



The Lawrence School

Lovedale, The Nilgiris - 643003

NOTICE INVITING TENDERS

**Tender for Supply, Installation, Testing & Commissioning of
Rotary Oven (Gas) at The Lawrence School, Lovedale**

Tender notice

Notice Inviting Tender No	NIT/LS/EM/CBO/2026-27/845
Tender Inviting Authority	The Lawrence School, Lovedale
Place of availability of Tender Documents (NIT)	www.thelawrenceschool.org/tenders
The contact Person	Mr. Anand Tiwari (Catering Manager)
Name of the Project Work	Supply, Installation, Testing & Commissioning of Rotary Oven (Gas) at The Lawrence School, Lovedale
Any queries can be address to	catering@thelawrenceschool.org / pc@thelawrenceschool.org
Place for submission of bids	The Lawrence School, Lovedale
EMD Amount	₹25,000/- 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	02.03.2026
Any queries On Call (9.00 AM to 5.00 PM weekdays)	02.03.2026 to 14.03.2026
Last date and time for submission of bids	16.03.2026 (3.00 PM)

Telephone: 0423 2453300

email: catering@thelawrenceschool.org

pc@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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1. Scope of Document:

The Lawrence School, Lovedale, Ooty, Tamilnadu (hereinafter referred to as the “**LSL/School**”), an Educational Institution, invites NIT(s) **Supply, Installation, Testing & Commissioning of Rotary Oven (Gas) at The Lawrence School, Lovedale** (as per Annexure-II) for The Lawrence School in its permanent campus at Lovedale as per the NIT document.

The successful bidder shall:

- i. **Supply** – Deliver brand new **Rotary Oven (2 nos)**, genuine OEM products with original manufacturer warranty.
- ii. **Installation** – Set up and configure all equipment’s in the School premises. Supply & Installation must be completed within **40 days** from the date of Purchase Order.
- iii. **Testing** – Ensure proper functionality before handover.
- iv. **Warranty Support** – Provide a minimum of 2 years of onsite warranty and coordinate with OEM for service support.
- v. **Delivery** must be completed within **30 days** from the date of Purchase Order (PO), and the vendor must ensure delivery and installation at The Lawrence School, Lovedale, **without extra charges.**

The tender document can be downloaded from the School website at URL Link:
<https://www.thelawrenceschool.org/tenders>

Evaluation and Procurement Process:

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

Two bid System

The two bid system will be followed for this tender. In this system bidder must submit the Technical Bid & Commercial Bid in two separate sealed envelopes.

2. Eligibility Criteria, Technical Documents & Technical Specifications for the Service Provider (SP):

All the Vendors/Service Provider must fulfil the following eligibility criteria and submit the documents and the declarations (duly self-attested) in support of their claim along with the NIT. The applications of those not meeting the Eligibility Criteria stated below and not accompanied with the requisite documents will be treated as incomplete and hence be rejected.

- i. Must be a registered firm/company under the Indian Companies Act/Partnership Act.
- ii. Must be an authorised Rotary Oven manufacturer / partner / reseller.
- iii. The bidder should be authorized dealer for supply and installation of the items tendered under this tender document. Authorization Letter from the OEM should be enclosed indicating that the bidder is their authorized distributor/dealer with Tender reference failing which the offer will not be considered.
- iv. Minimum 3 years' experience in the relevant filed.
- v. Valid GST and PAN registration.
- vi. The bidder should submit copies of Purchase Order for supply & installation of similar items with details of the installation sites.
- vii. Duly filled Technical Bid (covering the details like bill of material, technical specifications, makes and models of the items, applicable quality certificates, etc.)
- viii. Not blacklisted by any Govt./PSU/Educational institution.

