

THE LAWRENCE SCHOOL, LOVEDALE

The Nilgiris – 643 003, Tamil Nadu

REQUEST FOR PROPOSAL (RFP)

Engagement of a Consultancy Firm for Structural Condition Assessment, Non Destructive Testing and Distress Survey of Five (5) School Buildings

RFP / Tender Notification No.	LSL/EM/ASD/2026-27/879
Name of Work	Assessment of Present Condition, Soundness and Extent of Distress in the Existing Buildings (5 Nos.) in the School Premises
RFP Issue Date	22.07.2026
Last Date & Time for Submission of Bids	04.08.2026, before 1500 Hrs (IST)
Mode of Bidding	Two-Part System — Technical Bid and Price Bid, submitted in separate sealed covers within a common sealed master envelope
Issuing Authority	The Lawrence School, Lovedale, Udthagamandalam, The Nilgiris – 643 003, Tamil Nadu

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1. About The Lawrence School

The Lawrence School, Lovedale, Udthagamandalam, The Nilgiris, Tamil Nadu, is a Central Government residential senior secondary school functioning under the Ministry of Education, Government of India. The School invites proposals from qualified and experienced consultancy firms for “Assessment of Present Condition, Soundness and Extent of Distress in the Existing Buildings (5 Nos.) in the School Premises,” in accordance with the terms and conditions set out in this RFP.

Note: This RFP, together with all corrigenda, addenda, and clarifications issued in relation to it, shall together constitute the complete RFP document. The terms RFP, Tender, EOI and Bid are used interchangeably throughout. This RFP has been prepared in conformity with the General Financial Rules (GFR), 2017 — in particular Rules 191 to 194 governing procurement of consultancy services — and with the Manual for Procurement of Consultancy Services, Second Edition, 2025 (“MPCS 2025”), issued by the Department of Expenditure, Ministry of Finance, Government of India, as applicable to the engagement of consultancy services by Central Government educational institutions.

2. Important RFP Details

Particulars	Details
RFP / Tender Notification No.	LSL/EM/ASD/2026-27/879
Date of Issue of RFP	22.07.2026
Last Date & Time for Receipt of Bids	04.08.2026, before 1500 Hrs (IST)
Bid Opening	By a Committee constituted by the School; not in the presence of Bidders
Bid Validity Period	90 days from the date of opening of the Technical Bid
Point of Contact	Estate Manager, The Lawrence School, Lovedale — em@thelawrenceschool.org / pc@thelawrenceschool.org, Tel: 0423-2452225, 2453338
Address for Submission	The Lawrence School, Lovedale, Udthagamandalam, The Nilgiris – 643 003, Tamil Nadu

Note: The School shall not be responsible for any postal delay, or for non-receipt or non-delivery of Bids due to an incorrect or incomplete address.

3. Glossary of Terms

Term	Meaning
School / Employer / Owner	The Lawrence School, Lovedale, The Nilgiris, Tamil Nadu.
Headmaster / Competent Authority	The Headmaster, The Lawrence School, Lovedale, being the tender-accepting and contract-signing authority on behalf of the School.
Consultant / Bidder / Tenderer / Applicant	The firm or agency submitting an offer in response to this RFP, and, on award, the party engaged to execute the assignment; expressions used interchangeably in this document.
RFP / Tender / EOI / Bid	Used interchangeably to mean this Request for Proposal document, together with all corrigenda, addenda and clarifications issued in relation to it.
GFR	General Financial Rules, 2017, Government of India, as amended from time to time.

Term	Meaning
MPCS 2025	Manual for Procurement of Consultancy Services, Second Edition, 2025, issued by the Department of Expenditure, Ministry of Finance, Government of India.
CEC	Consultancy Evaluation Committee, constituted by the School to evaluate Technical and Price Bids, as envisaged under Chapter 8 of the MPCS 2025.
NDT	Non-Destructive Testing.
BOQ	Bill of Quantities.
EMD / Bid Security	Earnest Money Deposit / Bid Security Declaration furnished by a Bidder in lieu of EMD.
LOI / LOA	Letter of Intent / Letter of Award issued by the School to the successful Bidder.
GST	Goods and Services Tax, as applicable under Indian law.
QCBS	Quality-cum-Cost Based Selection — the method of evaluation adopted for this assignment, combining technical merit and price.

4. Background and Scope of Work

Certain distress features have been observed by the School authorities in the main school buildings, giving rise to concern regarding the serviceability and safety of the buildings and their occupants. Accordingly, the School wishes to engage a qualified consultancy firm to assess the present condition, soundness and extent of distress in the identified buildings, and to recommend appropriate restoration measures.

4.1 Buildings Covered Under This Assignment

Sl. No.	Building Name	No. of Floors	Structural System	Approx. Age (Years)	Built-up Area (Sq. Ft.)
1	Main Building, Senior School	G+2	Load-bearing brick masonry	168	1,13,992
2	Junior School	G+1	RCC framed structure with infill masonry	14	88,705
3	Girls School	G+1	Load-bearing brick masonry	130	31,145
4	Prep School Dormitory & Academic Block	Ground floor only	Load-bearing brick masonry	100	53,759
5	Hospital Buildings (2 units)	G+1	Load-bearing brick masonry	168	13,598
			Total Built-up Area		3,01,199

4.2 Detailed Scope of Services

- Detailed visual inspection of the five (5) identified buildings and observation of existing distress features, including roof drainage.
- Classification of existing distress into categories — minor, moderate and severe — and further distinguished as structural or non-structural in nature.

