



The Lawrence School

Lovedale, The Nilgiris - 643003

NOTICE INVITING TENDERS

**Tender for Supply, Installation, Testing, and Commissioning of
One Heavy Duty Photocopier, Colour Printer and Four Small
Office Photocopiers at The Lawrence School, Lovedale**

Tender notice

Notice Inviting Tender No	NIT/LSL/IT/003/2026-27
Tender Inviting Authority	The Lawrence School, Lovedale
Place of availability of Tender Documents (NIT)	www.thelawrenceschool.org/tenders
The contact Person	Mr. Krishna Kumar (HOD – IT Department)
Name of the Project Work	Supply, Installation, Testing, and Commissioning Heavy Duty Photocopier, Colour Printer and Small Office Photocopiers at The Lawrence School, Lovedale
Address to send Prebid queries	pc@thelawrenceschool.org and ceit@thelawrenceschool.org
Place for submission of bids	The Lawrence School, Lovedale
EMD Amount	₹5,000/- Earnest Money Deposit (EMD): (Applicable only for the new vendors)
Address for communication	Headmaster, The Lawrence School, Lovedale, The Nilgiris, Tamil Nadu- 643003
LSL would endeavour to adhere to the following schedule:	
Event	Date – Deadline
Release of NIT	22.06.2026
Pre–bid queries On Call (9.00 AM to 5.00 PM weekdays)	22.06.2026 to 30.06.2026
Last date and time for submission of bids	05.07.2026 (05.00 PM)

Telephone: 0423 2453300

email: pc@thelawrenceschool.org,

ceit@thelawrenceschool.org

DISCLAIMER:

The information contained in this NIT 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 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 Vendor/Supplier may require.

The assumptions, assessments, statements and information contained in this NIT 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 NIT 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 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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Annexure- II: Details of Items, Quantity, etc.		Attached

Scope of the work:

The Lawrence School, Lovedale, Ooty, Tamilnadu (hereinafter referred to as the “**LSL/School**”), an Educational Institution, invites NIT(s) for **Supply, Installation, Testing, and Commissioning of One (01) Heavy Duty Photocopier, (01) Colour Printer and Four (04) Small Office Photocopiers** (as per Annexure-II) for The Lawrence School in its permanent campus at Lovedale as per the NIT document.

The successful bidder shall:

1. **Supply** – Deliver **one (01) Heavy Duty Photocopier, (01) Colour Printer and four (04) Small Office Photocopiers**, brand new and unused, from reputed manufacturers, complete with all standard accessories, consumables required for initial operation, and genuine OEM warranty.
2. **Installation and Commissioning** – Install, configure, and commission all photocopier machines at designated locations within the School campus. Installation and commissioning shall be completed within **5 days from the date of delivery**.
3. **Testing and Demonstration** – Conduct comprehensive testing of all machines to ensure proper functionality and performance. The vendor shall provide a demonstration of all features and operational procedures to the designated School staff before handover.
4. **Training** – Provide basic operational training to the School personnel for the effective use, routine maintenance, and troubleshooting of the photocopier machines.
5. **Warranty Support** – Provide a minimum **one-year comprehensive onsite warranty** (or as specified in the technical specifications) covering all parts, labour, and service support. The vendor shall coordinate with the OEM for prompt resolution of warranty-related issues.

6. **After-Sales Service** – Ensure availability of authorized service support, spare parts, and consumables throughout the warranty period. Service calls shall be attended within the stipulated response time specified in the contract.
7. **Comprehensive Service Maintenance Contract (CSMC)** – The vendor shall be willing and capable of providing a **Comprehensive Service Maintenance Contract (CSMC)** for all supplied photocopier machines after the expiry of the warranty period. The CSMC shall cover preventive maintenance, breakdown maintenance, replacement of defective parts, labour charges, and service support to ensure uninterrupted operation of the machines. The vendor shall submit indicative CSMC terms, including scope of coverage, response time, preventive maintenance schedule, and annual maintenance charges, along with the bid. The School reserves the right to enter into a CSMC with the successful bidder after completion of the warranty period, subject to satisfactory performance and mutually agreed terms and conditions.
8. **Documentation** – Supply all user manuals, warranty certificates, installation reports, and other relevant documentation at the time of commissioning.
9. **Delivery Schedule** – Delivery, installation, testing, and commissioning of all photocopier machines shall be completed within **15 days from the date of Purchase Order (PO)**. The vendor shall ensure delivery at The Lawrence School, Lovedale, including unloading, transportation within the campus, installation, and commissioning, without any additional charges.
10. **Buyback of Existing Photocopier Machines** - The bidder shall quote a separate buyback value for the existing photocopier machines presently installed at The Lawrence School, Lovedale. The quoted buyback value shall be considered during the financial evaluation of the bid. The successful bidder shall be responsible for dismantling, lifting, transportation, and disposal of the old machines at their own cost after successful installation and commissioning of the new photocopiers.

