



# THE LAWRENCE SCHOOL

Lovedale, The Nilgiris - 643003

## **NOTICE INVITING TENDER**

**Tender for supply of Uniform  
(Uniform, Black Shoes, Sweaters)  
to Support staff of  
The Lawrence School, Lovedale.**

# THE LAWRENCE SCHOOL, LOVEDALE

## Tender notice

| Notice Inviting Tender No                                | <b>NIT/LSL/Supply of Uniform/2025-26</b>                                                 |
|----------------------------------------------------------|------------------------------------------------------------------------------------------|
| Tender Inviting Authority                                | The Lawrence school, Lovedale                                                            |
| Place of availability of Tender Documents (NIT)          | <a href="http://www.thelawrenceschool.org/tenders">www.thelawrenceschool.org/tenders</a> |
| The contact Person                                       | Mr. Ramanathan, Purchase Clerk                                                           |
| Name of the Project Work                                 | Supply of Uniform to Support staff of The Lawrence School, Lovedale.                     |
| Address to send Prebid queries                           | <a href="mailto:purchase@thelawrenceschool.org">purchase@thelawrenceschool.org</a>       |
| Place for submission of bids                             | The Lawrence School, Lovedale                                                            |
| Address for communication                                | The Headmaster, The Lawrence School, Lovedale,<br>The Nilgiris, Tamil Nadu- 643003       |
| LSL would endeavour to adhere to the following schedule: |                                                                                          |
| Event                                                    | Date – Deadline                                                                          |
| Release of NIT                                           | 12.11.2025                                                                               |
| Pre-bid queries (On Call)                                | 18.11.2025                                                                               |
| Last date and time for submission of bids                | 25.11.2025 (3.00 PM)                                                                     |
| Opening of Tender                                        | Will be intimated later                                                                  |

Telephone: 0423-2453307 & 2453308

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

Approximate Bid Value Rs. 8,00,000/-

Bid Validity Period: 90 days from the date of opening of the tender.

**DISCLAIMER:**

The information contained in this NIT 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 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 Applicant may require.

The assumptions, assessments, statements and information contained in this NIT 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 NIT 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 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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## **SECTION I – INTRODUCTION & SCOPE OF WORK**

### **INTRODUCTION:**

The Lawrence School, Lovedale is a reputed Boarding School established in the year 1856 and children from many communities from all parts of the country study here. They are brought up in an atmosphere that fosters a spirit of co-existence and respects for the feelings and beliefs of others.

The Lawrence School, Lovedale, invites sealed tenders from reputed manufacturers/suppliers/dealers for the supply of uniforms for its support staff for the academic year 2025-26. Interested and eligible bidders are requested to submit their bids as per the terms and conditions specified in this NIT.

### **SCOPE OF WORK/SUPPLY:**

The successful bidder shall be responsible for the supply of various types of uniforms for the support staff. The supply shall be as per the specifications and quantities detailed in **Section III: Technical Specifications and Quantities.**

### **KEY REQUIREMENTS:**

- All uniforms must be made of high-quality, durable, and comfortable fabric suitable for the local climate.
- Fabric quality, colour fastness, stitching quality, and finishing are paramount.
- The school logo (embroidery/patch) must be incorporated as per design specifications.
- Sizes will be provided by the School, and the supplier may be required to take measurements of individual staff members at the school premises.
- Delivery must be made within the stipulated time frame.

## **SECTION II**

### **INSTRUCTIONS TO BIDDERS**

#### **1. ELIGIBILITY CRITERIA:**

Bidders must meet the following minimum eligibility criteria:

- The bidder must be a registered firm/company/proprietorship/ partnership engaged in the business of manufacturing/supplying uniforms for at least 3-5 years.
- Must have a valid GST registration and PAN.
- Must have an average annual turnover of at least INR 20 Lakhs during the last three financial years. (Attach audited financial statements).
- Must have successfully completed at least 2-3 similar supply orders of comparable value (e.g., uniforms for large institutions/schools) in the last five years. (Provide copies of work orders/completion certificates).
- Must not have been blacklisted by any Central/State Government Department/PSU/Autonomous Body. (Self-declaration required).

#### **2. TENDER DOCUMENT AVAILABILITY:**

The tender document can be obtained from the Accounts Department, The Lawrence School, Lovedale, during working hours (10:00 AM to 3:00 PM) on working days. It can also be downloaded from the School's website [www.thelawrenceschool.org/tenders](http://www.thelawrenceschool.org/tenders). BID SUBMISSION PROCEDURE:

Bidders are required to submit their bids in a Two-Bid System (Technical Bid and Financial Bid) in separate sealed envelopes, clearly superscribed:

- **Envelope 1: "TECHNICAL BID - SUPPLY OF UNIFORMS"**
  - This envelope should contain:
    - Tender Document
    - Copy of NIT document duly signed and stamped on each page as acceptance of terms.
    - All documents proving eligibility criteria (GST, PAN, Turnover certificates, Work Orders, etc.).
    - Technical specifications, fabric samples, proposed designs, and any other relevant technical details as per **Section III**
    - Self-declaration regarding non-blacklisting.
    - Company profile and experience details.