- c. Study of existing architectural and layout drawings of the buildings and verification of the structural system.
- d. Ultrasonic Pulse Velocity (UPV) Test on RCC members / wooden beams selected at random, to assess the quality and uniformity of in-situ concrete / wood.
- e. Rebound Hammer Test on RCC members selected at random, for assessment of surface hardness / strength of in-situ concrete.
- f. Cover Meter Test on RCC members selected at random, for verification of rebar location and thickness of cover concrete.
- g. Rebound Hammer Test on masonry walls / bricks selected at random, for assessment of quality and soundness of the existing masonry.
- h. Collection of mortar samples from existing load-bearing masonry walls, for assessment of mortar quality.
- i. Collection of brick samples from existing load-bearing masonry walls, for assessment of brick quality / strength.
- j. Extraction of wooden samples from accessible regions of beams, for assessment of wood type and moisture content.
- k. Endoscopic inspection of internal regions of wooden beams, wherever feasible, to verify quality or deterioration at wall-beam junctions.
- l. Analysis of field observations and test results, and derivation of engineering inferences.
- m. Formulation of restoration measures for distressed regions, supported by sketches, specifications and stage-wise sequencing.
- n. Submission of a detailed final report comprising test results, photographs, restoration measures and the Consultant's professional opinion on the soundness and present condition of each building.
- o. Preparation of a detailed Bill of Quantities (BOQ) and cost estimate for the recommended restoration measures.

Note: The tests indicated above shall cover a maximum of 6% to 8% of the accessible RCC / load-bearing members of the identified buildings, carried out on randomly selected accessible members. All NDT tests shall be conducted in accordance with the relevant Indian Standards (Bureau of Indian Standards) applicable to each test method.

4.3 Right to Vary Scope: The scope of work outlined above is indicative and subject to variation at the sole discretion of the School. The School reserves the right to add, delete, or modify the buildings or tests covered under this assignment at any time before or during execution, with corresponding adjustment to the fee only where mutually agreed in writing.

5. Period of Study and Implementation Schedule

Activity	Timeline
Field inspection, observation and testing	8 to 10 days from commencement
Analysis of results and submission of final report	Within a further 30 working days of completion of field testing
Mobilization of the Consultant's team	Within 10 working days of receipt of the Work Order

Note: Penalty for delay: unless an extension has been granted in writing by the Headmaster upon a reasoned request made at least 7 days before the due date, delay in submission of the final report beyond the stipulated period shall attract a penalty as may be determined by the Competent Authority, to be recovered from the balance payment due to the Consultant.

6. Instructions to Bidders

6.1 General

1. All costs and expenses incurred by a Bidder in the preparation and submission of its proposal, including attendance at meetings or site visits, shall be borne entirely by the Bidder; the School bears no liability in this regard.
2. Bidders are advised to inspect the site and its surroundings prior to submission of their bid, and to satisfy themselves as to all conditions likely to affect the cost or execution of the assignment.
3. The School reserves the right, at its absolute discretion, to vary the criteria specified herein for evaluation of proposals, to seek additional information from any Bidder even after the RFP closes, and to accept or reject any or all bids without assigning any reason.
4. Every Bidder shall submit only one proposal. Where a Bidder submits more than one proposal, all such proposals shall be disqualified.
5. All communications relating to this RFP shall be addressed only to the nominated point of contact indicated in Section 2 above, between 1030 Hrs and 1730 Hrs, Monday to Friday, excluding public holidays.

6.2 Non-Transferability

This RFP document is not transferable.

6.3 Amendment to the RFP

At any time prior to the deadline for submission of Bids, the School may, for any reason, modify the RFP document by way of amendment or corrigendum, which shall be notified through the School's official communication channel and email to bidders who have obtained the document. Bidders shall be responsible for ascertaining that all such amendments have been taken into account before submission of their Bid. The School may, at its discretion, correspondingly extend the deadline for submission of Bids.

6.4 Language and Currency of Bid

The Bid, and all correspondence and documents relating to it, shall be written in English. All prices shall be quoted in Indian Rupees (INR).

6.5 Documents Comprising the Bid

- Bidder's Information — Annexure I
- Compliance Statement Declaration — Annexure II
- List of Deviations, if any — Annexure III
- Undertaking on Pre-Qualification, with supporting documents — Annexure IV
- Commercial Bid Covering Letter — Annexure V (to be enclosed in the Price Bid cover only)
- Price Bid Format — Annexure VI (to be enclosed in the Price Bid cover only)
- Bid Security Declaration — Annexure VII
- Declaration Regarding Clean Track Record — Annexure VIII
- Letter of Competence — Annexure IX
- Copy of valid Registration Certificate, Partnership Deed / Articles of Association (as applicable), and Power of Attorney in favour of the signatory
- Income Tax Returns for FY 2023-24, 2024-25 and 2025-26

- Documentary proof of past assignments cited in support of eligibility (Letters of Award / Completion Certificates / photographs)

6.6 Earnest Money Deposit (EMD) / Bid Security Declaration

In lieu of an EMD in cash or instrument form, every Bid must be accompanied by a Bid Security Declaration in the format at Annexure VII. A Bid received without this declaration, in the proper form and manner, shall be treated as non-responsive and rejected. Under the terms of the declaration, a Bidder who withdraws or modifies its Bid during the validity period, or who, on acceptance of its Bid, fails to execute the agreement or commence the assignment within the stipulated time, shall be liable to be disqualified from participating in the School's tenders for a period of up to three years.

