

The Lawrence School

Lovedale, The Nilgiris - 643003

**REQUEST FOR PROPOSAL**

**COMPREHENSIVE DISASTER MANAGEMENT PLAN**

**For**

**The Lawrence School, Lovedale.**

**Request For Proposal (RFP) Notice**

|  |  |  |
| --- | --- | --- |
| Notice Inviting RFP No. | **LSL/RFP/DMP/2025-26** | |
| RFP Inviting Authority | The Lawrence school, Lovedale | |
| Place of availability of RFP Documents | [www.thelawrenceschool.org/tenders](https://www.thelawrenceschool.org/tenders) | |
| The contact Person | Mr. Lakshmanan, Estate Manager | |
| Name of the Project Work | Engagement of Agency for providing Comprehensive Disaster Management Plan. | |
| Address to send Prebid queries | em@thelawrenceschool.org | |
| Place for submission of bids | The Lawrence School, Lovedale | |
| Address for communication | The Headmaster, The Lawrence School, Lovedale, The Nilgiris, Tamil Nadu- 643003 | |
| LSL would endeavour to adhere to the following schedule: | | |
| **Event** | | **Date – Deadline** |
| Issue of RFP | | **06.08.2025** |
| Last date for submission of Queries | | 25.08.2025 |
| Last date for Proposal submission | | **28.08.2025** |
| Opening of Proposals | | Will be opened by the committee formed by the school and not in presence of the bidders |

Telephone: 0423-2453316

email: [em@thelawrenceschool.org](mailto:em@thelawrenceschool.org)

**DISCLAIMER:**

The information contained in this RFP 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 RFP document and such other terms and conditions subject to which such information is provided.

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

This RFP 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 RFP 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 RFP 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 RFP document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP document and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP document or arising in any way in this RFP Stage.

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1. **INTRODUCTION:**

The Lawrence School, Lovedale, a premier boarding educational institution, is committed to ensuring the safety and well-being of its students, staff and visitors. Recognizing the potential for various natural and man-made disasters in Ooty region, the School seeks to develop and implement a robust Comprehensive Disaster Management Plan (CDMP). This CDMP aims to ensure preparedness, mitigate risks, build institutional resilience and enable rapid and effective responses to all types of emergencies that may affect the School, including natural disasters, fires, health crisis and other man-made hazards. The CDMP must comply with the National Disaster Management Authority (NDMA), State Disaster Management Authority (SDMA) and Central Board of Secondary Education (CBSE) guidelines. Accordingly, the School invites Request for Proposal (RFP) from qualified and experienced consulting firms/agencies to submit their proposals for the abovementioned services.

1. **BACKGROUND:**

**Brief History and Ethos:**

The Lawrence School, Lovedale was established in the year 1858 by Sir Henry Lawrence. The School was under British administration until May 1949, after which the school was handed over to the Government of India.  On the 6th of September, 1949, the School was presented the Indian Union Colour, which replaced the old King’s Colour.  After the takeover by the Government of Independent India, The Lawrence School was run as a public school, open to all, with a 40 percent reservation of seats and a 20 percent fee subsidy for children of Defence Personnel.

The administration of The Lawrence School, Lovedale is vested in an autonomous body known as the Board of Governors appointed by the Ministry of Education, Government of India. The School is neither exclusive nor elitist and it maintains a Secular and Cosmopolitan culture.  In fact, the School is a miniature India, for children from many communities from all parts of the country and overseas, study here. They are brought up in an atmosphere that fosters a spirit of co-existence and respect for the feelings and beliefs of others.

Lovedale is situated about 6 kilometers from Ooty, on the central plateau of the Nilgiris Hills.  It is about 7200 feet above mean sea level and its climate is temperate throughout the year.

