

The Lawrence School

Lovedale, The Nilgiris - 643003

NOTICE INVITING TENDERS

**Tender for Procurement, Supply, Delivery, Installation &
Commissioning of Furniture for Physics & Chemistry lab
The Lawrence School, Lovedale**

Tender notice

Particulars	Details
Tender Notice No.	NIT/LSL/ADMIN/FURNITURE/2026
Tender Inviting Authority	The Lawrence School, Lovedale
Place of Availability of Tender Documents	www.thelawrenceschool.org/tenders
Name of Project Work	Procurement, Supply, Delivery, Installation & Commissioning of Furniture for Physics & Chemistry lab
Address for Communication	The Headmaster, The Lawrence School, Lovedale, The Nilgiris, Tamil Nadu – 643003
Place for Submission of Bids	The Lawrence School, Lovedale
Mode of Submission	Sealed Cover / Email Submission
Tender Type	Open Tender (Two Bid System)
Tender Category	Furniture Procurement
Bid System	Single Stage Two Envelope System
EMD Amount	₹5,000/- (Applicable only for new vendors)
Bid Validity	90 Days
Delivery Timeline	Within 30 Days from Purchase Order

Important Schedule

Event	Date / Deadline
Release of NIT	18.06.2026
Pre-Bid Queries	24.06.2026
Last Date for Submission of Bids	01.07.2026

Telephone: 0423 2453316

email: pc@thelawrenceschool.org

Cc: em@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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Scope of the work:

The Lawrence School, Lovedale, Ooty, Tamil Nadu (hereinafter referred to as "LSL/School"), invites tenders from reputed manufacturers, authorized dealers, suppliers and institutional furniture vendors for procurement, supply, delivery, installation and commissioning of furniture items for Physics & Chemistry lab at The Lawrence School campus.

Time schedule for delivery and installation: Time is an essence of the contract. Successful bidder is required to ensure completion of delivery and installation within a period of 30 days from the date of award of the contract.

Subletting: Successful bidder shall not sub-let, transfer or assign the contract or any part thereof to any agency.

User acceptance: The successful bidder shall carry out the delivery and installation to the satisfaction of the Lawrence School, Lovedale committee. User acceptance shall be carried out after all units have been supplied and installed. The Lawrence School, Lovedale committee reserves the right to engage a third party for verifying the quality of material or workmanship/carrying out user acceptance, which shall be binding on the bidder. Where the quality of material used or workmanship is declared unsatisfactory and rejected, the successful bidder shall remove the rejected units and replace it with new units at no extra cost.

Repeat order: The Lawrence School, Lovedale may within a period of three months after completion of this contract can place a repeat order on the successful bidder on the same terms and conditions of this RFP.

Jurisdiction:

Any dispute arising under concerned bid shall be:-

- First reviewed and escalated at the level of The Lawrence School, Lovedale Committee.
- If dispute is not resolved then the concerned dispute will be resolved through arbitration by appointing independent arbitrators by both the parties.
- If dispute is not resolved from above stated procedures then the concerned dispute will be subjected to the Udhagamandalam jurisdiction.

Technical Specifications and Quality Assurance

S.No.	Particulars & Specification
1	<u>Steel Stool:</u>
	<i>Size: 24"x15"x15"</i>
	<i>Top: 18 mm particle board top with 2mm tape</i>
	<i>Leg: 1"x1" 18g 1st quality TATA CR pipe</i>
	<i>With Powder Coating</i>
2	<u>Chemistry Lab Table:</u>
	<i>Size: 8'x39"x3'</i>
	<i>Top: 18mm Jet Black Granite With One Rack</i>
	<i>Storage Box: 18g 1st quality TATA CR sheet</i>
	<i>Two Drawer and One cupboard</i>
	<i>Cupboard inner one shelf</i>
	<i>PP Sink - 2 Nos</i>
	<i>Three Way Tap - 2 Nos</i>
	<i>15 Amps Electrical power socket-2 Nos</i>
	<i>With powder Coating</i>
3	<u>Chemistry Lab Table:</u>
	<i>Size: 8'x2.1/2'x34"</i>
	<i>Top: 18mm Jet Black Granite Without Rack</i>
	<i>Single Storage Box: 18g 1st quality TATA CR sheet</i>
	<i>Two Drawer and One cupboard</i>
	<i>Cupboard inner one shelf</i>
	<i>Sink - 1 No</i>
	<i>Tap - 1 No</i>
	<i>15 Amps Electrical power socket-2 Nos</i>
<i>With powder Coating</i>	

