be allotted to the successful Photographer. The successful Photographer shall enter into an agreement for supplying/service of providing Photography Service for which he/she emerged as successful Photographer within 7 days from the date of issue of letter of Intent. Subsequently the successful Photographer shall deposit a sum of Rs.10,000/- (Ten Thousand only) towards Security Deposit which will be refunded immediately after the successful completion of the agreement. No interest shall be carried on such security deposit.

7. Termination of Contract:

- i. The school is at liberty to terminate the Contract with three months' notice, without assigning any reasons.
- ii. If even after award of contract, the information/facts submitted by the Photographer are found misleading/incorrect/false etc., The Headmaster of The Lawrence School, Lovedale, reserves the right to terminate the contract.
- iii. In case The Lawrence School, Lovedale, suspects or finds any sub-let entrusted to any sub-contractor on piecemeal basis or on regular terms, The Headmaster, The Lawrence School, Lovedale, reserves the right to terminate the contract without assigning any reasons
- iv. The Headmaster, The Lawrence School, Lovedale, shall have the right to terminate the contract, by giving 30 days' notice, if in his opinion the quality of services offered is not up to the standard/satisfactory.

GENERAL TERMS AND CONDITIONS OF CONTRACT:

1. If dispute or difference of any kind shall arise between The Lawrence School, Lovedale, and the Contractor in Photographer with or relating to the agreement, the parties shall make every effort to resolve the same amicably by mutual consultations.
2. Venue of Arbitration: The venue of arbitration shall be the place from where the agreement has been issued, in this case The Nilgiris, Tamil Nadu.
3. The Photographer shall be governed by and interpreted in accordance with laws of India for the time being in force.
 1. Payment Terms for Indigenous Sellers -
100% payment on submission of Photographs/DVDs/Videos and acceptance by the School within 15 days from the receipt of the bill in original.
 2. Advance Payments: - No advance payment will be made.

Date:

Signature of the Photographer