



The Lawrence School

Lovedale, The Nilgiris - 643003

NOTICE INVITING TENDERS

Procurement of 86-inch and 75-inch LED Interactive Panels

NIT No	NIT/LSL/IT/001/2025
NIT Issue Date	17.05.2025
Pre – NIT queries (On Call)	21.05.2025
Last Date of Submission	27.05.2025 (03.00 PM)

Telephone: 0423 2452225/2453338

email: pc@thelawrenceschool.org

ceit@thelawrenceschool.org

Fax: – 0423 2442549

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.

INDEX

S. No	Particulars	Page No.
Section A		
1	Scope of Document	3

2	Eligibility Criteria	4
3	Evaluation of NIT	5&6
Section B		
4	Submission of NIT	6&7
5	Earnest Money Deposit (EMD)	7
Section C		
6	Allotment of Contract	8
7	Termination of Contract	9
Section D		
8	General Terms and Conditions	10
Annexure – I: Vendor Information Sheet		Attached
Annexure- II: Item Description, quantity, and specifications		Attached
Annexure-III: Technical Requirements		Attached

Section-A

1. Scope:

The Lawrence School, Lovedale, Ooty, Tamilnadu (hereinafter referred to as the “School”), an Educational Institution, invites NIT(s) for **supply of 86-inch and 75-inch LED Interactive LED Panels** (as per Annexure-II) for The Lawrence School in its permanent campus at Lovedale as per the NIT document.

The school has decided to procure 86-inch and 75-inch Interactive LED Panels for classrooms to enhance our IT infrastructure and support our academic needs. We have chosen interactive LED panels to use advanced technology, user-friendly interface, and ability to facilitate interactive learning, thereby improving student engagement and overall education quality.

Currently, the school is planning to procure **3 Numbers of 86-inch and 17 numbers of 75-inch** Interactive LED Panels.

The selected Vendor/Supplier will supply **86-inch and 75-inch Interactive LED Panels** as per the specification given in **Annexure - II, commissioning, maintaining** it for a period of **5 Years from the date of installation** at The Lawrence School, Lovedale. The tender document can be downloaded from the School website at URL Link:

<https://www.thelawrenceschool.org/tenders>

2. Eligibility Criteria:

All the Vendors/suppliers must fulfill 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. The Vendor/Supplier must be a GST registered individual/firm/company.
- ii. The Vendor/Supplier should have his own shop/firm/establishment/company and should have experience in supplying the required items to renowned schools/hotels/establishments.
- iii. The Vendor/Supplier shall submit details of experience in running a shop or related field at least for a period of a minimum of two years before the date of NIT along with documentary proof.
- iv. Copy of Registration of the Shop/Agency/Firm/Company issued by the concerned authority of the Tamil Nadu Shops and Commercial Establishment Act is a must wherever applicable.
- v. The Vendor/Supplier is required to submit a self-attested copy of PAN/TAN/TIN/GST certificates wherever applicable.
- vi. The Vendor/Supplier must have an average annual turnover of Rs. 25 lakhs in the last two financial years i.e. FY2023-24 and FY2024-25. The copies of Audited Annual Accounts/ Statutory CA Certificate with UDIN number for the last two years shall be submitted along with the bid.
- vii. The Vendor/Supplier should have experience of supplying similar nature of items of 20 Lakhs or more. Supporting Document: Copy of work orders/Contract or Client Certificate should be submitted in this regard.
- viii. The Vendor/Supplier should be authorized by its OEM for 75" and 86" LED Interactive Panels to quote the bid. Bid specific MAF should be submitted by the bidder.
- ix. No Deviation Certificate: Bidder should submit the undertaking of No deviation for the Technical Specifications asked in bid.

Eligibility criteria for OEM

- x. OEM of 75" and 86" Interactive Digital Board has to ensure timely availability of Spare parts/ part replacement/defective non repairable part or equipment during the warranty period. Separate undertaking on OEM letterhead is to be submitted adhering to the after-sales support parameters from the OEM side.
- xi. OEM compliance letter showing line by line compliance for the quoted product specification should be submitted on OEM letterhead.
- xii. OEM of Interactive Flat Panel must have their own Blended Learning Platform that must be offered along with the panel to enable the institute to run classroom smoothly wherein partial students will be inside the classroom & rest learning from home but can be able to access interactive teaching canvas simultaneously.
- xiii. The Bidder/OEM participating in the bid must have service centre Pan India specifically in Tamilnadu.
- xiv. OEM must STQC/ERTL/other certifications for the product approved by the Indian Government.
- xv. OEM must have certification from BIS, ISO 9001, 14001 and must have ISO 27001 for Data Security compliance for the product.
- xvi. OEM participating in the Bid must own the complete IP and Source code of IFP whiteboard software & platform, software must be developed in India subject to audit.
- xvii. The Bidder/OEM participating in the bid must not have been blacklisted for fraudulent practices by any Central Government / State Government/ Central PSU/ State PSU/ Government Undertakings / University/ Educational Institutions in India in the last three years and at the time of submission of the bid.
- xviii. 5 years of on-site Support by OEM.