1. **Campus Overview:**

The Lawrence School, Lovedale campus is sprawling over 44 acres on its own estate of 710 acres with historic infrastructure and dense greenery. The School hosts over 850 students and 300 staff members. The School is having major buildings and facilities, e.g., Academic Blocks, Preparatory School, Junior School, Senior School and Girls dormitories, Dining halls, Auditorium, Sports Complex, Staff Quarters, Hospital etc.

Due to its location and operations, the School faces potential threats such as:

* Fire hazards
* Landslides and seismic activity
* Extreme weather events
* Health and biological emergencies
* Security threats or intrusions.

A structured, proactive approach to disaster management is essential to safeguard life and property, ensure operational continuity and maintain community trust.

1. **Scope of Work:**

The selected firm/agency/consultant will be responsible for the following key phases and deliverables:

* 1. **Phase I: Hazard, Vulnerability and Risk Assessment (HVRA):**

Conduct a Comprehensive assessments of potential natural and man-made hazards specific to The Lawrence School, Lovedale, including but not limited to:

* Landslides/Mudslides
* Flooding
* Earthquakes
* Forest fires
* Extreme Weather (e.g., hailstorms, strong winds)
* Structural Fires
* Medical Emergencies/Epidemics
* Road Accidents
* Structural Collapse
* Hazardous Material Incidents (if applicable due to proximity to roads/facilities)
* Security Threats (e.g., intrusions, violence)
* Power outages
* Communication System Failures
* Identify and assess the vulnerabilities of the School’s infrastructure, systems and populations to these identified hazards.
* Analyze the potential impact (risk) of each hazard on the School’s operations, safety of individuals and assets.

**Deliverable**: Detailed HVRA Report with recommendations for mitigation.

* 1. **Phase II: Development of the Disaster Management Plan (DMP):**

Based on the HVRA, develop a Comprehensive and actionable Disaster Management Plan, including but not limited to:

**Emergency Response Procedure:**

* Clear roles and responsibilities for all staff and staff during emergencies.
* Standard Operating Procedures (SOPs) for various disaster scenarios (e.g., fire, earthquake, medical emergency, lockdown, evacuation).
* Communication protocols (internal and external, including parents/guardians).
* Assembly points and evacuation routes.
* Shelter-in-place procedures.
* First aid and medical emergency response.
* Search and rescue protocols.
* Management of injured/deceased.

**Community of Operations Plan (COOP):**

* Strategies to ensure essential school functions can continue or resume quickly after a disaster.
* Data backup and recovery procedures.
* Alternative teaching/learning arrangements.

**Resource Management:**

* Inventory of emergency equipment and supplies (first aid kits, fire extinguishers, communication devices, etc.)
* Identification of external resources (fire department, police, hospitals, NGOs).
* Logistics for food, water and temporary shelter.

**Training and Capacity Building Plan:**

* Development of training modules for staff, students and designated emergency response teams.
* Recommendations for frequency and type of drills (evacuation drills, lockdown drills, first-aid training).

**Public Awareness and Education Program:**

* Strategies to educate students, staff and parents about disaster preparedness.

**Media Management Plan:**

* Protocols for communicating with media during and after a disaster.

**Recovery and Rehabilitation Plan:**

* Strategies for post-disaster assessment, psychological support and long-term recovery.

**Deliverable:** Comprehensive Disaster Management Plan Document.

* 1. **Phase III: Implementation Support and Training:**
* Assist the School in implementing key aspects of the DMP.
* Conduct “Train the Trainer” sessions for designated School staff.
* Facilitate initial mock drills and simulations based on the DMP.
* Provide guidance on procurement of necessary emergency equipment.
* Develop a clear schedule for future drills and revisions.
  1. **Phase IV: Monitoring, Evaluation and Revision:**
* Propose a framework for ongoing monitoring and evaluation of the DMP’s effectiveness.
* Recommend a schedule for periodic review and revision of the DMP.

