

THE LAWRENCE SCHOOL. LOVEDALE . OOTY. THE NILGIRIS – 643003

DISPOSAL OF SCRAP & OBSOLETE ITEMS – 2025 - 26 / 1

Dated 06.03.2026

TENDER NOTICE ONLINE

Sub: Disposal of old/obsolete/unserviceable items.

Sealed tenders are invited for disposal of old/obsolete/unserviceable items on "AS IS WHERE IS BASIS". There is no fee for Tender Document.

- | | | |
|----|---|--|
| 1) | Closing Date & Time for receipt of tender | 26 th March 2026 upto 12.00 Hrs. |
| 2) | Tender Opening Date & Time | Will be intimated later |
| 3) | Place of Tender Opening | Board Room, The Lawrence School, Lovedale, Ooty |
| 4) | Period of Inspection | 06 th March 2026 – 20 th March 2026 (On all working days) |
| 5) | Time of Inspection | 10.00 Hrs to 16.00 Hrs. |

Sealed tenders superscribed "Tender for disposal of old/obsolete/unserviceable items addressed to The Headmaster, The Lawrence School, Lovedale, Ooty, The Nilgiris - 643003 must reach on or before 26th March, 2026 upto 12.00 hrs. Bids received after the closing date and time prescribed shall NOT be accepted under any circumstances.

Note: In the event of any of the above mentioned date being declared as a holiday for the school, the tenders/ bids will be received/opened on the next working day at the appointed time.

Headmaster
The Lawrence School,
Lovedale

THE LAWRENCE SCHOOL. LOVEDALE . OOTY. THE NILGIRIS – 643003

DISPOSAL OF SCRAP & OBSOLETE ITEMS – LSL/2026

Dated 06.03.2026

TENDER DOCUMENT

Tender for disposal of old/obsolete/unserviceable items

The Headmaster, The Lawrence School, Lovedale intends to dispose old/obsolete/unserviceable items through open tender.

1 . Eligibility Criteria

Bidders must fulfill following eligibility criteria and submit documents mentioned at **Annexure - I** of this tender document in support of the same as under:

- a) Must be registered for GST with Departments of Government of India/State Governments.
- b) Must be PAN holder.

2. Inspection of Items

a) The inspection of material can be done carefully by the prospective bidders or their representatives at the stores of Establishment Section in the campus or which they can contact with the Quarter Master between 10:00 A.M. to 4:00 P.M. from 06th March 2026 to 20th March 2026. Queries can be raised to the concerned Officer at the time of inspection. No further clarification shall be entertained after the above inspection. No request for inspection after submission of the tender will be accepted.

b) Tenderers should clearly quote their rate both in figures and in words. Any overwriting or erasing in the figure shall not be considered for acceptances of the rates offered by the bidder.

3. Bid validity Period

Bids should remain valid for acceptance for a period of three months from the date of opening of the Bids. Bids with lesser validity period will be summarily rejected.

4. Financial Bid

a) The financial bid shall be quoted in the Proforma given at **Annexure - II** of this tender document.

b) The Financial bid of only those bidders shall be evaluated who fulfill the eligibility criteria.

(c) The rate quoted shall be final.

(d) The successful bidder shall be evaluated based on highest quoted price for the whole lot.

5. Submission of Bids

a) The Bid shall be legible.

b) Bid shall be sent in envelope containing **Annexure I & II** Envelopes shall also indicate the name, address and phone number of the Bidder enabling the Bid to be returned, if required.

c) Incomplete and unsigned quotations are liable to be rejected.

d) Bidder must enclose copy of address proof (Any one – Voter I card/ Aadhar Card/ Driving License etc) and PAN Card/ GST along with the bid.

e) The material will be allowed to be lifted between 10.00 AM to 4.00 PM on any working day. No picking, choosing or sorting will be allowed in the premises for the disposal lots. Proper cleaning of the area should be done by the purchaser after lifting the material. Cost of lifting of goods shall be borne by the successful bidder.

6. Opening of Bids

Financial bid of only those bidders who fulfil the eligibility criteria (Annexure I), shall be considered.

The bidder himself or his authorized representative can attend the tender opening event. The representative attending the opening of the tender on behalf of the bidder should bring with him/her a letter of authority from the bidder and a proof of identification at the time of opening of bid. Only one person/representative from each bidder would be allowed to attend the bid opening event.

7) Payment

The successful bidder will have to pay the entire quoted/offered amount in the form of Bank Draft/ Bankers' Cheque drawn in favour of The HM, Lawrence School payable at Lovedale within five working days after receipt of letter regarding award of contract, failing which the contract may be cancelled.

