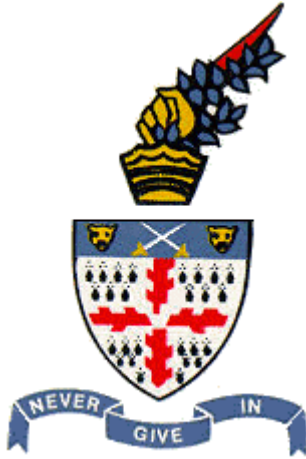




TENDER DOCUMENT (APPENDIX – I)

NIT No: LSL/EM/RAD/2025-26/827

Tender for Execution of **Renovation of Accounts Department**
At THE LAWRENCE SCHOOL, LOVEDALE, NILGIRIS

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THE LAWRENCE SCHOOL, LOVEDALE

NIT No: LSL/EM/RAD/2025-26/827

Date: 27.10.2025

NOTICE INVITING TENDER (NIT)

Tender for Renovation of Accounts Department

The Lawrence School, Lovedale invites Tenders on **Item rate Basis** from the eligible contractors/firms who fulfil the eligibility criteria as per the brief particulars of scope for the **“Renovation of Accounts Department”** in two bid system (Technical bid & Price Bid) for the following works:

S. No	Name of Work	Tentative Estimated Cost (Excluding GST)	Project Duration
1.	Execution of Renovation of Accounts Department	Rs. 5,61,859/-	Total work to be completed in 30 (Thirty) days

1.0 Scope of Work:

The brief scope of work included in this tender shall include execution of miscellaneous civil works such as **“Demolition, Plastering, False ceiling work, Wooden floor polishing, Carpentry, Painting and Electrical works”**. The quantities mentioned in Bill of Quantities attached is tentative only, some of the quantities may or may not execute.

Time schedule of Tender activities:

- (i) Start Date & Time for Downloading of tender documents : **From 27.10.2025**
- (ii) Last Date of Receiving Queries - Bidders are requested to send their queries after visiting the site through email up to 04 days prior to due date of submission of tender and reply will be given accordingly.
- (iii) Last Date & Time of submission of Tender (online): **17.11.2025 up to 03:00 PM**
- (iv) Techno-Commercial tenders will be opened by the committee formed by the Headmaster of the school and not in presence of the bidders.

2.0 Qualification Criteria:

Contractors/Bidders who fulfil the following requirements are eligible to participate in this tender. **The joint ventures/Consortium is not accepted.**

- a) The bidders must have experience of having successfully completed similar works during the last seven (7) years as mentioned below:

Three similar works, each costing not less than or equal to **FORTY PERCENT (40%)** of total cost put tender

OR

Two similar works, each costing not less than or equal to **FIFTY PERCENT (50%)** of total cost put tender

OR

One similar work of costing not less than or equal to **EIGHTY PERCENT (80%)** of total cost put tender

The “similar works” shall mean any “the bidder should have experience in completion of works such as civil works, structural steel fabrication, roofing, painting, water proofing works, internal electrical, sanitary & plumbing works, false ceiling, fire detection & alarm system, etc., in domestic/commercial buildings”.

Note:

Bidder shall submit copies of Completion certificates along with Work order, Contract agreement clearly mentioning the detail scope of work, value of work, etc., The experience certificate in this regard should be issued by officer not below the rank of Executive Engineer / Project Manager / Unit Officer.

- a). The completion certificates issued must be supported by work order / Agreement & completion certificates.
- b). Copy of IT returns to be submitted for the last 3 financial years.
- c). Should have average annual financial turnover on works amounting at least 50% of the estimated cost put to tender during the last three consecutive financial years ending on **31.03.2025**.
- d). In case of firm, the bidder has to submit undertaking regarding details of Constitution of firm/Company along with the details of its Directors as per enclosed Annexure-C.
- e) The Bidder should **not** be currently declared ineligible / suspended / blacklisted / banned / debarred by any Central / State Govt. Department / Public Undertaking or Enterprise of Central/State Government and such ban should not be in force at the time of submission of the bid or extended deadline for submission of bid. Bidder has to submit a self-declaration along with the bid in respect of the same as per the format in Annexure – D.