6.7 Validity of Bids

Bids shall remain valid for acceptance for a minimum period of 90 days from the date of opening of the Technical Bid. A Bidder shall not, during this period, revoke or unilaterally vary its Bid or any term thereof, without the prior written consent of the School.

6.8 Format and Signing of Bids

Each Bid shall be submitted in two parts: Part I — Technical Bid, comprising all Annexures other than Annexures V and VI; and Part II — Price Bid, comprising only Annexures V and VI. Prices shall not be disclosed anywhere other than in the Price Bid; a Bid disclosing prices in the Technical Bid shall be liable to rejection. The Bid shall be typed or written in indelible ink, and every page shall be initialled by the person(s) authorised to sign on behalf of the Bidder.

6.9 Sealing and Marking of Bids

The Technical Bid and Price Bid shall each be sealed in separate, non-window envelopes, clearly super-scribed “Technical Bid” and “Price Bid” respectively, for “Assessment of Present Condition, Soundness and Extent of Distress in the Existing Buildings (5 Nos.) in the School Premises,” and both placed within a single sealed master envelope addressed to the Issuing Authority at the address given in Section 2. Every envelope shall bear the name, address and contact details of the Bidder. Bids not sealed and marked as prescribed shall stand rejected without recourse, and the School shall bear no responsibility for their premature opening or misplacement.

6.10 Deadline and Late Bids

Bids must be received at the address specified not later than the last date and time indicated in Section 2. Any Bid received after the deadline shall be rejected and returned unopened to the Bidder. Where the specified date falls on a holiday for the School, Bids will be received up to the appointed time on the next working day.

6.11 Opening, Clarification and Preliminary Examination of Bids

Technical Bids will be opened by a Committee constituted by the School; this shall not be in the presence of Bidders. Price Bids of only those Bidders found technically qualified shall be opened at a later date, intimated separately. During evaluation, the School may seek written clarification from a Bidder on its Bid; no change in the substance of the Bid shall be sought, offered, or permitted in the course of such clarification. The School will examine Bids to ascertain their completeness and conformity with the RFP, and may, at its discretion, waive any minor infirmity that does not affect the relative standing of any Bidder.

7. Minimum Eligibility / Pre-Qualification Criteria

Bidders satisfying all of the following conditions shall be considered technically eligible; the School reserves the right to seek documentary substantiation of any claim made in this regard, and Bids not supported by the required documentary proof shall not be considered for further evaluation.

1. Copy of a valid Registration Certificate (as applicable to the constitution of the firm) to be enclosed, valid as on the date of submission.
2. The firm should have been in established practice for at least 20 years, and the principal partner(s) / owner should individually possess professional qualification and experience of at least 25 years in the field of Structural Engineering / Architecture / Planning.
3. The firm should have a minimum of 5 full-time structural consultants / engineers on its regular payroll, possessing relevant qualification and experience; supporting documents to be enclosed.
4. Income Tax Returns for the last three Financial Years (2023-24, 2024-25 and 2025-26) are to be submitted.
5. The firm should have successfully completed a minimum of one (1) work of project value not less than ₹20 lakh, or two (2) works of project value not less than ₹10 lakh each, of a similar nature, during the last five (5) years, supported by copies of the letter of award / completion certificates / photographs.
6. The Bidder should not currently stand banned, debarred or blacklisted by any Central or State Government department, Statutory Body, PSU, PSB or other public agency (Declaration as per Annexure VIII).

Note: Technical qualification confers no right on a Bidder to claim award of the work. The School reserves the right to cancel the tender process, or to award the work to any Bidder, at its sole discretion.

8. Evaluation Methodology

8.1 Method of Selection

The hiring of the Consultant under this RFP shall be done through Quality and Cost Based Selection (QCBS), in accordance with Rule 192 of the General Financial Rules (GFR), 2017 — read with Rule 191 (Methods of Selection / Evaluation of Consultancy Proposals), which identifies QCBS as one of the methods available under Rules 192 to 194. The adoption of QCBS as the selection method, and the design of the evaluation process set out in this Section, follow the procedure prescribed in Chapter 4 (Bidding Design for Consultancy Services — para 4.2, Systems of Selection of Consultants) and Chapter 8 (RfP Evaluation and Award of Contract — paras 8.1 to 8.5) of the Manual for Procurement of Consultancy Services, Second Edition, 2025 (MPCS 2025), issued by the Department of Expenditure, Ministry of Finance, Government of India.

Under QCBS, Bidders are evaluated on a composite basis combining the quality of the technical proposal and the price quoted, in the weightage ratio of 70:30 between Technical Score and Price Score respectively. This is within the ceiling prescribed under Rule 192(iv) of the GFR, 2017, which stipulates that the weightage assigned to technical (non-financial) parameters shall in no case exceed 80 percent.