The existing machines available for buyback are:

Sl. No.	Make & Model	Category	Quantity
1	Toshiba e-Studio 4518A	Heavy Duty Photocopier	1 No.
2	Toshiba e-Studio 2329A	Medium Duty Photocopier	4 Nos.

The bidder shall inspect the existing machines, if required, before submitting the bid and quote the buyback value accordingly. No subsequent revision of the quoted buyback value shall be permitted after submission of the bid. The School reserves the right to accept or reject the buyback offer separately or along with the procurement proposal.

The tender document can be downloaded from the School website at URL Link:

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

Eligibility Criteria for the Service Provider (SP):

All Vendors/Service Providers (SPs) must fulfil the following eligibility criteria and submit self-attested documentary evidence and declarations in support of their claims along with the NIT. Applications not meeting the eligibility criteria and/or not accompanied by the requisite documents shall be treated as incomplete and liable for rejection.

- i. Registered firm/company/proprietorship/partnership under Indian law.
- ii. Authorised OEM dealer, distributor, reseller, or service partner for the quoted photocopier models.
- iii. Bidder shall submit a valid Manufacturer Authorization Form (MAF) issued by the OEM.
- iv. Minimum 3 years' experience in supplying, installing, and maintaining photocopier/MFP machines.
- v. Valid GST Registration and PAN.
- vi. At least three similar supply/work orders or completion certificates from the last three years.
- vii. Adequate service infrastructure and qualified personnel for onsite support in Tamil Nadu/Nilgiris.

- viii. Declaration that the bidder is not blacklisted or debarred by any Government or statutory authority.
- ix. Commitment to provide warranty support, spare parts, and consumables during the warranty period.
- x. The bidder shall be capable of providing a **Comprehensive Service Maintenance Contract (CSMC)** for the supplied photocopier machines after the warranty period and shall submit indicative CSMC charges and service terms along with the bid.
- xi. The bidder shall be willing to undertake the buyback of the School's existing photocopier machines and shall submit a separate buyback quotation indicating the model-wise value offered for the machines proposed for replacement.

Evaluation of NIT

- The NIT will be evaluated based on the rate list quoted in **Annexure–II**. The rate list of any Vendor/Supplier who does not fulfil the **Eligibility Criteria** shall be rejected.
- **Selection of Vendor:** Only those vendors who submit their offers **strictly as per the School's requirements mentioned in the Technical Requirement (Annexure II)** shall be considered for evaluation of commercial bids.
- The procurement will be conducted in accordance with the **General Financial Rules (GFR)**.

Evaluation and Procurement Process:

An open tender will be published on the School's official website to invite quotations.

Financial Bid:

- The financial bids will be opened by the Purchase Committee.
- Negotiations, if required, will be conducted only with the L1 vendor, subject to approval by the competent authority.

A Committee constituted by the School shall evaluate the tenders. The decision of the Committee in the evaluation of the NIT shall be final, and no correspondence will be entertained outside the process of negotiation/discussion with the Committee.

Any attempt by the Vendor/Supplier or their representatives to influence the decision on the NIT, officially or otherwise, shall result in the NIT being summarily rejected. The Committee is fully empowered to take the final decision regarding the NIT.

Submission of NIT

All quotations must be submitted to the Purchase Committee either:

- In a sealed cover addressed to the Purchase Committee, The Lawrence School, Lovedale, Ooty – 643003, Tamil Nadu.

OR

- Via email to **pc@thelawrenceschool.org** with a **CC to ceit@thelawrenceschool.org**
- Bids not conforming to the prescribed formats or submitted after the due date will be rejected.

Earnest Money Deposit (EMD): (Applicable only for the new vendors)

- i. The Vendor/Supplier shall be required to submit the Earnest Money Deposit (EMD) for an amount of ₹5,000/- (Rupees Five Thousand only). The Vendor/Supplier may submit the EMD through RTGS/online bank transfer or DD as per the bank details given below:

The bank details of The Lawrence School Account for online transfer:

Account Holders Name: The Headmaster, The Lawrence School, Lovedale

Account Number: SB A/C 10920587087

Bank Name: State Bank of India

IFSC CODE: SBIN0003162

Bank Address: The Lawrence School Campus, Lovedale

Note: The proof of payment including name of the bank, amount of SD, date of transfer, UTR No. shall be attached to the NIT Document (in a separate sheet), in case of online transfer.