Notwithstanding anything stated in tender, The Lawrence School, Lovedale (LSL) reserves the right to assess the capabilities and capacity of the tenderer to perform the contract, in the overall interest of the LSL. In case, tenderer's capabilities and capacities are not found satisfactory, LSL reserves the right to reject the tender. The credentials of the Bidders with respect to Technical & Financial criteria shall be verified and inspection of the works, if required, to be carried out by LSL. If not found satisfactory by LSL, their bid will be considered non-responsive and rejected.

3.0 Evaluation of the bidders:

Evaluation of the Bidders shall be subject to thorough verification of their documents related with credentials, inspection of similar type works carried out / in progress by them, through a Technical Committee of experts constituted by **LSL**. Technically qualified bidders shall be considered eligible for second stage of opening Price Bid.

4.0 **Tender documents comprising of the following are available on the website of LSL** **<https://thelawrenceschool.org>**

- (i) Notice Inviting Tender (Appendix-I) with Letter of undertaking, Form of tender, Memorandum, Bidder Information, Affidavit for NIT (Annexure-A), Site Visit Declaration (Annexure-B), Letter of Undertaking for Constitution of Firm (Annexure-C).
- (ii) Additional Conditions of Contract, Special conditions of the contract, General Conditions of Contract and Tender Drawings (if any) in (Appendix-II)
- (iii) Price Bid & Bill of Quantities - (Appendix-III)

5.0 An attested copy of power of attorney/affidavit/Board. Resolution executed as under shall accompany the 'Tender Documents'.

- a) In case of Sole Proprietorship, an affidavit of Sole Proprietorship and if the tender is signed by any other person Power of Attorney by the Sole Proprietor in favour of signatory.
- b) In case of Partnership, if document is not signed by all the partners, Power of Attorney in favour of the Partner/person signing the documents authorizing him to sign the documents. The person signing the documents should also have a specific authority to refer disputes with the partnership firm to arbitration.
- c) In case of Company, copy of the Board Resolution authorizing the signatory to sign on behalf of the Company.

The tenderer shall furnish the name (s) and designation of relative (s) if any, employed by **LSL**.

6.0 Bidders can download the bid document from the portal of **LSL** from **<https://thelawrenceschool.org/tenders>**

7.0 Bids must be submitted along with relevant documents under 'Two Envelope Bidding Procedure' on or before last date and time of online bid submission. Late bids will not be accepted. Under the above procedure, only the first envelope (Technical Part) shall be opened initially. Second envelope i.e. Price part shall be opened only of technically qualified bidders.

The validity of offer(s) submitted by Tenderer shall be ninety (90) days from the last date of submission of the Tender. The validity period may be extended on mutual consent.

- 8.0** The Terms & Conditions contained in this NIT and tender documents shall be applicable. No deviation shall be allowed from the terms and conditions stipulated in the 'Tender Documents' and tender containing deviations are liable to be rejected. In case of any unscheduled holiday, falling on the last day of submission of tender, the next working day will be treated as scheduled day and time for submission of Tender.
- 9.0** The rates quoted by the bidder shall be firm and fixed for the entire period of completion and till handing over of the work. No revision to rates or any escalation shall be allowed on account of any increase in prices of materials, labour, POL (Petrol, Oil and Lubricants) and Overheads etc., during the entire contract period or extended contract period.
- 10.0** The corrigendum or addendum, extension, cancellation of this NIT, if any, shall be hosted on the **LSL's** website. The bidders are required to check the website regularly for this purpose, to take into account before submission of tender. **All Corrigendum and addendum are to be uploaded duly signed & stamped with tender documents as bid Annexure.**
- 11.0** The price bid of those bidders whose bid has been technically accepted on the basis of documents submitted shall be opened. The offer of the L1 bidders shall be accepted.
- 12.0 LSL** reserves the right to extend the date of submission of the tender or cancel the tender or accept any tender or reject any or all tenders or split the work of tender or annul this tendering process without assigning any reason and liability whatsoever and to re-invite tender at its sole discretion even if an applicant may satisfy eligibility criteria. There will be no public tender opening. However, selected tenderers may be called for discussions/clarifications after the tenders have been scrutinized.
- 13.0 a)** In case of tie-tender, where two firms are bidding lowest, **LSL** reserves the right to split the work among these bidders and / or **LSL** will reserve the right to award the tender to any one of such bidder. Even after opening of tenders **LSL** may enter into agreement with more than one party or may enter into agreement for part of the total work included in the tender. In such an event, the contractor shall not be allowed to revise upward their quoted rates.
- b) LSL** reserves the right to delete any item while awarding the work.
- 14.0** In case of any discrepancy between the downloaded tender documents from the website and the tender documents submitted, the tender documents appearing in the website being uploaded by **LSL** shall hold good for contractual as well as legal purposes.
- 15.0** The tenderer must carefully inspect and examine the site and its surrounding and completely satisfy himself before submitting tender as to the nature of the ground, form and the nature of the site, over ground or underground utilities or services which may hinder the progress, means of access to the site, the accommodation he may require and in general shall himself obtain all necessary information to risks, contingencies and other circumstances which may influence or effect the tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and also of the conditions and specifications. The bidder shall submit **Site visit declaration (Annexure –B)** for the same.