Technical Bids shall be evaluated by a Consultancy Evaluation Committee (CEC) constituted by the School, as envisaged under para 8.2 of the MPCS 2025, and the minutes of its evaluation shall be recorded in a format broadly aligned with Annexure 6 (CEC Committee Minutes Format for Consultancy Services) of the MPCS 2025. Price Bids of only those Bidders found technically qualified, following the preliminary and techno-commercial evaluation at para 8.3 of the MPCS 2025, shall thereafter be opened. The Price Bids of Bidders not meeting the minimum technical qualifying marks shall not be opened, and shall be returned unopened.

8.2 Summary of Weightage

Sl. No.	Criteria	Maximum Marks
1	Past Experience of the Firm (Years of Establishment)	20
2	Past Experience in Similar Projects (Structural Audit / NDT Assignments)	20
3	Value of Similar Project(s) Handled	10
4	Past Experience of Work in Hill Region (Nilgiris / Tamil Nadu)	10
5	Average Annual Turnover — Last 3 Financial Years	10
	Total Technical Score (Ts)	70
—	Price Bid Score (Ps)	30
	Combined Score (Ts + Ps)	100

8.3 Detailed Technical Marking Scheme (Maximum 70 Marks)

The Technical Score shall be computed on the basis of documentary evidence furnished by the Bidder in Annexures I and IV, as per the following band-wise marking scheme:

Sl. No.	Criteria	Band	Marks
1	Past Experience of the Firm (Years of Establishment) — Max. 20	More than 10 years	20
		Between 7 and 10 years	15
		Between 3 and 6 years	10
		Below 3 years	5
		Nil experience	0
2	Past Experience in Similar Projects (Structural Audit / NDT) — Max. 20	More than 10 years	20
		Between 7 and 10 years	15
		Between 3 and 6 years	10
		Below 3 years	5
		Nil experience	0
3	Value of Similar Project(s) Handled — Max. 10	Above ₹20 lakh	10
		₹10 lakh to ₹15 lakh	7.5
		₹5 lakh to ₹10 lakh	5
		₹1 lakh to ₹5 lakh	2.5
4	Past Experience of Work in Hill Region (Nilgiris / Tamil Nadu) — Max. 10	More than 10 years	10
		Between 7 and 10 years	7.5
		Between 3 and 6 years	5
		Between 1 and 3 years	2.5
5	Average Annual Turnover — Last 3 Financial Years — Max. 10	Above ₹25 lakh	10
		₹10 lakh to ₹15 lakh	7.5

Sl. No.	Criteria	Band	Marks
		₹5 lakh to ₹10 lakh	5
		₹1 lakh to ₹5 lakh	2.5
	Maximum Technical Score (Ts)		70

Note: Bidders securing less than 45 marks (approximately 60% of the maximum Technical Score of 70) shall not be considered technically qualified, and their Price Bids shall not be opened. This threshold is placed before the Finance Committee for confirmation prior to issue of the final RFP.

8.4 Price Score (Maximum 30 Marks)

The Price Score of a technically qualified Bidder shall be computed with reference to the lowest Price Bid received among all technically qualified Bidders, using the following formula:

$$Ps = 30 \times (\text{Lowest Price Quoted among Technically Qualified Bidders} \div \text{Price Quoted by the Bidder under Consideration})$$

Where Ps denotes the Price Score, out of a maximum of 30 marks, awarded to the Bidder under consideration.

8.5 Combined Score and Determination of the Successful Bidder

The Combined Score (CS) of each technically qualified Bidder shall be computed as the direct sum of the Technical Score (Ts, out of 70) and the Price Score (Ps, out of 30), since the marking scheme at Section 8.3 is itself calibrated to the 70:30 weightage prescribed under QCBS:

$$\text{Combined Score (CS)} = \text{Technical Score (Ts)} + \text{Price Score (Ps)}, \text{ Maximum CS} = 100$$

The Bidder securing the highest Combined Score (H1) shall be recommended for award of the assignment, subject to the School's right to negotiate the price with the H1 Bidder, or to reject any or all proposals without assigning reasons, in accordance with Rule 192 of the GFR, 2017, and paras 8.5 (Evaluation of Cost and Selection of Winning Bidder), 8.6 (Negotiations to Freeze Description of Service) and 8.7 (Award of Contract) of the MPCs 2025.

8.6 Illustration of QCBS Calculation

The following worked example, for three hypothetical Bidders, illustrates the application of the formulae at Sections 8.4 and 8.5. It is provided for illustration only and does not reflect actual bids received against this RFP:

Particulars	Bidder A	Bidder B	Bidder C
Technical Score, Ts (out of 70)	62.0	55.0	68.0
Price Quoted (₹)	4,50,000	3,80,000	5,20,000
Price Score, Ps = $30 \times (\text{Lowest Price} / \text{Price Quoted})$	$30 \times (3,80,000 / 4,50,000) = 25.33$	$30 \times (3,80,000 / 3,80,000) = 30.00$	$30 \times (3,80,000 / 5,20,000) = 21.92$
Combined Score, CS = Ts + Ps	87.33	85.00	89.92 (H1)

In the illustration above, although Bidder C did not quote the lowest price, its higher Technical Score results in the highest Combined Score; Bidder C would accordingly be ranked H1 and recommended for award, subject to the provisions of Section 8.5.