1. **Deliverables:**

The successful firm/agency/consultant will provide the following deliverables:

* Detailed Hazard, Vulnerability and Risk Assessment (HVRA) Report.
* Comprehensive Disaster Management Plan (DMP) document (in hard copy and editable digital formats).
* Training modules and materials for staff and students.
* Mock Drills
* Post-drill assessment reports with recommendations.
* Recommendations for necessary emergency equipment and supplies.

1. **Eligibility Criteria:**

Firms/Agencies/Consultants applying must:

* Be a registered entity with at least 3 years of experience in Disaster Management consultancy.
* Have completed a minimum of two similar projects for educational institutions or Public Sector entities.
* Have expertise in school safety, disaster risk reduction and emergency training.
* Provide CVs of key personnel with relevant experience and certifications.
* Submit a declaration of non-blacklisting and ethical compliance.

1. **Proposal Requirements:**

Proposals must be submitted in **two separate sealed envelopes** containing Technical Proposal and Financial Proposal**.**

1. **Technical Proposal:**
2. **Executive Summary:**

A brief overview of the proposed approach and key highlights.

1. **Firm Profile and Experience:**

* Company registration details, legal status and organizational structure.
* Overview of the firm’s experience in developing and implementing disaster management plans, particularly for educational institutions or similar large residential campuses.
* List of relevant projects completed in the last 5 years, including client references and contact information.
* Resumes of key personnel who will be assigned to this project, highlighting their relevant qualifications and experience (e.g., disaster management specialists, safety experts, first aid trainers).

1. **Project Understanding and Methodology:**

* Demonstrate a clear understanding of The Lawrence School’s context and specific needs in Ooty/Lovedale.
* Detailed methodology for each phase of the Scope of Work (HVRA, DMP Development, Implementation Support, Monitoring & Evaluation).
* Proposed timeline for project completion with key milestones.

1. **Work Plan and Resources:**

* Detailed work plan outlining tasks, responsibilities and deliverables for each phase.
* Allocation of human resources (names of individuals and their roles) for the project.

1. **Financial Proposal:**

* Detailed financial proposal, itemizing all costs, including professional fees, travel, accommodation, training materials and any other associated expenses.
* Applicable taxes and total cost.
* Clearly specify payment terms and schedule.
* Validity of the financial quote (minimum 90 days).

1. **Evaluation Criteria:**

Proposals will be evaluated based on the following criteria (QCBS) under Rule 192 of General Financial Rules 2017:

1. **Technical Proposal (70% weightage):**
2. **Understanding of the Scope of Work and Context (25 marks)**

* **Contextual Awareness:** Demonstrated understanding of the unique disaster vulnerabilities of a residential school setting in India, including risks specific to the geographical location (e.g., Nilgiris – landslides, earthquakes, heavy rainfall).
* **Institutional Dynamics:** Clarity on how school routines, infrastructure, student demographics (age, mobility), and residential setup influence disaster preparedness and response.
* **Compliance & Framework Knowledge:** Familiarity with the National School Safety Program (NSSP), NDMA guidelines for schools, and State Disaster Management Authority directives. Understanding of the Disaster Management Act, 2005, and CBSE/ICSE board-specific safety mandates (if applicable).
* **Outcome Clarity:** Clarity in understanding deliverables such as Risk and Vulnerability Assessment (RVA), Incident Response Protocols, School Disaster Management Committee (SDMC) framework, mock drill plans, evacuation routes, resource mapping, training modules, and IEC material

1. **Methodology and Approach (25 marks)**

* **Phased Work Plan:** A detailed plan indicating a phased approach—(i) data collection & stakeholder consultation, (ii) risk assessment, (iii) draft DMP preparation, (iv) simulation drills, (v) training & capacity building, (vi) validation & final submission.
* **Participatory Methods:** Inclusion of students, faculty, admin staff, local emergency services, and the school management committee through workshops, surveys, and interviews.
* **Customization & Localization:** Approaches tailored to age-specific student needs, dormitory logistics, and multilingual IEC content suitable for the local community.
* **Tools & Techniques:** Use of GIS mapping, hazard modelling, structural vulnerability tools, and digital reporting templates.
* **Monitoring Mechanisms:** Proposed strategy for regular drills, review schedules, and how the consultancy will build in-house capacity to revise and sustain the DMP.

