

**THE LAWRENCE SCHOOL, LOVEDALE, THE NILGIRIS, TAMIL NADU -
643003**

EXPRESION OF INTEREST (EOI) DOCUMENTS FOR PROPERTY INSURANCE

Tender No.	EOI/LSL/PI/2025
Earnest Money Deposit [EMD]	Rs. Nil
EOI Issue	05/03/2025
Insurance Coverage Commence Date	14/03/2025
Duration	One Year, Three years and Five years (from current expiry date)
Quotation/premium	One Year, Three years and Five years

SCHEDULE OF EVENTS

Sl. No.	Particulars	Completion date	Time
1	Queries by the Insurer/Broker	10/03/2025	3.30 PM
2	Last date to submit the Tender Documents	10/03/2025	3.30 PM
3	Opening of the Tender	11/03/2025	3.30 PM
4	Negotiation with the Bidders	11/03/2025	3.30 PM

Telephone: 0423 2452225

email: am@thelawrenceschool.org

cc to:

email: ahmed@thelawrenceschool.org

INTRODUCTION

DISCLAIMER:

The information contained in this EOI document 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 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 Applicant may require.

The assumptions, assessments, statements and information contained in this EOI 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 EOI 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 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.

GENERAL

The Lawrence School, Lovedale invites proposals from IRDAI registered well established Insurance Companies [both PSUs and Private Operators] having adequate experience in dealing with the property Insurance, for providing Property Insurance Coverage for the School properties.

A. BIDDER'S ELIGIBILITY CRITERIA (Mandatory provisions) :

It is mandatory for the potential bidders to ensure that the following minimum eligibility criteria is met in order to participate in the process:

1. Should have a valid IRDA license as on date of submission of EOI response for procuring insurance business in India.
2. Should have been registered with IRDA under the Property Insurance category.

The submission of tender document should accompany the required documentary evidence to prove their eligibility, failing which, the quotation will be rejected.

Quotation can be submitted either directly by the Insurance company or through their authorized IRDA approved broker. But one Insurance Company can submit only **ONE** quote. Also one broker should submit only **ONE** quote. Both the insurance company and broker cannot submit multiple quotes. Quotes have to be submitted only from / for those Insurance Companies having Office (Regional/Division/ Branch/ Zonal) at The Nilgiris and Coimbatore Districts of Tamil Nadu, India).

B) Experience: Bidder should have experience of providing **Property Insurance Policies** for the last three years.

C) Rejection of Bids

The School reserves the right to reject the Bid if,

- The Bid is incomplete as per the EOI requirements.
- Any condition stated by the Bidder is not acceptable to the School.
- If the EOI and any of the terms and conditions stipulated in this document are not accepted by the Bidder.
- Required information is not submitted as per the format given.
- Any information submitted by the Bidder is found to be untrue / fake / false
- The Bidder does not provide, within the time specified by the School, the supplementary information/clarification/details sought by the School for evaluation of the Bid.
- Any other reason which The School may deem appropriate for rejection of the Bid.

The School shall be under no obligation to accept any offer received in response to this EOI and shall be entitled to reject any or all offers without assigning any reason whatsoever. The School may abort the entire process at any stage, thereby without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for school action. Any effort by the firm to influence the School in the process of School's Bid evaluation; Bid comparison; and contract award decision may result into the rejection of their Bid.

D) Sealing and Submission of Tenders

For sealing and submission of the Tender document, the Bidders shall follow the procedure as indicated below:

The Bidders are required to submit the tender in sealed envelope addressed as under:

The Headmaster

The Lawrence School, Lovedale, Ooty,
The Nilgiris-643003,
Tamil Nadu

The sealed tender should be submitted on or before the date and time mentioned in this document along with Annexure 1 and 2. Please refer Annexure-3 for the requirement of risk coverage and sum assured for the different type of properties. Tender submitted through FAX will not be accepted.

Please note the following: -

- i. The successful bidder will be awarded the property insurances/renewal of existing property insurance.**
- ii. The School shall not be bound to accept the lowest bid and reserves the right to reject any or all the bids without assigning any reason**
- iii. The quotes can be submitted through online or through a hard copy in a sealed envelope, which can be dropped in the BOX kept in the School's main gate.**

E) Opening of EOI's:

The EOI's will be opened by the Purchase Committee appointed by the school and other nominated members on **11/03/2025** at the School Office at 3.00 PM. In case of date of opening of EOI is a declared holiday, then the date of opening will be the next working day.

F) Allotment of Contract:

The determination of award of contract will take into account the Bidders financial, technical and services capabilities. It will be based upon an examination of the documentary evidence of the Bidders qualifications submitted by the Bidders, as well as such other information as the School deems necessary and appropriate.

The School will award the Contract to the successful Bidder whose quote has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

Immediately after the award of contract, the negotiated premium will be released through account payee cheque or through on-line payment in favor of the successful bidder.

The successful bidder has to issue the Policy Documents/Renewed Policy Documents, once the premium is received by the bidder, on or before the due date/time.

Details of Insurance:

PROPERTY INSURANCE	
Insured	THE LAWRENCE SCHOOL
Insured's Communication Address	LOVEDALE, OOTY, THE NILGIRIS-643003, TAMILNADU
Current Insurer	NATIONAL INSURANCE CO.LTD
Current Policy Period	14.03.2024 TO 13.03.2025
Claim as on 03/03/2025	NIL
Current Premium	INR. 8,74,970/- (including GST)
Coverages	As is basis