Note: This evaluation methodology, including the technical marking bands and the qualifying threshold, is placed before the Finance Committee / Infrastructure Committee for approval prior to finalisation and issue of the RFP, in conformity with the School's procurement governance framework.

9. Commercial Terms and Conditions

9.1 Price

The Technical Service Charges quoted shall be on a firm, lump-sum basis, inclusive of professional fees and all transportation, boarding-related incidental, and out-of-pocket expenses of the Consultant's team and equipment to and from site, but exclusive of GST. GST, as applicable on the date of billing (presently 18%), shall be payable additionally by the School. No conditional, adjustable, or optional pricing shall be accepted; such Bids are liable to rejection.

9.2 Payment Terms

Milestone	Payment
On issue of Work Order	40% of the total Technical Service Charges, plus applicable GST
On submission and acceptance of the final report	Balance 60% of the total Technical Service Charges, plus applicable GST

All payments shall be subject to statutory deductions, including TDS, as applicable under prevailing law.

9.3 Mobilization

A minimum mobilization period of 10 working days shall be allowed to the Consultant to depute its team, following receipt of the Work Order and advance payment.

10. Facilities shall be Provided by the School

The School shall provide the following, free of cost, during the period of investigation:

- Copies of existing architectural and layout drawings of the identified buildings.
- Unskilled labour with tools and tackles for chipping, cleaning and general assistance during inspection and testing.
- Necessary staging, 'A'-type ladders, or painter's stools to access required levels for inspection and testing.
- Removal of plaster, cladding, or false ceiling at required locations for inspection and testing.
- Lighting arrangements at site, wherever required.
- Lodging and boarding for up to 5 persons of the Consultant's team at the School premises, together with local transportation, for the duration of the field testing.

11. General Terms and Conditions

- The Consultant shall observe, adhere to, and comply with all applicable laws pertaining to its business, its personnel, and this assignment, and shall indemnify the School against any claim or liability arising from its failure to do so.
- Any statement or declaration made by a Bidder which is subsequently found to be false, incomplete, or made with the intent of withholding material information shall render the Bid, and, where applicable, the

contract, liable to rejection or termination, without prejudice to any other action the School may deem fit to take.

- (c) The successful Bidder shall, on issue of the Letter of Intent, enter into a formal agreement with the School on non-judicial stamp paper of requisite value, within ten (10) days of receipt of the LOI, or before the work is undertaken, whichever is earlier.
- (d) The proposal and all supporting documentation submitted by a Bidder shall become the property of the School and will not ordinarily be returned.
- (e) The Consultant shall not, without the School's prior written consent, sub-contract or assign the work, in whole or in part, to any third party.
- (f) Time and quality of service are of the essence of this engagement; failure to adhere to the agreed timelines or standard of work shall be treated as a breach of contract.
- (g) This RFP is not exhaustive of every function, activity, or service that may reasonably be required for proper performance of the assignment; such incidental functions, activities or services as are necessary for the intended purpose of this RFP shall be deemed included within its scope.

12. Termination and Rescission of Agreement

The School may, without prejudice to any other right or remedy available to it, terminate the contract by one month's written notice to the Consultant. On such termination, the Consultant shall refund any excess payment received over and above what is properly due as on the date of termination, and the School may make use of all drawings, reports and data prepared by the Consultant up to that date.

The School may further determine or rescind the agreement, without prejudice to its other rights, in the following circumstances:

- Where the Consultant, being a company, is ordered to be wound up, or a receiver or manager is appointed over its assets or affairs.
- Where the Consultant commits a breach of any term of the agreement — in which case the School may rescind the agreement and engage another consultant to complete the balance work, recovering any excess cost so incurred from the defaulting Consultant.

The consultancy fee agreed under this RFP is in full and final discharge of the Consultant's obligations, and is not subject to escalation on any account, including for any extension of time granted by the School. Where, however, the construction period consequent upon the Consultant's report extends beyond twelve months from the completion of the consultancy period, the Consultant may be compensated for actual, reasonable expenses incurred during such extended period, subject to the School's prior written approval. All statutory deductions shall apply to payments made under this clause as under the main agreement.

Where the School suspends the work for any reason and does not decide on its resumption within six months of such suspension, the Consultant shall be paid for services rendered up to the date of suspension, in accordance with the payment schedule at Section 9.2, on a pro-rata basis.

13. Arbitration and Dispute Resolution

Any dispute or difference of any kind whatsoever, arising out of, in connection with, or incidental to this Agreement — including as to its interpretation or termination — shall be referred to the Headmaster, The Lawrence School, Lovedale, who may nominate an officer of the School to act as Sole Arbitrator. The Consultant

shall not object to such nominee on the ground that the person is an officer of the School, or has otherwise dealt with matters connected with this contract. The provisions of the Arbitration and Conciliation Act, 1996 (as amended) shall apply to such proceedings, and the award of the Arbitrator shall be final, conclusive, and binding on both parties.