4	<u>Chemistry Lab Storage Box</u>
	Size: 30'x1.1/2'x3'
	Top: 18mm Jet Black Granite
	Two Drawer and One Cupboard
	Inner One Shelve
	PP Sink - 1 No
	Rack - 1 No
	Sheet Thickness: 18g 1st quality TATA CR sheet With powder Coating
5	<u>Chemistry Lab Glass Door Cupboard:</u>
	Size: 78"x36"x19"
	Sheet Thickness: 18x20g 1st quality TATA CR sheet
	4mm Saint Gobain Glass With Powder Coating
6	<u>Physics Lab Table:</u>
	Size: 7'x30"x32"
	Top: 18mm Jet Black Granite With One Rack
	Storage Box: 18g 1st quality TATA CR sheet
	Two Drawer and One cupboard
	Cupboard inner one shelf
	15 Amps Electrical power socket-2 Nos With powder Coating
7	<u>Physics Lab Table:</u>
	Size: 7'.6"x39"x3'
	Top: 18mm Jet Black Granite With One Rack
	Storage Box: 18g 1st quality TATA CR sheet
	Two Drawer and One cupboard
	Cupboard inner one shelf
	15 Amps Electrical power socket-2 Nos With powder Coating
8	<u>Physics Lab Glass Door Cupboard:</u>
	Size: 78:x36"x19"
	Sheet Thickness: 18x20g 1st quality TATA CR sheet
	4mm Saint Gobain Glass With Powder Coating

9	<u>Fume Hood:</u>
	<i>Size: 1500x750x2400 mm</i>
	<i>With External Blower</i>
10	<u>Eye Wash Stand:</u>
11	<u>Teacher's Table:</u>
	<i>Size: 3'x2'x30"</i>
	<i>Sheet Thickness: 20g 1st quality TATA CR sheet</i>
	<i>Top: 18mm Particle Board Side 2mm Tape</i>
	<i>Leg : 1"x1" 18g 1st Quality TATA CR Pipe</i>
	<i>Drawer - 1No</i>
	<i>Cupboard - 1 No</i>
<i>With Powder Coating</i>	
12	<u>Steel Cupboard::</u>
	<i>Size: 60"x37"x24"</i>
	<i>Sheet Thickness: 18x20g 1st quality TATA CR sheet</i>
	<i>Door with Louver holes</i>
	<i>Clamp Type eith rod handle</i>
	<i>Bottom one shelf and two compartments</i>
	<i>With Nylon bush</i>
<i>With powder Coating</i>	

Qualification Criteria

Note for Bidders

Bidders must submit all documents (Qualification Criteria Compliance) along with the Technical Bid.

1. Experience & Past Performance

Sl. No	Requirement	Documents Required
1	Bidder should have minimum 5 years' experience in manufacturing/supply/installation of furniture for Govt. Organizations, PSUs, Public Listed Companies, or Educational Institutions. Similar works include Steel Stool, Chemistry Lab Tables, Storage Box, Glass Door Cupboard, Physics Lab Tables, etc.	Previous Work Orders and Client Certificates for the last 5 years. Manufacturer Authorization Certificate, if applicable.
2	Bidder must be an Authorized Dealer/Reseller/OEM for similar products.	OEM/Manufacturer Authorization Certificate.

3	Bidder should have completed similar works in any of the following criteria: • One project of 60% of estimated bid value, OR • Two projects of 40% each, OR • Three projects of 30% each during the last 5 years.	Work Orders and Client Certificates indicating project value.
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2. Technical Compliance

Sl. No	Requirement	Documents Required
4	OEM Catalogue, Product Specification Sheet, Line Diagram, and Product Images must be submitted for all quoted products.	Technical Compliance Report / OEM Catalogue
5	Products must comply with required certifications.	Valid Product Certificates
6	The Bidder / OEM / Manufacturer must possess the following valid certifications: 1. ISO 9001:2015 – Quality Management System 2. ISO 14001:2015 – Environmental Management System All ISO certificates shall be issued by a NABCB Accredited Certification Agency.	Copies of valid certificates
7	Bidder must provide 5 years comprehensive warranty including repair, maintenance, spare parts, and service support.	Warranty Undertaking on Company Letterhead
8	Products supplied should not become obsolete within 10 years from the bid submission date.	Undertaking on Company Letterhead
9	Bidder should have a functioning service centre.	Service Centre Details with Address, Email & Phone Number
10	Bidder should provide escalation matrix and service support contact details.	Escalation Matrix with Contact Details
11	Bidder should not be blacklisted/debarred by any Govt. or Private Organization.	Self-Declaration/ Undertaking
12	Bidder should have a registered office in Tamil Nadu.	Registration Certificate & GST Certificate

3. Financial Capability

Sl. No	Requirement	Documents Required
13	Average annual turnover during the last 3 financial years should be: • 400% of estimated bid value for OEMs • 100% of estimated bid value for Dealers/Distributors	Audited Balance Sheet, Profit & Loss Statement, Net Worth Certificate
14	Bidder should have positive net worth in the latest audited financial year.	Net Worth Certificate

Payment Terms

Tender Document No. NIT/LSL/ADMIN/FURNITURE/2026

Tender Title: Procurement of Furniture for Physics & Chemistry lab The Lawrence School, Lovedale

Payment Schedule

Sl. No.	Stage	Payment
1	Advance payment after issue of Purchase Order	40%
2	After successful delivery of materials at site	40%
3	After complete installation, commissioning, and submission of completion certificate	20%

Penalty Clause

1. Delay in delivery or installation beyond the approved timeline may attract a penalty of 0.1% of the order value per week, subject to a maximum of 10% of the contract value.
2. In case of supply of sub-standard or defective materials, the vendor shall replace the same within 15 days at no additional cost.
3. Failure to replace defective materials within the stipulated period may attract additional penalty as decided by the School.
4. Any damage caused to School property during delivery or installation shall be recovered from the vendor.

