***COST OF EMPANELMENT FORM: RS.590/-***

***THE LAWRENCE SCHOOL,LOVEDALE,***

***NILGIRIS - 643 003***

***Form for Empanelment as a Supplier***

1. *Sealed Empanelment form will be received by the Headmaster, Lawrence School, Lovedale up to 03.00 pm on 10.06.2022 for the supply of various items/ materials. Separate form is required to be submitted for each category mentioned in the information sheet attached. If you are a dealer/supplier/vendor for only one/some of the items in each category, please specify what are the items that you would like to get empaneled for supplying to the School.*
2. *Empanelment form should be submitted only in the prescribed form attached herewith.*
3. *Each Empanelment form must be accompanied by a Demand Draft towards EARNEST MONEY DEPOSIT of Rs.5000/-. The EMD will be refunded to the unsuccessful supplier/vendor. The Earnest Money Deposit of the successful supplier /vendor will be retained by the school till the period of empanelment. The EMD will not carry any interest.*
4. *The School will empanel the successful dealer/ supplier/vendor and send the enquiry through the mail ID as mentioned as and when required. The L1 will be awarded the order for supply of items as required.*
5. *The Headmaster reserves the right to accept the selection of dealer/supplier/ vendor or reject the same without assigning any reason.*
6. *The successful dealer/supplier/vendor will be required to enter into  an agreement or letter of indent within 5 days of the acceptance of the  empanelment.*
7. *The school has the right to order any quantity or number of   the material/item from time to time as required or not to order any quantity of such material/item at all. The Headmaster reserves the right to reject any material/item which is of poor quality and of sub-standard.*
8. *No advance will be made to the supplier on any account.*
9. *Material/item required by the school will be delivered by the dealer/ supplier/vendor in his own transport at the Quartermaster's Stores between 9.30 a.m to 5 p.m on any working day within three days of the receipt of the purchase order or as agreed upon and as and when required by the school. The timing should be strictly adhered to.*

*Though  lowest rates will be accepted as a general norm,  the school authorities reserve the right to accept or reject or award the  order to any supplier/vendor of their choice and the school  is not  bound  to  award the order to the  lowest  rates  quoted, without   any explanation  or  assigning  any  reason   thereto.*

 *THE HEADMASTER*

 *LAWRENCE SCHOOL*

 *LOVEDALE.*

**Application for Empanelment of the Suppliers/Vendors**

1. Name of the Supplier/Vendor :
2. Address of the supplier/vendor :
3. Contact number :
4. Alternate contact number
5. Email ID (compulsory) :
6. PAN :

1. GST Registration Number :
2. Nature of Supply (Category) : **Tick whichever is applicable**

 A) Plumbing/ Electrical/Paints/Pipes & Fittings

 B) Hardware items

 C) Sports Goods

 D) Medicine

 E) Note books & General Stationary

 F) Sanitation items & Toiletry items

 G) Laundry Chemicals

 H) Vegetables & Fruits

 I) Bakery products

 J) Provisions

1. Details of three to five Prominent Customers and their contact details:
2. **Bank Details of the supplier/vendor**
3. Name of A/c Holder :

1. Bank Name :
2. Branch Name :
3. A/c Number – SB or CA :
4. IFS Code :

 Signature of the supplier/vendor

 with seal