1. **Firm’s Experience and Qualifications (25 marks)**

* **Relevant Project Portfolio:** Evidence of similar assignments undertaken in at least 3–5 educational institutions (preferably residential) across diverse geographies.
* **Institutional Familiarity:** Prior experience working with Kendriya Vidyalayas, CBSE/ICSE schools, Navodaya Vidyalayas, international schools, or state-run residential institutions.
* **Government Collaboration:** Experience collaborating with NDMA, SDMAs, UNDP, NIDM, or state education departments in school safety programs.
* **Assurance:** Existing in-house frameworks for ensuring accuracy, compliance, and long-term usability of the DMP.
* **Recognition:** Any awards, empanelment status, or recognitions from educational or disaster management authorities.

1. **Team Expertise and Experience (25 marks)**

* **Multidisciplinary Team Composition:** Team must include at least the following:
  + Disaster Risk Reduction (DRR) Specialist
  + Structural Safety Engineer
  + Child Psychologist or Education Specialist
  + GIS/Data Analyst
  + Capacity Building & Training Expert
* **Experience of Key Personnel:** Each expert’s qualifications, certifications (e.g., NIDM, UNISDR courses), and track record of similar assignments must be detailed.
* **On-ground Capability:** Availability of local liaison personnel for field-level interactions, community engagement, and multilingual communication.
* **Commitment to Continuity:** Clear plan to ensure team availability throughout the project cycle, including for revisions, workshops, and post-submission support

1. **Financial Proposal (30% weightage):**

* Competitiveness and Reasonableness of Budget (20%)
* Clarity of Cost Breakdown (10%)

1. **Confidentiality:**

All information provided by The Lawrence School in this RFP is confidential and intended solely for the purpose of preparing a proposal.

1. **Terms & Conditions:**

* The Lawrence School, Lovedale reserves the right to accept or reject any proposal, in whole or in part, and to annul the bidding process at any time without incurring any liability to the affected firms.
* Incomplete or late proposals will be rejected.
* Canvassing in any form will lead to disqualification.
* All disputes shall be subject to the jurisdiction of courts in Nilgiris District, Tamilnadu.
* The selected agency must sign a confidentiality and non-disclosure agreement.

1. **Submission Guidelines:**

* Proposals must be submitted in hardcopy by person (or) courier.
* All inquiries regarding this RFP must be submitted in writing through email to: [em@thelawrenceschool.org](mailto:em@thelawrenceschool.org)
* The sealed envelopes (Technical and Financial proposals separately) must be clearly marked and submitted to:

The Headmaster,

The Lawrence School,

Lovedale, Nilgiris – 643 003.

* Subject line on envelopes: **“RFP for Disaster Management Plan”.**

**Annexure-A**

**TECHNICAL EVALUATION OF BID (QCBS)**

As part of technical bid evaluation, the proposal submitted by the bidders shall be evaluated basis the following parameters:

1. **Criteria for Technical Evaluation (70% Weightage):**
2. **UNDERSTANDING OF THE SCOPE OF WORK AND CONTEXT (25 MARKS)**

Each Sub parameter = 5 marks

|  |  |  |
| --- | --- | --- |
| Sub Parameter | Description | How to score highest  (5 marks) |
| Contextual Awareness | Knowledge of relevant disaster risks, vulnerabilities, and the operational context of the institution. | Detailed analysis of potential hazards (e.g., fire, earthquake, epidemic) with a risk map and past incident references. |
| Institutional Dynamics | Understanding of how the policy will integrate into existing governance and administrative processes. | Clear articulation of alignment with institutional structure and workflows, diagram of roles and responsibilities. |
| Compliance & Framework Knowledge | Awareness of statutory, regulatory, and policy frameworks governing disaster management. | Specific citations of NDMA guidelines, local regulations, ISO standards and compliance strategies. |
| Outcome Clarity | Clarity about deliverables, draft policy, training plan, SOPs, and implementation roadmap. | Comprehensive list of outputs with timelines, measurable indicators, and a Gantt chart showing milestones. |