In case bidder decides not to visit site, Bidder has to submit a self-declaration with the bid in respect of the same declaring that “they shall be responsible for all the consequences thereof”

16.0 Bidder must have certified skilled workforce for executing the said work.

17.0 In the event of award of work, the successful tenderer must furnish Security Deposit/all Guarantees (wherever applicable) as specified in ‘Tender Documents’ within the time specified in the letter communicating acceptance of his offer failing which the tender document will be rejected.

18.0 Submission of a tender by the tenderer implies that he has read the complete contract documents and has made himself aware of the scope, terms & condition and specifications of the work to be done and of conditions at which stores, tools, plant etc. will be issued to him by **LSL**, if any, local conditions and political situations and other factors having bearing on the execution of the works. No claim of contractor whatsoever, within the purview of this clause, shall be entertained at any stage of the project.

19.0 Disqualification

The tenderers may note that they are liable to be disqualified and not considered for the opening of Price Bid if;

- a) Representation in the forms, statements and attachments submitted in the pre-qualification document are proved to be incorrect, false and misleading.
- b) **LSL** reserves its right to take appropriate action including disqualification of tenderer(s) as may be deemed fit and proper by **LSL** at any time without giving any notice to the Bidder in this regard. The decision of **LSL** in the matter of disqualification shall be final and binding on the Bidders.
- c) If bidder has submitted incompletely filled in formats without attaching certified supporting documents and credentials to establish their eligibility to participate in the Tender.
- d) If the tenderers attempt to influence any member of the committee **LSL** reserves its right to take appropriate action including disqualification of tenderer(s) as may be deemed fit and proper by **LSL** at any time without giving any notice to the contractor in this regard. The decision of **LSL** in the matter of disqualification shall be final and binding on the Tenderers.
- e) The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
- f) The credentials of the Bidders with respect to Technical & Financial criteria shall be verified and inspection of the works, if required, to be carried out by **LSL**. If not found satisfactory by **LSL**, their bid will be considered non-responsive and rejected.

- g) In case, any documents, information and/or certificate submitted by tenderer is found to be incorrect/false/fabricated, **LSL** at its discretion may disqualify/reject/terminate the tenderer.

20.0 Bidder shall submit the following documents duly signed with date and stamped as part of Technical bid.

- a) Affidavit of NIT (**Annexure-A**)
- b) Site Visit Declaration (**Annexure-B**)
- c) Undertaking regarding Constitution of Firm/Company (**Annexure-C**)
- d) Details of similar works executed along with completion certificate & copy of Work order for qualification.
- e) List of works executed during the last 5 years indicating name of the Client, vale.
- f) Copy of IT returns for the last 3 financial years.
- g) Self-certification by bidder in accordance of this NIT for not blacklisted/debarred & reprimanded. (**Annexure-D**)
- h) Letter of Undertaking. (**Annexure-E**)
- i) Form of Tender (**Annexure – F**)
- j) Memorandum (**Annexure – G**)
- k) Bidder Information (**Annexure – H**)
- l) Registration Certificate/Memorandum and Articles of Association/ Partnership Deed /Affidavit as proof of the organization set up. (if any)
- m) Details of manpower and equipment/plant machinery available with Bidder.
- n) Copy of valid PF/ESI Registration to be submitted
- o) Copy of PAN Card and GST Registration Certificate.

21.0 Bidders may obtain further information regarding this tender at the address given below from 10:00 hours to 17:00 hours on all working days till the last date of submission of Bidding Documents.