The venue of arbitration shall be Lovedale, and the Courts at The Nilgiris, Tamil Nadu, shall have exclusive jurisdiction. The Consultant shall continue to perform its obligations with diligence notwithstanding the pendency of any dispute or arbitration. A claim not raised in writing within 90 days of intimation that the final bill is ready for payment shall be deemed waived and absolutely barred.

Annexures

Annexures I to XI below are to be read, completed (where applicable) and submitted by Bidders as part of their Technical or Price Bid, as indicated against each. Appendices A and B reproduce formats prescribed under the Manual for Procurement of Consultancy Services, Second Edition, 2025 (MPCS 2025) for use by the School's Consultancy Evaluation Committee (CEC) during bid opening and evaluation; they are appended for completeness and transparency and are not required to be submitted by Bidders.

Note: Annexures 1 to 3 of the MPCS 2025 (Financial Powers to Sanction Expenditure, Suggested Structure of Schedule of Procurement Powers, and Format of Procurement Proposal / Concept Paper) are internal budgetary and administrative instruments used by the School during pre-tender processing. They govern internal approvals and are not part of the bidder-facing RFP; accordingly, they are not reproduced here.

Annexure I — Bidder Information*(To be submitted along with the Technical Bid)*

Sl. No.	Particulars	Response
1	Name of the Firm	
2	Year of Establishment	
3	Type of Entity (Proprietary / Partnership / Pvt. Ltd. / Public Ltd. / Other)	
4	Registered Office Address, with Telephone / Fax	
5	PAN No.	
6	GSTIN	
7	Name, Designation, Phone and Email of Authorised Signatory	
8	Number of full-time structural engineers on regular payroll	
9	Turnover and Net Profit / Loss for the last three Financial Years (attach Balance Sheets)	
10	Details of any pending or past litigation, claims or complaints in the last three years (attach details if 'Yes')	

Authorised Signatory (Name & Designation, with seal of the firm): _____

Date: _____

Annexure II — Compliance Statement Declaration

(To be submitted along with the Technical Bid)

We hereby undertake and agree to abide by all the terms and conditions stipulated by The Lawrence School, Lovedale in RFP No. LSL/EM/ASD/2026-27/879 dated 22.07.2026, including all corrigenda and addenda issued in relation thereto. We understand that any deviation from the RFP not disclosed as per Annexure III may result in disqualification of our Bid.

Authorised Signatory (Name & Designation, with seal of the firm): _____

Date: _____

Annexure III — List of Deviations

(To be submitted along with the Technical Bid)

We certify that the services offered by us conform to the requirements stipulated in this RFP, save for the following deviations:

- 1) _____
- 2) _____
- 3) _____

Note: If left blank, it shall be construed that there is no deviation from the RFP. The decision of the School on acceptance or rejection of any deviation shall be final, and shall not entitle the Bidder to submit a revised Bid.

Authorised Signatory (Name & Designation, with seal of the firm): _____

Date: _____

Annexure IV — Undertaking on Pre-Qualification*(To be submitted on the letterhead of the Bidder, along with the Technical Bid)*

The Headmaster, The Lawrence School, Lovedale, Udthagamandalam, The Nilgiris – 643 003, Tamil Nadu

1. We confirm that our firm, M/s. _____, has been in established practice for _____ years, and that our principal partner(s) / owner possess professional qualification and experience of at least 25 years in the field of Structural Engineering / Architecture / Planning.
2. We confirm that we have on our regular establishment at least 5 (five) full-time qualified structural engineers, as per the details below:

Sl. No.	Name	Qualification	Years of Experience
1			
2			
3			
4			
5			

3. We confirm that we have carried out the following structural testing / audit assignments of a similar nature during the last five years:

Sl. No.	Client / Organisation	Project Details	Order Date	Compln. Date
1				
2				
3				

Self-attested copies of Income Tax Returns for the last three Financial Years, and of documentary proof in support of the above, are enclosed. We confirm that we are eligible to participate in this Bid and are fully competent to undertake and deliver the scope of services set out in this RFP. We understand that the School is not bound to accept any proposal it receives.

Authorised Signatory (Name & Designation, with seal of the firm): _____

Date: _____

Annexure V — Commercial Bid Covering Letter

(To be enclosed in the Price Bid cover only)

The Headmaster, The Lawrence School, Lovedale, Udthagamandalam, The Nilgiris – 643 003, Tamil Nadu

Sub: Commercial Bid — Assessment of Present Condition, Soundness and Extent of Distress in the Existing Buildings (5 Nos.) in the School Premises

Dear Sir/Madam, We, the undersigned, offer to execute the assignment detailed in the Scope of Work of RFP No. LSL/EM/ASD/2026-27/879 dated 22.07.2026, in accordance with our Technical and Commercial Proposals. The total fee quoted is inclusive of all duties, charges, levies and out-of-pocket expenses (excluding GST), and there shall be no additional charges of any kind. Our Commercial Proposal shall remain binding upon us, subject to modifications arising from contract discussions, until expiry of the Bid validity period of 90 days from the date of opening of the Technical Bid.