1. **METHODOLOGY AND APPROACH (25 MARKS)**

Each Sub parameter = 5 marks.

|  |  |  |
| --- | --- | --- |
| Sub Parameter | Description | How to score highest  (5 marks) |
| Phased Work Plan | Logical sequencing of tasks from inception to final submission. | Comprehensive Gantt chart or timeline with clear phases, milestones, dependencies and deliverables. |
| Participatory Methods | Approaches to involve stakeholders, staff, management, local authorities. | Specific stakeholder engagement plan including schedules workshops, draft survey tools and letters of support. |
| Customization & Localization | Tailoring policy to unique hazards, culture and capacity of the institution. | Preliminary situational analysis demonstrating intent to customize; examples of similar localized policies. |
| Tools & Techniques | Tools the consultant will use for risk assessment, validation, and capacity building. | Detailed descriptions of tools, software, and techniques; sample outputs from previous engagements. |
| Monitoring Mechanisms | How the consultant will monitor progress and assure quality. | Monitoring framework with indicators, frequency of review, QA plans, and corrective action mechanisms. |

1. **FIRM’S EXPERIENCE AND QUALIFICATIONS (25 MARKS)**

Each Sub parameter = 5 marks.

|  |  |  |
| --- | --- | --- |
| Sub Parameter | Description | How to score highest  (5 marks) |
| Relevant Project Portfolio | Experience in developing disaster management policies or similar documents. | Evidence of 3-5 comparable assignments with documented outcomes and client references. |
| Institutional Familiarity | Experience working with educational institutions or public bodies. | Specific examples of work with schools or public sector; letters of appreciation or completion certificates. |
| Government Collaboration | Ability to work effectively with government agencies and align with statutory mandates. | Evidence of collaboration with NDMA/SDMA or similar authorities, official endorsements. |
| Assurance | Systems in place to ensure delivery quality, mange risks, and maintain timelines. | Written quality assurance policies, ISO certifications, or equivalent process documentation. |
| Recognition | Awards, certifications, or professional endorsements. | National or State awards, relevant ISO accreditations, or recognitions directly related to disaster management consulting. |

1. **TEAM EXPERTISE AND EXPERIENCE (25 MARKS)**

Each Sub parameter = 5 marks

|  |  |  |
| --- | --- | --- |
| Sub Parameter | Description | How to score highest  (5 marks) |
| Multidisciplinary Team Composition | Presence of disaster management experts, policy specialists, trainers, and compliance advisors. | Detailed team organogram with CVs demonstrating > 10 years’ experience in relevant domains. |
| Experience of Key Personnel | Depth of experience of Project Lead and key team members. | CVs showing substantial experience in disaster management (> 7 years) and relevant certifications. |
| On ground Capability | Demonstrated ability to engage locally; site visits, trainings, validation workshops. | Evidence of local office, deployment plans, and records of conducting similar assessments and workshops. |
| Commitment to Continuity | Guarantees about team stability during the project period. | Written commitment to retain core team; succession and backup arrangements described in proposal. |

The following documents are required to be submitted for technical evaluation:

1. Certificate of Registration etc.
2. Audited Balance Sheets/ IT returns for last 3 years.
3. Offer Letters/Experience Certificates from clients.
4. Self-attested Resume of faculties.
5. Self-attested Proof/Document of Campus/Camp sites claimed by bidder along with infrastructure details.
6. **Balance 30% weightage (marks) shall be based on quoted financial bid with reference to the lowest price bid.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Parameter** | **Max. marks** | **Marks for each parameter** |
| 1 | Competitiveness and Reasonableness of Budget | 20 | Lowest bid gets 20; higher bids proportionately scored. |
| 2 | Clarity of Cost Breakdown | 10 | Detailed, transparent line items; no lump-sum ambiguities. |