Technical Specifications:

Parameter	Requirement
Capacity	Minimum 20 trays (GN 2/1 or bakery trays 20)
Production Output	Minimum 500–1000 kg/day (suitable for 1000 servings)
Cooking Modes	Convection (dry heat), Steam injection, Combination cooking
Temperature Range	30 °C – 300 °C
Humidity Control	Adjustable humidity levels for bread and pastry baking
Controls	Touchscreen interface, programmable recipes, multilingual options
Energy Source	Gas, Electric (2.2KW)
Power Rating	Approx. 3 KW
Material	Stainless steel (food-grade, corrosion-resistant)
Safety Features	Cool-touch doors, auto shut-off, overheat protection
Cleaning System	Automatic self-cleaning cycle with detergent options
Accessories	Rotated oven racks, bakery trays, steam injection system
Certifications	CE certification, ISO compliance, FSSAI food safety standards
Warranty	Minimum 2 years comprehensive warranty
After-Sales Support	Local service availability, spare parts within 48 hours

Purpose:

To procure a high-capacity Rotary oven capable of preparing bakery products (bread, buns, cakes, pastries, etc.) for approximately **1000 people per day** in the school bakery.

One oven capacity to prepare cookies of 25 kg in per lot or 60 kg bead (each bread of 400 grms) per lot, Cake, brownie, etc 30 kg per lot.

Must provide installation, commissioning, and training for bakery staff.

3. Financial Bid / Commercial Bid:

- The financial bids will be opened by the Purchase Committee.
- The PRICE PART shall contain only schedule of Rates duly filled in. No stipulation, deviation, terms & conditions, presumptions etc. is permissible in price part of the bid. The School shall not take any cognizance of any such conditions and may at its discretion reject such price bid.
- Bidder should quote in INR
- Price schedule completed in all respects with proper seal and signature of authorised person with the same commercial terms & conditions as submitted with technical bid.
- 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.

Evaluation of NIT

- The NIT will be evaluated based on the rate list quoted in **Annexure–III**. 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) & as per eligibility criteria** shall be considered for evaluation of commercial bids.
- The procurement will be conducted in accordance with the **General Financial Rules (GFR)**.

4. Submission of NIT

Both the technical bid and commercial bid envelopes should be sealed separately and clearly marked as "Envelope no. 1 - Technical Bid" and "Envelope no. 2 - Commercial Bid" and addressed to:

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 and cc to catering@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 ₹25,000/- (Rupees Twenty-Five Thousand only). The Vendor/Supplier may submit the EMD through Demand Draft or online bank transfer 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 EMD amount will be refunded to unsuccessful bidder.

- vii. 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.

5. 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, Installation, Testing & Commissioning of Rotary Oven (Gas) at The Lawrence School, Lovedale** 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.

6. Termination of Contract:

- viii. The School is at liberty to terminate the Contract with immediate effect, without assigning any reasons.
- ix. 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.
- x. 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
- xi. The Headmaster, The Lawrence School, Lovedale, shall have the right to terminate the contract, with immediate effect, if in his opinion the quality of services offered is not up to the standard/satisfactory.

GENERAL TERMS AND CONDITIONS OF CONTRACT:

1. The contract will be for a period of one month or one year, or a period that is on mutual agreement, commencing from the date of signing the contract.
2. The transportation loading-unloading & other charges will be inclusive in rates quoted by vendor/supplier.
3. 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.
4. 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.
5. 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.

6. **All the ordered items are to be supplied by 3.00 pm as per the schedule given in the Purchase Order.**
7. The successful vendor /supplier will ensure compliance of all the relevant provisions of the Laws / terms of contract.
8. 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.
9. 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.
10. These are only proposed draft terms & conditions and can be modified/changed or added at the time of finalization and signing the agreement.
11. Conditional/Incomplete offers not conforming to tender document will be rejected.
12. **The validity of bids:** The rate quoted should be valid for a minimum of 90 days. No claim for escalation of the rate will be considered after opening the Tender.
13. The item to be used is strictly according to the specification and subject to test by the School / concerned authorities. It must be delivered and installed in good working condition.
14. The School reserves the right to cancel or reduce or increase the quantity included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/ Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work / supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
15. 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.
16. The Vendor/Supplier will be held wholly responsible for any action taken by statutory bodies for violation /non – compliance of any such provision/rule.
17. 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.
18. All electrical, plumbing, drainage, related construction work, exhaust system shall be provided by the school
19. **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.