Instructions to bidders

Bidders may study this RFP carefully before participating. It shall be deemed that the bids have been submitted after careful consideration of the instructions, terms and conditions and full understanding of the implications.

The Vendor/Supplier shall be required to submit the Earnest Money Deposit (EMD) for an amount of ₹5,000/- (Rupees Five Thousand only). The Vendor/Supplier may submit the EMD through 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.

- i. The EMD amount will not carry any interest.
- ii. EMD is not exempted to any Organizations/Institutions/Communities/Society/Voluntary organization, etc.
- iii. **Vendor/Supplier whose EMD is already with the School need not to pay EMD again.**
- iv. 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.
- v. 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.

Other conditions

1. Bids from a consortium of agencies are not acceptable.
2. Bids from joint ventures are not acceptable.
3. During evaluation of the pre-qualification proposal or technical bid, Office of The Lawrence School, Lovedale may at its discretion seek clarifications from the bidders on their bids and the bidders are required to respond within the timeframe as prescribed in the clarification.
4. It is mandatory that office of the authorized Suppliers should be in Tamilnadu.
5. Copy of GST Certificate, PAN & Aadhaar must be attached with the technical bid.
6. Demonstration is mandatory at seller/OEM cost if required by tenderer or buyer it will be a part of technical evaluation process.
7. Selected firm will be given 30 days for completion of work.
8. Test reports for all the products offered by bidder matching with line diagram and specifications as quoted by bidder for offered product is mandatory to be enclosed for technical evaluation purpose and any deviation will not be considered.
9. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regard. GST reimbursement will be as per actual or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
10. OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
11. Scope of supply (Bid price to include all cost components): Supply Installation Testing, and Commissioning of Goods are required at respective Consignee Location (as per the list provided to the successful bidder).
12. IMPORTED PRODUCTS: In case of imported products, OEM or Authorized Seller of OEM should have a registered office in India to provide after sales service support in India. The certificate to this effect should be submitted.

13. Disqualification: The Lawrence School, Lovedale may at its sole discretion and any time during the evaluation process disqualify any bidder if the bidder
 - a) Makes misleading or false representation in the forms, statements and attachments submitted in proof of the statements or eligibility criteria.
 - b) Submits a bid that is not accompanied by required documentation or is nonresponsive or submits more than one proposal.
 - c) Is declared ineligible by Union/ any State Government/Union Territory for corrupt or fraudulent practices.
 - d) The office reserves the right to cancel/reject the bidder offer if the bidder doesn't upload any of the certificates or documents sought in the Bid, as asked in terms and condition - ATC and Corrigendum if any.
14. Rates quoted should be inclusive of Transportation, packing, transit insurance, loading, unloading, positioning, etc at the school campus.
15. Rate quoted should be inclusive of Testing, commissioning and installation of equipment and training.
16. 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.
17. During warranty period successful bidder has to provide free of cost service and if any product gets defective the successful bidder has to provide to provide service within 3 days of information otherwise penalty shall be imposed as per the penalty clause stated above.

EVALUATION CRITERIA AND AWARD OF CONTRACT

Evaluation Process

This section sets out the eligibility criteria, evaluation methodology, and procedure for the award of the contract. The evaluation of bids shall be carried out in two stages:

1. Evaluation of the Pre-Qualification and Technical Bid
2. Evaluation of the Financial Bid

The Lawrence School, Lovedale may constitute an Evaluation Committee to evaluate the bids received from the bidders.

Pre-Qualification Criteria

Bidders are required to meet the following pre-qualification criteria. The pre-qualification bids shall be evaluated based on the information furnished by the bidders in the prescribed in the qualification criteria above, along with the supporting documents and documentary evidence.

Bidders failing to meet the prescribed criteria or failing to submit the required supporting documents/evidence shall be liable for rejection and shall not be considered for the subsequent stages of evaluation.

Financial Bid Evaluation

The financial bids of only those bidders who qualify in the technical evaluation stage shall be opened and evaluated.

The bidder whose bid is determined to be the Lowest Financial Bid (L1 Bidder) shall be considered for the award of the contract, subject to the fulfillment of all tender conditions.

Splitting of Contract / Parallel Contracts

As per Manual for Procurement of Goods (2024 Edition), Chapter 7.6.5. Splitting of Contracts / Parallel Contracts is applicable in this tender due to reasons related to quantity & price.

Award of Contract

The following procedure shall be followed for the award of the contract to the successful bidder:

- The Lawrence School, Lovedale shall issue a Letter of Intent (LoI) to the selected bidder, notifying that its bid has been accepted for the award of the contract.
- The contract shall thereafter be awarded to the successful bidder.
- Upon award of the contract, a mutually agreed work execution plan shall be finalized between both parties to ensure completion of the work within the stipulated timeframe.
- The successful bidder shall commence the work as per the terms and conditions of the tender document and the instructions issued by the competent authority of the School.

Signature of the Vendor/Supplier