**SCORING EXAMPLE FOR A SUB PARAMETER:**

Customization & Localization (4 marks):

* 5 marks: Detailed adaptation plan, situational analysis, evidence of prior similar work.
* 4 marks: Clear adaptation plan but less evidence or detail.
* 3 marks: Generic statements about customization.
* 2 mark: Vague references only.
* 0 mark: No relevant comment.

**CHECKLIST TO MAXIMISE MARKS**

To score the highest in each sub parameters, bidders should:

* Provide documented evidence (certificates, project reports).
* Demonstrate knowledge of regulations and frameworks.
* Present clear, phased methodologies.
* Include qualified CVs.
* Show a customized approach tailored to the School.
* Submit transparent and competitive financial proposal.

**Selection Method**

**(QCBS with criteria 70:30)**

1. The bid evaluation shall be based on Quality and Cost Based Selection (QCBS) method with

* 70% weightage to Technical Score (St) and
* 30% weightage to Financial Score (Sf).

1. The Technical Score (St) will be the sum of scores awarded based on criteria mentioned in above table.
2. The Financial Score (Sf) shall be awarded as follows:

* Proposal with the lowest Basic Price (L1) shall be given 100 Financial Score (Sf) points.
* The Financial Scores of other proposals shall be computed as follows:

Sf = 100 x Fm/F

where Fm = Basic Price quoted by the Lowest Bidder (L1) and F = Basic Price quoted by the respective bidder.

1. Combined Total Score Evaluation – The total combined score shall be obtained by weighting the technical and financial scores and adding them i.e.,

Total Combined Score (CS) = St x (0.7) + Sf x (0.3)

For example, if the total Technical Score is 80, Financial Score is 90, then the Total Combined Score (CS) works out to

CS = (80 x 0.7) + (90 x 0.3) – 83.

1. Scores will be calculated up to two decimal points only.
2. The successful bidder shall be the bidder scoring highest Total Combined Score (CS). In the event of tie in CS score, the bidder with higher Technical Score shall be treated as the successful bidder. In case of tie of Technical Score too, then the Bidder with higher Financial Score shall be treated as successful bidder.

# **Annexure-B**

# **Bidder Information Sheet**

Name of the bidder :

Office Address :

Office Contact Number :

Company Email ID :

Website :

PAN Card Number :

GST Registration Number :

Name of the Proprietor :

Contact Number of the Proprietor :

Proprietor Email ID :

Nature of Current Business/Trade :

Year of establishment :

EMD Particulars :

**Key Contacts**

Service Contact No : Email Id:

Sales Contact No : Email Id:

Alternate Contact No: Email Id:

**Bidder’s Bank Details:**

Name of A/c Holder :

Bank Name :

Branch Name :

A/c Number – SB or CA :

IFS Code :

**Signature of the Bidder.**

**Annexure-C**

**DECLARATION**

I/We……………………….......................................................................................

Proprietor/Partner(s) hereby declare that the Firm / Company namely M/s ...........................................…………….. has not been black-listed or debarred in the past by any other Government or Semi- Government Organization from taking part in tenders.

Was / were black-listed/debarred by any other Government or Semi- Government Organization (Name of the Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) from taking part in tenders for a period of ............ years w.e.f. ...................

The period is over on ................. and now I/We/firm/Company am/are/is entitled to take part in the tenders from ..................................

In case the above information is found false at any time, I/We am/are fully aware that the tender/contract will be rejected/cancelled by The Headmaster, The Lawrence School, Lovedale.

## Date:

## Signature of the Bidder with seal.