



Tender No. LSL/NIT/Supply of blankets/2025-26

Dt: 09.06.2025

BID DOCUMENT
FOR SUPPLY OF MATTRESS COVER, COUNTER
PANES, PILLOWS AND WOOLEN BLANKETS
IN THE LAWRENCE SCHOOL, LOVEDALE

Price of Bid Document: Rs. 590/- (inclusive of GST)

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THE LAWRENCE SCHOOL, LOVEDALE

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Dt:09.06.2025

SECTION – I

NOTICE INVITING TENDER

Tenders on behalf of the Headmaster, The Lawrence School, Lovedale are invited under Two bid System viz. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies /Firms /Agencies for supply of following items to The Lawrence School, Lovedale.

1. Mattress Cover-202 Nos.
2. Counter Panes-1240 Nos.
3. Pillows-560 Nos.
4. Woolen Blankets-900 Nos.

1. Schedule:

Date of issue of tender	: 09.06-2025
Last date for submission of bids	: 23-06-2025
Opening of Tender Bids (Technical bids)	: Will be intimated later
Date & time for opening of Financial Bid for Technically qualified bidders	: Will be intimated later.
Place of opening the Tenders	: The Lawrence School, Lovedale.
Bid Validity Period	: 90 days from the date of opening of the tender.

2. Accessibility of Tender Document

Bidder can download the Bid Document from the school website:

www.thelawrenceschool.org/tenders

3. Tender Document Fee

DD for an amount of Rs.590/-(Rupees Five Hundred and ninety only) inclusive of GST (non-refundable) from Nationalized / Scheduled bank drawn in favour of "The Headmaster, The Lawrence School" payable at Lovedale has to be submitted offline (Scanned copy of DD to be uploaded online) towards tender document fee failing which the tender bid will be rejected. Bidders are requested to write their name and full address at the back of the Bank Draft submitted.

4. **Submission of Tenders:** The bid along with the necessary documents should be submitted in the tender box provided in the school. Soft copies of the tender documents are to be sent through email also. Tender has to be submitted only in two bid systems i.e. (i) technical bid and (ii) financial bid in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be submitted along with the tender documents. The list of documents to be submitted along with technical bid and financial bid are detailed in clause No.6 of Section-II of the Tender Document.

5. The School reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the Headmaster, The Lawrence School, Lovedale in this regard shall be final and binding on all.

6. The aforesaid DDs/Pay orders towards cost for Tender Document should be submitted to The Lawrence School, Lovedale along with technical bid. The DD towards the cost of Tender Document should bear the **date after the date of NIT**.

**BURSAR,
THE LAWRENCE SCHOOL, LOVEDALE.**

SECTION II

INSTRUCTIONS TO BIDDERS

1. Valid Documents to be enclosed: (Technical Bid checklist)

1. Name of the tenderer and contact details
2. PAN card copy
3. Professional tax paid receipt of last financial year
4. GST registration and GST filed receipt 3B filed for the FY 2024-25.
5. The bidder should have an average turnover of Rs.50 lakhs in last 3 financial years and the same should be certified by the Chartered Accountant with UDIN
6. Copies of Income Tax returns filed for the last 3 financial years
7. Bidder should have past experience of 3 years of supplying woolen blankets, pillows, mattress covers etc. for the value of Rs.50 lakhs to Govt./Semi-Govt./Educational Institutions etc.
8. Copies of ISO 9001-2015 and 14001-2015 certificates.
9. Bidder's company/firm should be minimum 5 years old and valid documents should be submitted (company registration certificate/VAT certificate/Sales Tax registration certificate)
10. Bidder may send samples along with technical bid to confirm the specifications.

2. 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.

- 3.1 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.
- 3.2 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.

3.3 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: -

- i. The Bidder shall furnish the particulars of past performance with supporting documents.
- ii. Partnership Deed of two years or proprietorship deed or Articles/Memorandum of Association as the case may be, latest Annual Account in Form C6.
- iii. Latest Income Tax Clearance Certificate (ITCC)
- iv. The Bidder shall furnish a copy of registration of the firm with Municipal Department etc.
- v. The Bidder shall also furnish a copy of Registration of GST or a recent Receipt of GST Deposit.
- vi. Tender document Cost.