- **Envelope 2: "FINANCIAL BID - SUPPLY OF UNIFORMS"**

- This envelope should contain the financial offer as per **Section IV: Financial Bid Format**, clearly indicating unit prices, total cost, taxes, and any other charges. Prices should be quoted in Indian Rupees (INR) only.

Both envelopes (Technical Bid and Financial Bid) should then be placed in a larger third sealed envelope, superscribed **"TENDER FOR SUPPLY OF UNIFORMS - NIT No. NIT/LSL/Supply of Uniform/2025-26"** and addressed to:

The Headmaster

The Lawrence School, Lovedale, The Nilgiris – 643 003 Tamil Nadu.

Bids must be deposited in the Tender Box kept at the School Office on or before the last date and time of submission. Bids received after the stipulated date and time will not be entertained.

**3. COST OF BIDDING:**

- The Bidder shall bear all costs associated with the preparation and submission of the bid. The Lawrence School, in no case, will be responsible for these costs regardless of the conduct or outcome of the bidding process.
- The bidder is required to examine all instructions, forms, terms and specifications in the Bid documents. Failure to furnish all or any of the information required as per Bid document or submission of the bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the bid.
- A prospective bidder requiring any clarification on the Bid documents shall notify the School in writing. The School shall respond in writing to any request for the clarification of bid document which it receives not later than 3 days prior to the date of opening of Tender
- Documents required to be submitted for establishing Bidder's Eligibility and Qualifications. In case of non-receipt of following documents, the tender may summarily be rejected.
- The Bidder shall furnish the particulars of past performance with supporting documents.
- The Bidder shall also furnish a copy of Registration of GST or a recent Receipt of GST Deposit.

#### **4. AMENDMENT TO BID DOCUMENT:**

- At any time, prior to the date of submission of bid, The Headmaster may, for any reason whether at his own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- The amendments shall be notified in writing to all prospective bidders and these amendments will be binding on them.

#### **5. BID FORM:**

The bidder shall complete the bid form and the appropriate price schedule furnished in the bid document covering the supplies to be made and price schedule as per **Section–IV, strictly in the prescribed proforma and the rates quoted shall be inclusive of all taxes etc. i.e. rate should be quoted “all inclusive”**.

#### **6. BID PRICE:**

- The supplier shall quote as per Price Schedule given in Section V for all types of items given in the schedule of requirement.
- The price quoted by the bidder shall remain fixed during entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- 'Discount' or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

#### **7. EVALUATION:**

The Evaluation Committee shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly submitted and whether bids are generally in order.

- a. The technical bids will be opened first and the commercial bids of only those technically qualified bids will be opened later on a given date and time.
- b. If there is a discrepancy between words and figures, the amount in words shall prevail prior to detailed evaluation. The Evaluation Committee will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of the bid documents without material deviation. A bid determined as substantially non-

responsive will be rejected by The Headmaster, The Lawrence School, Lovedale.

- c. The Evaluation Committee shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered inclusive of all levies and charges as indicate the price schedule in Section V of the bid document.

#### **8. SPLITTING OF CONTRACTS/PARALLEL CONTRACTS.**

The Headmaster reserves the right to award parallel orders or splitting of quantities to more than one bidder under the provisions of para 7.6.5 of Manual for Procurement of Goods (2024 Edition)

#### **9. AWARD OF CONTRACT:**

The Headmaster, The Lawrence School, Lovedale shall consider placement of purchase order to the bidder whose offers have been found technically, commercially and financially acceptable. The bidder shall within 10 days of issue of purchase order supply the quantity of items ordered.

#### **10. RIGHT TO VARY QUANTITIES:**

The Headmaster, The Lawrence School, Lovedale reserves the right at the time of award of contract to increase or decrease the quantity of items specified in the schedule of requirements without any change in rates of the offer or other terms and conditions.

#### **11. ANNULMENT OF AWARD:**

Failure of the successful bidder to comply with the requirement of purchase order shall constitute sufficient ground for the annulment of the award in which event The Headmaster, The Lawrence School, Lovedale may make the award to any other bidder at the discretion of The Headmaster, The Lawrence School, Lovedale or call for new bids.

## **12. PERIOD OF VALIDITY OF BIDS:**

The bid shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by The Headmaster, The Lawrence School, Lovedale as non-responsive.

A Bidder accepting the request of The Headmaster, The Lawrence School, Lovedale for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify bid.

## **13. AGREEMENT AND DELIVERY:**

- Successful bidder shall enter into a contract agreement with the School.
- Uniforms are to be delivered within 30 days from the date of issuance of the Purchase Order.
- Delay beyond the stipulated period will attract penalties as decided by the Headmaster, The Lawrence School, Lovedale.

## **14. RIGHT TO ACCEPT OR REJECT:**

The School reserves the right to accept or reject any or all tenders without assigning any reason thereof and does not bind itself to accept the lowest tender.