Estate Manager, The Lawrence School, Lovedale.

E-mail: em@thelawrenceschool.org

**AFFIDAVIT
(To Be Enclosed in Letter Head)**

I hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/shaving its Head / Regd. Office at.....
2. That the information / documents/Experience certificates submitted by M/s along with the tender for (Name of work) to The Lawrence School, Lovedale are genuine, true and nothing has been concealed.
3. I shall have no objection in case the School verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document (s), in case the School demand so for verification.
4. I hereby confirm that in case, any document, information and / or certificate submitted by me found to be incorrect / false / fabricated, the School at its discretion may disqualify /reject/ terminate the bid / contract.

Yours faithfully,

(Signature of the Tenderer)

Seal of Tenderer

Dated:

Site Visit Declaration
(To Be Enclosed in Letter Head)

To,
**The Headmaster
The Lawrence School
Lovedale.**

REF: Tender for Renovation of Accounts Department

NIT No: LSL/EM/RAD/2025-26/827

Dear Sir,
I/We ----- Undersigned visited the project site on -----
and collected all the required information and data regarding availability of material and noted the
environmental condition.

Yours faithfully,

(Signature of the Tenderer)

Seal of Tenderer

Dated :

UNDERTAKING
(To Be Enclosed In Letter Head)

REF: Renovation of Accounts Department

NIT No: LSL/EM/RAD/2025-26/827

This is to confirm that the following persons are the present Directors of the company/firm:

1.

2.

·
·

It is further confirmed that none of the above Directors is associated with any other company/firm which is quoting for the above referred tender of **LSL**.

The details of constitution of M/sis submitted along with this annexure.

In case, at any later stage the above information is found incorrect, The Lawrence School can cancel our BID/LOI/Contract Agreement and may take any suitable action deemed fit against our company.

Authorized Signatory

CEO/Proprietor/MD Name & Seal of the Company Date:

Self-certification by bidder
(To Be Enclosed In Letter Head)

To,
The Headmaster
The Lawrence School
Lovedale.

REF: Tender for **Renovation of Accounts Department**

NIT No: **LSL/EM/RAD/2025-26/827**

Dear Sir,

I/We ----- Undersigned has not been currently declared ineligible/suspended/blacklisted/banned/debarred by any Central/State Govt. Department / Public Undertaking or Enterprise of Central/State Government and such ban should not be in force at the time of submission of the bid or extended deadline for submission of bid”.

Yours faithfully,

(Signature of the Tenderer)

Seal of Tenderer

Dated :

**LETTER OF UNDERTAKING
(To Be Enclosed In Letter Head)**

To,
The Headmaster
The Lawrence School
Lovedale.

REF: Tender for **Renovation of Accounts Department**

Sir,

UNDERTAKING FOR ACCEPTANCE OF TENDER CONDITIONS

1. The Tender Documents for the works mentioned in “Memorandum” to “Form of Tender” have been issued to us by THE LAWRENCE SCHOOL, LOVEDALE and we hereby unconditionally accept the tender conditions and Tender Documents in its entirety for the above work.
2. The contents of the Tender Documents (Instructions to Tenderers) have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks(s) / condition(s) (except unconditional rebate on price, if any) in the ‘Price-Bid’ enclosed in “Envelope-2” and the same has been followed in the present case. In case this provision of the Tender is found violated at any time after opening “Envelope-2”, We agree that our tender shall be summarily rejected and **LSL** shall, without prejudice to any other right or remedy be at liberty to forfeit and reject the tender.
3. The required document/Certificate/Declaration for this work is enclosed herewith.

Yours faithfully,

(Signature of the Tenderer)

Seal of Tenderer

Dated:

FORM OF TENDER
(To Be Enclosed in Letter Head)

To,
The Headmaster
The Lawrence School
Lovedale.

REF: Tender for Renovation of Accounts Department

NIT No: LSL/EM/RAD/2025-26/827

We hereby tender for execution of work as mentioned in “Memorandum” to this “Form of Tender” as per Tender Documents within the time schedule of completion of work as per separately signed and accepted rates in the Bill of Quantities quoted by us for the whole work in accordance with the Notice Inviting Tender, Conditions of Contract, Specifications of materials and workmanship, Bill of Quantities Drawings, Time Schedule for completion of jobs, and other documents and papers, all as detailed in Tender Documents.