3. **Evaluation of NIT:**

- i. The NIT will be evaluated based on rate list quoted in Annexure – II. The rate list of the Vendor /Supplier who does not fulfill the eligibility criteria will be rejected.
- ii. Selection of Vendor: Only those vendors who qualify on technical evaluation shall be considered for evaluation of commercial bids.
- iii. The procurement will be conducted in accordance with General Financial Rules (**GFR QCBS**).

Evaluation and Procurement Process:

An open tender will be published on our school website to invite quotations.

Technical Bid:

- Vendors must demonstrate their product to the Technical Evaluation Committee.

- The technical evaluation of the bids will be conducted first by the Technical Evaluation Committee members as per GFR QCBS.

Financial Bid:

- After technical evaluation, financial bids will be opened by the Purchase Committee. Selection will be based on the Quality-cum-Cost Based System (QCBS), with 70% weightage for technical evaluation and 30% for financial bids.
 - The negotiation will be carried out only with the L1 vendor after the evaluation process is completed, if the competent authority permits.
- iv. A Committee constituted by the School shall evaluate the tenders. The decision of the Committee in the evaluation of the NIT's shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee.
- v. Any approach from the Vendor/Supplier or his representative, trying to influence the decision on the NIT, officially or otherwise, shall render the NIT liable to be summarily rejected. The Committee has been empowered to take the final decision regarding the NIT.

4. Submission of NIT:

All quotations must be submitted to the Purchase Committee either:

- In a sealed cover or via email to pc@thelawrenceschool.org & with the CC to ceit@thelawrenceschool.org
 - **The Technical Bid must be submitted separately. (As per the Annexure III)**
 - **The Financial Bid must be submitted separately. (As per the Annexure II)**
- i. Pre-NIT meeting (On Call/Online) will be held (if required) on 21.05.2025 at 4:00 PM at The Lawrence School, Lovedale. The prospective Vendor/Suppliers are requested to attend the Pre-NIT meeting on scheduled date and time in case of any clarification required. Technical requirements, Terms & Conditions or any other query related to this NIT shall be open for discussion for wider competition and competitive prices. The Pre-NIT queries to be submitted on or before 21.05.2025 by 11:00 AM on the above given email IDs. No queries would be acceptable after the prescribed timeline. The NIT should be received as mentioned in the appropriate manner by 27.05.2025 by 03:00 PM.

- ii. The interested parties may inspect the premises or contact the Purchase In-charge before submitting the NIT form.
- iii. Tenders in the name of the Minors or on behalf of the Minors will be rejected, duly forfeiting the EMD.
- iv. In case of Firms/Companies/Establishment etc., the authorized representative can submit the NIT along with authorization letter.
- v. The NIT's received after the stipulated date and time will not be accepted. NIT's will be opened by the Committee nominated by the School.
- vi. The NIT forms not accompanied by original Demand Draft from a Nationalized/Scheduled Bank or proof of remittance through online towards the requisite EMD, incomplete filled in NIT forms and unsigned Terms & Conditions will be rejected.
- vii. NIT forms with any pre-conditions or additional conditions other than the conditions prescribed and supplied by the Vendor/Supplier will summarily be rejected at the time of opening of NIT's.
- viii. The Vendor/Supplier shall drop the NIT in a sealed cover/Email duly signed on each page of NIT in the Box kept at the Main Gate of the School. The required EMD by Demand Draft or proof of remittance through online shall be attached to NIT. **The name of the business/shop of the Vendor/Supplier shall be written in capital letters on the sealed cover. On top of the sealed cover inscribe NIT for Interactive LED Panels.**

5. 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 ₹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 EMD, 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 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.

6. 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 supplying/service of Interactive LED Panels for which he/she emerged as successful Vendor/Supplier within 7 days from the date of issue of letter of Intent.

7. Termination of Contract:

- i. The School is at liberty to terminate the Contract with one-month notice, without assigning any reasons.
- ii. 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.

- iii. 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.
- iv. The Headmaster, The Lawrence School, Lovedale, shall have the right to terminate the contract, by giving 30 days' notice, 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. 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.
13. The Vendor/Supplier will be held wholly responsible for any action taken by statutory bodies for violation /non – compliance of any such provision/rule.
14. 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.
15. 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.
16. The Court of Judicature at Coimbatore will have the exclusive jurisdiction to try the disputes.
17. The Vendor/Supplier shall be governed by and interpreted in accordance with laws of India for the time being in force.

SPECIAL CONDITIONS OF NIT:

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 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 subjects to due consideration.

Date:

**Signature of the
Vendor/Supplier**