## **15. CANCELLATION OF BID:**

The Headmaster, The Lawrence School, Lovedale reserves the right to cancel the bid (Tender) partly or fully without assigning any reason. **Any clause of the tender may be relaxed by The Headmaster, The Lawrence School, Lovedale.**

## **SECTION III**

### **TECHNICAL SPECIFICATIONS UNIFORMS, BLACK SHOES, SWEATERS**

| <b>Sl. No.</b> | <b>Items</b>                               | <b>Specifications</b>                                                                                                                    |
|----------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 1              | Sky blue shirt                             | 298 Nos. 80% cotton/20% Polyester. Weight 200 gsm. Resistant to shrinkage. Measurement to be taken. Enhance resistance to colour fading. |
| 2              | Black Pants                                | 298 Nos. Weight 290 gsm. Resistant to shrinkage. Measurement to be taken. Enhance resistance to colour fading.                           |
| 3              | White Shirt & Pant (Drivers Uniform)       | 1 pair<br>Resistant to Shrinkage. Measurement to be taken.                                                                               |
| 4              | Khaki Shirt                                | 6 Nos. Weight 300 gsm<br>Resistant to Shrinkage. Measurement to be taken. Enhance resistance to colour fading                            |
| 5              | Khaki Pant                                 | 6 Nos. Weight 300 gsm.<br><br>Resistant to Shrinkage. Measurement to be taken. Enhance resistance to colour fading                       |
| 6              | Lab Coat & Bearer Coat - White             | 58 Nos. Weight 300 gsm<br>Resistant to Shrinkage. Measurement to be taken.                                                               |
| 7              | Barber & Chef Coat – Black & white Checked | 44 Nos. Weight 300 gsm.<br>Resistant to Shrinkage. Measurement to be taken. Enhance resistance to colour fading.                         |
| 8              | Gents Sweater – Grey Colour                | 298 Nos. Size from 36 – 44. Full hand. With School logo embroider. Resistant to shrinkage. Enhance resistance to colour fading.          |
| 9              | Ladies Sweater – Grey colour               | 54 Nos. Size from 32 – 36. Full hand. With School logo embroider. Resistant to shrinkage. Enhance resistance to colour fading.           |
| 10             | Gents Leather Shoe - Black                 | 149 pairs. Branded shoes.<br>Size from No. 5 to No. 10.                                                                                  |

|    |                                           |                                    |
|----|-------------------------------------------|------------------------------------|
| 11 | Ladies Shoe<br>Plastic - Single<br>colour | 27 pairs. Size from No. 4 to No. 8 |
|----|-------------------------------------------|------------------------------------|

## **SECTION-IV**

### **FINANCIAL BID**

| <b>Sl No</b> | <b>Name of the Item</b>                                    | <b>Quantity Req.in Nos</b> | <b>Rate per No.</b> | <b>Rate in words</b> |
|--------------|------------------------------------------------------------|----------------------------|---------------------|----------------------|
| 1            | Sky Blue Shirt                                             | 298                        |                     |                      |
| 2            | Black Pants                                                | 298                        |                     |                      |
| 3            | White shirt & Pant                                         | 1 Set                      |                     |                      |
| 4            | Khaki Shirt                                                | 6                          |                     |                      |
| 5            | Khaki Pant                                                 | 6                          |                     |                      |
| 6            | Lab coat & Bearer coat - White                             | 58                         |                     |                      |
| 7            | Barber & Chef coat- Black & White checked                  | 44                         |                     |                      |
| 8            | Gents Sweater – Grey Size 36 – 44 with logo                | 298                        |                     |                      |
| 9            | Ladies Sweater- Grey Size 32 – 36 with logo                | 54                         |                     |                      |
| 10           | Gents Leather Shoes - Black                                | 149 Pairs                  |                     |                      |
| 11           | Ladies shoes Plastic – Single colour (Blue, Black or Grey) | 27 Pairs                   |                     |                      |

**Note: The rates quoted should include all taxes including stitching and transportation.**

**Signature of the Tenderer.**

## **SECTION V**

### **Bidder Information Sheet**

Name of the Tenderer :

Mail Id :

Contact No. :

Alternate Contact No. :

Full Postal Address of Tenderer :

PAN Card No :

GST Registration No :

#### **Tenderer's Bank Details:**

Name of A/c Holder :

Bank Name :

Branch Name :

A/c No :

IFS Code :

**Signature of the Tenderer.**

## **SECTION VI**

### **CERTIFICATE OF NON-PARTICIPATION OF NEAR RELATIVES IN THE TENDER**

(to be submitted by each partner in case of partnership firms / Companies on the letter head of the company)

### **CERTIFICATE**

I \_\_\_\_\_ S/o \_\_\_\_\_  
Resident of \_\_\_\_\_ hereby certify that none of my relatives as defined is (are) employed in The Lawrence School, Lovedale as per details given in tender document. In case, at any stage, it is found that the information given by me is false /incorrect The Headmaster, The Lawrence School, Lovedale shall have the absolute right to take any action as deemed fit/without any prior information to me.

Signature of the Proprietor / Partner.

## **SECTION-VII**

### **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 and the EMD shall be forfeited.

**Date:**

**Signature of the Tenderer with seal.**