Yours faithfully, For _____

Signature: _____

Name: _____

Date: _____

Annexure VI — Price Bid Format*(To be enclosed in the Price Bid cover only)*

Sl. No.	Description	Amount (INR), exclusive of GST
1	Lump-sum Technical Service Charges for Assessment of Present Condition, Soundness and Extent of Distress in the Existing Buildings (5 Nos.), including all NDT tests, sample collection, analysis, reporting, and associated transportation / incidental expenses, as per the Scope of Work	₹ _____

- GST, as applicable on the date of billing (presently 18%), shall be payable by the School in addition to the above.
- The Bidder quoting the lowest total Price Bid, among those found technically qualified, shall ordinarily be assigned the maximum Price score under the QCBS formula at Section 8; award shall be based on the Combined Score.
- Prices quoted are valid for 90 days from the date of opening of the Technical Bid.
- Prices must not be disclosed anywhere other than in this Annexure; failure to comply shall render the Bid liable to rejection.

Authorised Signatory (Name & Designation, with seal of the firm): _____

Date: _____

Annexure VII — Bid Security Declaration (in lieu of EMD)

(To be submitted along with the Technical Bid)

To: The Headmaster, The Lawrence School, Lovedale Reference: RFP No. LSL/EM/ASD/2026-27/879

I / We, _____, irrevocably declare that I / we understand that, as per the terms of this RFP, Bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit. I / We accept that I / we may be disqualified from bidding for any contract with the School for a period of three years from the date of disqualification, without prejudice to the School's right to claim damages or any other legal recourse, if:

- I am / We are in breach of any obligation under the Bid conditions;
- I / We have withdrawn or unilaterally modified our Bid during the Bid validity period, or any extension thereof;
- On acceptance of our Bid, I / We fail to execute the agreement, or fail to commence the assignment in accordance with the agreed terms and timelines.

Signature: _____

Name & Designation: _____

For and on behalf of: _____

Date: _____

Annexure VIII — Declaration Regarding Clean Track Record

(To be submitted on the Bidder's letterhead, along with the Technical Bid)

The Headmaster, The Lawrence School, Lovedale

Sub: Declaration Regarding Clean Track Record — RFP No. LSL/EM/ASD/2026-27/879 dated 22.07.2026

We hereby declare that our firm has not been debarred or blacklisted by any Central or State Government department, Statutory or Regulatory Body, PSU, PSB, or any of their subsidiaries. We further certify that the undersigned is competent to make this declaration and that our Bid is binding upon us.

Signature: _____

Name & Designation: _____

Name of Organisation: _____

Date: _____

Place: _____

Annexure IX — Letter of Competence

(To be submitted along with the Technical Bid)

This is to certify that we, [Insert name of Bidder], [Address], are fully competent to undertake and successfully deliver the scope of services described in RFP No. LSL/EM/ASD/2026-27/879. This proposal is made after fully understanding the objectives of the assignment and the requisite experience and skills. We certify that the quality and number of resources to be deployed by us will be adequate to meet the requirement and to render the services professionally and competently, and that all information furnished by us in response to this RFP is true and correct.

Authorised Signatory (Name & Designation, with seal of the firm): _____

Date: _____

Annexure X — Terms of Reference (ToR)

(Prepared in the format broadly aligned with Annexure 4 — Terms of Reference (ToR) Format — of the MPCs 2025; provided for Bidders' consolidated reference)

X.1 Background

Certain distress features have been observed by the School authorities in the main school buildings, giving rise to concern regarding the serviceability and safety of the buildings and their occupants. The School accordingly wishes to engage a qualified consultancy firm to assess the present condition, soundness and extent of distress in five identified buildings, and to recommend appropriate restoration measures, as detailed in Section 4 of this RFP.

X.2 Objectives of the Assignment

- To ascertain, through detailed visual inspection and Non-Destructive Testing, the present structural condition and soundness of the five identified buildings.
- To classify and map the extent of distress observed, distinguishing structural from non-structural, and minor from moderate and severe distress.
- To identify the probable causes of observed distress and deterioration.
- To recommend appropriate, cost-effective restoration measures, supported by a detailed Bill of Quantities and cost estimate.

X.3 Scope of Services

As detailed in Section 4.2 of this RFP, comprising visual inspection, classification of distress, review of drawings, Non-Destructive Testing (UPV, Rebound Hammer, Cover Meter), sampling of mortar/brick/wood, endoscopic inspection, analysis, and formulation of restoration measures.

X.4 Deliverables

Sl. No.	Deliverable	Timeline
1	Preliminary observations following field inspection and testing	Within 5 working days of completion of field testing
2	Final Report — visual inspection findings, NDT results, structural assessment, restoration measures, BOQ and cost estimate	Within 30 working days of completion of field testing

X.5 Duration of Assignment

Field inspection, observation and testing: 8 to 10 days from commencement. Analysis and submission of the final report: a further 30 working days, as set out in Section 5 of this RFP.

X.6 Team Composition and Qualification

The Consultant's team shall be led by a qualified Structural Engineer, and shall otherwise be staffed in accordance with the minimum eligibility criteria at Section 7 of this RFP, including a minimum of five full-time structural engineers on the firm's regular establishment.

X.7 Reporting and Coordination

The Consultant shall coordinate with the Estate Manager, The Lawrence School, Lovedale (point of contact per Section 2 of this RFP), and shall attend such site meetings as may be required by the School during the course of the assignment.