4 Amendment to bid document:

- i. 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.
- i. 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-V, 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:

- i. The supplier shall quote as per Price Schedule given in Section V for all types of items given in the schedule of requirement.
- ii. 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.
- iii. "Discount" or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

7. Clause by clause compliance:

A clause-by-clause compliance and Special Conditions (Section IV) shall be given. In case of deviation a statement of deviation shall be given. The tenderer shall sign on all pages of the tender document in token of having gone through all the tender conditions.

8. Submission of Bid:

- i The Bids should be submitted in prescribed proforma on or before 1500 Hrs of due date i.e.23.06.2025.**
- ii Any bid received after the dead line for submission of bids shall be rejected.**

9. Bid Opening:

The Evaluation Committee nominated by the Headmaster, The Lawrence School shall open the bids.

10. Evaluation:

10.1 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.

10.2 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.

10.3 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.

10.4 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 indicated in the price schedule in Section V of the bid document.

11. 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.

12. 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.

13. 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.

14. 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.

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 FOR MATTRESS COVER, COUNTER PANES, PILLOWS AND WOOLLEN BLANKETS

Sl.No.	Items	Specifications
1	Mattress Cover	Size : L- 80" x B – 43" Resistant to shrinkage
2	Counter Panes	Size : L : 220 – 240 cm, B : 155 - 160 cm Weight : 0.900 – 1.100 gms – Light weight
3	Pillows	Polyurethane Fiber Pillow Dimension 685 mm X 430mm X 76mm 27" X 17" X 3" Weight of the pillow should be between 500 gms to 600 gms + /- 10% 120 - 145 GSM with Poly cotton fabric Colour : Other than White
4	Woollen blanket	All-season, durable and warm blanket suitable for moderately cold to extremely cold weather conditions. Designed for daily use in dormitories and boarding houses ensuring comfort and warmth throughout the year. Size: Minimum dimensions of L - 220 cm x B – 165 cm (+/- 5cms). Suitable for single usage. Weight: Minimum 2700 – 3000 gms (2.7 – 3 kgs) Pure wool or wool – rich blend (Minimum 70% wool) Virgin wool fibres to ensure warmth, breathability and durability Suitable to maintain thermal comfort at temperatures ranging from -1°C to 14°C. High, ensuring maximum insulation without excessive bulkiness. Satin binding or nearly stitched hems to prevent fraying and enhance durability. Non-abrasive finish, soft touch, hypoallergenic and non-irritating to sensitive skin. Colour: Solid, neutral or specific colours e.g., navy blue, dark grey or forest green. Design: Plain or subtle patterns. Machine washable or dry- cleanable, clearly marked on the care label Resistant to shrinkage, fading and deformation after washing / dry cleaning.

SECTION IV

SPECIAL CONDITIONS OF CONTRACT

1. Woolen Blankets:

- i) Blankets must meet the wool content as per the specifications.
- ii) Blankets should be free from grease, soap, filling or other admixtures that would give them a false sense of mass or firmness. They must be properly washed and scoured.
- iii) Blankets must be required to have a milled and raised finish, which gives them a more textured and plush feel.
- iv) Blankets must be labeled according to their wool content. The wool content must be indicated as a percentage.
- v) Blankets will require pre-dispatch inspection and testing at the seller's premises to ensure compliance with contract specifications. Bidder may also send advance samples for approval.
- vi) Standard Mark from the Bureau of Indian Standards (BIS) to comply with the Indian Standards is preferable.

2. Mattress Covers:

- i) Material should be preferably of cotton known for its softness and breathability.
- ii) Waterproof which is essential for preventing liquid damage.
- iii) It should be allergen resistant to block allergens like dust mites.
- iv) It should be machine washable.

3. Pillows:

- i) Latex, down and buckwheat pillows for different levels of support and comfort.
- ii) Filled with hypoallergenic materials like down alternatives or buckwheat.

SECTION-V

FINANCIAL BID

Sl No	Name of the Item	Quantity Req.in Nos	Rate per No.	Rate in words
1	Mattress Cover	202		
2.1	Counter Pane - Navy Blue	450		
2.2	Counter Pane - Maroon	754		
3	Pillow other than white	545		
4	Woolen Blanket - Single	592		

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

Signature of the Tenderer.

SECTION VI

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 VII

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-VIII

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.