20. The Court of Judicature at Nilgiris will have the exclusive jurisdiction to try the disputes.
21. 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**

Annexure – II

Details of Requirements, Specifications and Allied Details

Name of the item: **ROTARY OVEN**

Type : Kitchen equipment

Brief Specifications of the equipment

Particulars	Specifications	Compliance Y/N
Name of the Goods	ROTARY OVEN – 2 nos 20 Tray GAS Rotary Oven	
Accessories required	<ul style="list-style-type: none">- Tray Trolley – 4 nos.- Teflon coated Cookies baking tray– 60 no.- Teflon coated Burger tray – 40 no.- Stainless steel tray – 40 set- Teflon coated Bread Mold – 100 nos- Installation & commissioning – 2 lot	
Machine Capacity	<ul style="list-style-type: none">- 20 tray trolley.- Handle mount for mobile oven rack- Wide range of accessories for various cooking processes such as baking and steaming- For use with 2/1, 1/1, 2/4 GN accessories	
Steamer mode	<ul style="list-style-type: none">- Steam 30 C – 130 C- Convention 30 C – 300 C- Combination of steam and convention from 30C–300C	
Electrical power	Connected load – 2.2 KW Single phase 240V	
Gas supply / connection	¾ inch	
Water inlet	¾ inch	
Quantity Required	2 Nos	
Warranty Period	2 Years from the date of purchase / installation	
Delivery Schedule	40 Days from the date of Purchase Order	

Signature & Seal of the Vendor/Supplier

Price Schedule

Name of the Bidder: _____

Contact Person & Mobile No.: _____

Email ID: _____

Requirement & Quotation Table

Sl.no	Item Description	Qty	Amount Per Unit Inclusive of GST (₹)	Total Value Inclusive of GST (₹)
1.	ROTARY OVEN Rotary Oven 20 trays	2 Nos		

Declaration

We hereby certify that:

1. The quoted prices are inclusive of all applicable taxes (including GST), duties, freight, insurance, installation, and any other charges up to delivery and installation at The Lawrence School, Lovedale.
2. All items offered are genuine OEM products with original manufacturer's warranty.
3. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
4. The delivery and installation shall be completed within **40 days from the date of the Purchase Order (PO)**.
5. The on-site warranty for all supplied items shall remain valid for a minimum of **2 years**

Authorized Signatory: _____

Name & Designation: _____

Seal & Date: _____

Tender Acceptance Letter

Date:

To:
The Head Master,
The Lawrence School, Lovedale.

Subject: Submission of the Technical bid & Commercial bid for Rotary oven

Dear Sir,

1. We, the undersigned, offer for supply and installation of Rotary oven in response to your NIT No. **NIT/LS/EM/CBO/2026-27/845** dtd. **03.03.2026**. We are hereby submitting our proposal for same, which includes this Technical bid and the Financial Bid.
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents from Page No.1 to 16 (including all documents like annexure(s), schedules (s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. We hereby declare that all the information and statements made in this Technical bid are true and we accept that any misinterpretation contained in it, may lead to our disqualification.
5. We undertake, if our proposal is accepted, to initiate the Implementation activities towards supply of material and services, as stipulated in the referred NIT.
6. We would hold the terms of our bid valid for 90 days as stipulated in the NIT document.
7. I /We do hereby declare that our firm has not been blacklisted / debarred by any Govt. Department / Public sector undertaking.
8. I /We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect / untrue or found violated, then your department/ organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.
9. The undersigned is authorized to sign this bid document. The authority letter to this effect is enclosed.

Yours sincerely,

Authorized Signatory :

Name and Title of Signatory :

e-mail:Mobile No :

BUY BACK - PRICE SCHEDULE
[To be filled up by the bidder for submission of the bid]

1. Item Name : Buy back of old Bakery oven
2. Specifications : Make – CS Aerotherm
Model – B900
Quantity - 2 nos (which was purchased during 2003 & 2018)
As is where is condition

Quotation Table

Sl.no	Item Description	Qty	Amount Per Unit Inclusive of GST (₹)	Total Value Inclusive of GST (₹)
1.	Used CS Aerotherm Oven Model – B900	2 Nos		

3. Name and address of the Firm :

Note:

- Dismantling the existing Oven, loading, transportation, etc., is under the scope of the supplier.
- Dismantling of existing oven shall be allowed only after successful installation and commissioning of new Rotary oven.
- The school reserves the rights to sell the existing bakery oven to any supplier/contractor without assigning any reasons whatsoever.

Authorized Signatory: _____

Name & Designation: _____

Seal & Date: _____