- ii. The EMD amount will not carry any interest.
- iii. EMD is not exempted to any Organizations/Institutions/Communities/Society/Voluntary organization, etc.
- iv. **Vendor/Supplier whose EMD is already with the School need not to pay EMD again.**
- v. Earnest money deposit of the successful Vendor/Supplier shall be forfeited, if he/she refuses or neglects to execute the order within the time frame as specified by the School.

- vi. The School reserves the right to reject any one or all the NIT's received without assigning any reason. No correspondence in respect of the decisions arrived by the tender committee will be entertained.

2. Allotment of Contract:

As per the recommendations of the Committee, the contract will be allotted to the successful Vendor/Supplier. The successful Vendor/Supplier shall enter into an agreement for **Supply and Installation of One (01) Heavy Duty Photocopier, (01) Colour Printer and Four (04) Small Office Photocopiers** at The Lawrence School, Lovedale for which he/she emerged as successful Vendor/Supplier within 7 days from the date of issue of letter of Intent.

3. Termination of Contract:

- i. The School is at liberty to terminate the Contract with one-month notice, without assigning any reasons.
- ii. If even after award of contract, the information/facts submitted by the Vendor/Supplier 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 supply is 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. The CSMC contract will be for a period of one year, or a period that is on mutual agreement, commencing from the date of signing the contract.
- 2. If only one responsive bid is received, the Purchase Committee shall examine adequacy of competition and record reasons before proceeding. Re-tendering shall be considered if the single-bid does not establish fair market price.
- 3. The transportation loading-unloading & other charges will be inclusive in rates quoted by vendor/supplier.
- 4. In case of any dispute between the successful Vendor/Supplier and its employee, The Lawrence School, Lovedale will have no responsibility and shall not be responsible for

any compensation in any form to such employment to any of such employees during or after the expiry of this agreement.

5. The successful Vendor/Supplier will have to provide good quality and standard product of items to The Lawrence School, Lovedale, as specified in Annexure-II.
6. In case of supplied materials, if found same are lower in quantity or quality and not of standard quality or not supplied in time, a deduction of 2 % of the bill amount will be made as penalty or as decided by The Headmaster, The Lawrence School, Lovedale.
7. **All the ordered items are to be supplied by 03.00 pm as per the schedule given in the Purchase Order.**
8. The successful vendor /supplier will ensure compliance of all the relevant provisions of the Laws / terms of contract.
9. The successful Vendor/Supplier will submit the bill in duplicate immediately after the successful supply of the materials for payment. The payment will be made after verification of items supplied as per Purchase Order and Goods Receipt Note. Tax at source shall be deducted as admissible, as per the prevailing rate and payment will be made accordingly by A/C Payee Cheque or shall be transferred to his/her account through electronic system within 15 days from the receipt of the bill.
10. The successful Vendor/Supplier shall not do anything inside or outside the premises, which may create nuisance or any cause of annoyance to the students, working staff or to the visitors visiting the premises.
11. These are only proposed draft terms & conditions and can be modified/changed or added at the time of finalization and signing the agreement.
12. Conditional/Incomplete offers not conforming to tender document will be rejected.
13. If the Vendor/Supplier is a partnership of two or more persons all such persons shall be jointly and severally liable to the School for the fulfillment of the terms of contract.
14. The Vendor/Supplier will be held wholly responsible for any action taken by statutory bodies for violation /non – compliance of any such provision/rule.
15. If dispute or difference of any kind shall arise between The Lawrence School, Lovedale, and the Contractor in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
16. Venue of Arbitration: The venue of arbitration shall be the place from where the Contract has been issued, in this case The Lawrence School, Lovedale.
17. The Court of Judicature at Nilgiris will have the exclusive jurisdiction to try the disputes.
18. The Vendor/Supplier shall be governed by and interpreted in accordance with laws of India for the time being in force.

Payment Terms: -

The Vendor/Supplier is required to give confirmation of their acceptance of the Special Conditions of the NIT mentioned below, which will automatically be considered as part of the Contract concluded with the successful Vendor/Supplier (i.e. Seller in the Contract) as selected by the school. Failure to do so may result in the rejection of NIT submitted by the vendor/Supplier.

1. **Payment Terms for Indigenous Sellers -**

100% payment on delivery and acceptance by the user **within 15 days** from the receipt of the bill in its original.

2. **Advance Payments:** An advance payment of up to 40% may be made upon request by the vendor/supplier, but only for the selected goods and subject to due consideration.

Date:

**Signature of the
Vendor/Supplier**