1. It is agreed that the time stipulated for jobs and completion of work in all respects and in different stages mentioned in the “Time Schedule for completion of jobs” and signed and accepted by us is the essence of the contract. We agree that in case of failure on my/our part to strictly observe the time of completion mentioned for jobs and the final completion of work in all respects according to the schedule set out in the said “Time schedule for completion of jobs” and stipulations contained in the contract, the recovery shall be made from us as specified therein. In exceptional circumstances extension of time which shall always be in writing may, however be granted by the School at its entire discretion for some items, and We agree that such extension of time will not be counted for the final completion of work as stipulated in the said “Time schedule of completion of jobs”.
2. We agree to pay the Security Deposit /Retention money, Performance Guarantee and accept the terms and conditions as laid down in the “Memorandum” to this “Form of Tender”.
3. Should this Tender be accepted, we agree to abide by and fulfil all terms and conditions referred to above and as conditioned in Tender Documents elsewhere and in default thereof, allow the School to forfeit such sums of money as are stipulated in the Tender Documents.
4. If we fail to commence the work within 10 days of the date of issue of Letter of intent and/or we fail to submit Performance Guarantee as per the General Conditions of Contract, we agree that the School shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Intent.

5. We are also enclosing herewith the Letter of Undertaking on the prescribed proforma as referred to in condition of NIT.

Date the _____ day of _____

SIGNATURE OF TENDERER -----

NAME (CAPITAL LETTERS): -----

OCCUPATION -----

ADDRESS -----

MEMORANDUM
(TO BE ENCLOSED IN LETTER HEAD)

REF: Tender for **Renovation of Accounts Department**

NIT No: **LSL/EM/RAD/2025-26/827**

S. NO.	Description	Values/Description to be applicable for relevant clause (s)
i.	Name of work	Tender for Renovation of Accounts Department
ii.	Type of Tender	Item rate Tender
iii.	Estimated Cost	Rs. (Excluding GST)
iv	Time for completion of work	The Contractual Completion Period shall be 30 (Thirty) days from the 10th day of issue of Letter of Intent (LOI).
v	Validity of Tender	90 days from the last date of submission of bid
vi	Security Deposit cum Performance Guarantee	3% (Three Percent only) of the contract value of the accepted tender within 7 (seven) days from the date of issue of Letter of intent (LOI).
vii	Retention Money	a) The Retention Money shall be deducted from each running bill of the Contractor at 10% (ten percent only) of the Running Account bill excluding GST. b) Retention Money shall be refunded to the Contractor after the end of defect liability period of 12 months.
viii	Time allowed for starting the work	The Contractual Commencement date shall be from the 10th day of issue of Letter of Intent of Acceptance of Tender.
ix	Defect Liability Period	12 months from the date of completion of work as per approved design and drawings.
x	Arbitration Jurisdiction	Courts at The Nilgiris

SIGNATURE OF BIDDER :

NAME (CAPITAL LETTERS) : _____

OCCUPATION : _____

ADDRESS : _____

SEAL OF BIDDER :

BIDDER INFORMATION
(To be submitted by Bidder on its Letter Head)

Company Name*	
Registration Number*	
Registered Address*	
Name of Partners/Directors	
Bidder type* Indian/Foreign	
City*	
State*	
Country*	
Postal code*	
PAN/TAN/GST Number*	
Company's Establishment Year	
Company's Nature of business*	
Company's Legal status* Limited company/ Undertaking/Joint venture/Partnership/others	
Company Category* Micro unit as per MSME/ Small unit as per MSME/ Medium unit as per MSME/ Ancillary unit/Project of affected person of the company/ SSI/others	

Contact Details	
Enter Company's Contact Person Details	
Title * Mr/Mrs/Dr/Shree/Ms	
Contact Name*	
Correspondence Email*	
Designation	
Phone *	(Phone details eg: +91)
Mobile*	

BANK DETAILS

PAN NO*	
GST NO*	
NAME OF BANK*	
ACTIVE BANK A/C DETAILS*	
A/C NO*	
A/C TYPE*	
BRANCH ADDRESS*	
IFSC *	

*Mandatory information (must be filled by the bidders)