X.8 Facilities to be Provided by the School

As set out in Section 10 of this RFP, including access to drawings, unskilled labour, staging/ladders, lighting, and lodging, boarding and local transport for up to 5 persons of the Consultant's team.

Annexure XI — Pre-Contract Integrity Pact

(To be executed on non-judicial stamp paper of requisite value and submitted along with the Technical Bid)

Note: This Integrity Pact is appended in the interest of transparency and good governance, consistent with the Code of Integrity for Public Procurement (CIPP) under the MPCs 2025 and CVC guidelines on Integrity Pacts. The Finance Committee / Infrastructure Committee may confirm whether, given the value of this assignment, execution of this Pact is to be treated as mandatory or as a voluntary good-governance measure prior to issue of the final RFP.

This Pre-Contract Integrity Pact ("this Pact") is made between The Lawrence School, Lovedale ("the School"), represented by the Headmaster or an officer nominated by him, of the First Part; AND M/s. _____, represented by its Authorised Signatory Shri/Ms. _____ ("the Bidder"), of the Second Part, in connection with RFP No. LSL/EM/ASD/2026-27/879 dated 10.07.2026 for Assessment of Present Condition, Soundness and Extent of Distress in the Existing Buildings (5 Nos.) in the School Premises.

XI.1 Commitments of the School

- The School undertakes that no official of the School, connected directly or indirectly with this RFP, shall demand, accept, or attempt to obtain, any bribe, gift, consideration, or other advantage from the Bidder, in exchange for any favour in the bidding, evaluation, or contracting process.
- The School shall treat all Bidders alike, and shall not provide to any Bidder information that would afford it an advantage over other Bidders.
- Any breach of the above commitments, if reported by a Bidder with verifiable facts, shall be examined by the School and appropriate action taken, including disciplinary or other action against the official(s) concerned.

XI.2 Commitments of the Bidder

- The Bidder shall not offer, directly or through intermediaries, any bribe, gift, reward, or other advantage to any official of the School in connection with this RFP or the resulting contract.
- The Bidder has not given, and shall not give, any bribe or other illegal gratification to secure the award of this contract, and has not engaged any intermediary for such purpose.
- The Bidder shall not collude with other Bidders to impair the transparency, fairness, or competitiveness of the bidding process.
- The Bidder shall disclose, at the time of filing the Bid, any relationship between its partners, directors, or employees and any officer of the School, or any financial interest of such officer in the Bidder's firm.
- The Bidder declares that no previous transgression has occurred in the last three years, with any other organisation, in respect of corrupt practices that could justify the Bidder's exclusion from this tender process.

XI.3 Sanctions for Violation

Any breach of the commitments under this Pact by the Bidder shall entitle the School, at its discretion, to: (a) disqualify the Bidder from the tender process, or terminate the contract if already awarded; (b) forfeit the Bid Security Declaration furnished under Annexure VII, or invoke equivalent recourse; (c) debar the Bidder from participating in future tenders of the School for a period of up to three years; and (d) pursue such other legal remedies as may be available under law.

XI.4 Independent Grievance Reference

Any Party believing that a provision of this Pact has been violated may refer the matter in writing to the Headmaster, The Lawrence School, Lovedale, who shall examine the matter and communicate a decision within a reasonable time. This is without prejudice to either Party's rights under the Arbitration and Dispute Resolution provisions at Section 13 of this RFP, or under applicable law.

XI.5 Validity

This Pact shall be effective from the date of signing and shall remain valid until completion of the assignment, including the warranty / defect-liability period, if any, or, in the case of an unsuccessful Bidder, until six months from the date of signing, whichever is earlier.

For The Lawrence School, Lovedale	For the Bidder
Signature: _____ Name & Designation: _____ Date: _____ Place: _____	Signature: _____ Name & Designation: _____ Date: _____ Place: _____

Appendix A — Bid Opening Attendance Sheet cum Report*(For the School's internal use — format aligned with Annexure 5 of the MPCs 2025; not to be submitted by Bidders)*

RFP No.	LSL/EM/ASD/2026-27/879
Date & Time of Bid Opening	
Bid Opened (Technical / Price)	

Members of the Consultancy Evaluation Committee (CEC) present at Bid Opening:

Sl. No.	Name & Designation	Signature
1		
2		
3		

Bids Received:

Sl. No.	Name of Bidder	Technical Bid	Price Bid	Remarks
1		Received / Not Received	Received / Not Received	
2		Received / Not Received	Received / Not Received	
3		Received / Not Received	Received / Not Received	

Report prepared by (Name & Designation): _____

Signature: _____

Date: _____

Appendix B — Consultancy Evaluation Committee (CEC) Minutes Format*(For the School's internal use — format aligned with Annexure 6 of the MPCS 2025; not to be submitted by Bidders)*

RFP No.	LSL/EM/ASD/2026-27/879
Date of CEC Meeting	
Members Present	

Technical Evaluation Summary (marks awarded against each criterion at Section 8.3 of this RFP):

Bidder Name	Crit. 1	Crit. 2	Crit. 3	Crit. 4	Crit. 5	Total (Ts)

Recommendation of the CEC (technically qualified Bidders whose Price Bids are to be opened):

Signatures of CEC Members:

Sl. No.	Name & Designation	Signature
1		
2		
3		