8) Lifting of old/obsolete/unserviceable items

The successful bidder shall be required to lift all old/obsolete/unserviceable items between 10.00 AM to 4.00 PM and not selectively from the School premises to his within five working days after depositing the full amount.

In case, the successful bidder deposits the full amount within a stipulated period but fails to lift the articles in the scheduled time, this office shall not take responsibility for safe custody of the articles.

No damage shall be caused to the existing property of this office or any other Offices in the premises while removing the materials from the site. Any loss/ damage to the property of this Office or any other Offices in the premises or injury or personal accident suffered by any person due to negligence or action of the successful bidder or his authorized worker/supervisor will be borne by successful bidder.

Goods/material will be removed under the supervision of designated Officer (s) of this School Office. Materials will have to be removed within the time stipulated in acceptance letter/ Phone call. No extension of time be given under any circumstances. Delay, beyond the stipulated time, may entail cancellation of the award/order.

All the charges i.e. loading, unloading and transportation to be incurred in course of lifting of items from this Office Complex shall be borne by the successful bidder.

9) Other terms and Conditions

In the event of failure of the successful Bidder to lift the items in the stipulated time frame, the Bidder will be blacklisted for further business with this Office and the Contract will be awarded to next Highest Bidder to lift the item(s) at HI quoted rate.

The bidder shall be required to quote total price for whole lot.

No bidder will be allowed to withdraw after submission of bids/opening of the tender.

This tender is non-transferable.

This Office reserves the right to accept or reject any bid without assigning or communicating any reason thereof.

ANNEXURE- I

Eligibility Criteria for Disposal of old/obsolete/unserviceable items

TENDER NO: LSL/2026

| No. | Description | Information | |
|-----|---|-------------------------|--|
| 1. | Name of the Firm /Agency/ Company | | |
| 2. | Address of the Firm/ Agency/Company (Enclose copy of address proof) | | |
| 3. | Contact Details of the Firm/Agency | Telephone/Mobile No. | |
| | | FAX No. | |
| | | E-Mail ID | |
| 4. | Name of Proprietor/Partners/Directors of the Firm/Agency | | |
| 5. | Other Details (Enclose Copy) | PAN No. | |
| | | GST Registration No. | |

Signature of Authorised Signatory
With stamp

Name of the person:

ANNEXURE - II

Financial bid for disposal of old/obsolete/unserviceable items

TENDER NO: LSL/2026

Name of the Bidder/Firm: _____

Address of the Bidder/Firm: _____

Telephone No: _____

Email ID: _____

| SL.NO. | NAME OF THE ITEM | UNIT | QUANTITY | RATE PER NO / KG IN FIGURE |
|--------|-----------------------------|------|----------|-------------------------------|
| 1 | STEEL CUPBOARD STUDENT | NOS | 35 | |
| 2 | FILE RACK STUDENT | NOS | 26 | |
| 3 | GREEN BOARD | NOS | 6 | |
| 4 | SUNDAY CUPBOARD - WOODEN | NOS | 15 | |
| 5 | WOODEN DESK | NOS | 15 | |
| 6 | WOODEN CHAIR | NOS | 15 | |
| 7 | PVC ARM CHAIR | NOS | 40 | |
| 8 | PVC DOOR | NOS | 124 | |
| 9 | TV LED 43" | NOS | 4 | |
| 10 | UPS 10 KVA | NOS | 1 | |
| 11 | UPS 15 KVA | NOS | 1 | |
| 12 | REFRIGERATOR - LG | NOS | 1 | |
| 13 | GEYSER - 25 LTRS | NOS | 5 | |
| 14 | DENTAL CHAIR | NOS | 1 | |
| 15 | WASHING MACHINE | NOS | 4 | |
| 16 | DRIER IFB | NOS | 4 | |
| 17 | PUMP MOTOR | NOS | 1 | |
| 18 | EXTRAMARKS SMART BOARD | NOS | 14 | |
| 19 | CPU - COMPUTER | NOS | 8 | |
| 20 | MONITOR - COMPUTER | NOS | 3 | |
| 21 | LAPTOP | NOS | 2 | |
| 22 | DAHUA DOME CAMERA | NOS | 5 | |

| | | | | |
|----|--------------------------|-----|------------------|--|
| 23 | PRINTER | NOS | 2 | |
| 24 | PROJECTOR | NOS | 2 | |
| 25 | D LINK SWITCH | NOS | 9 | |
| 26 | UPS NUMERIC 600 VA | NOS | 2 | |
| 27 | HEADWORN MIC | NOS | 2 | |
| 28 | WATER PURIFIER | NOS | 1 | |
| 29 | HOOD TYPE DISHWASHER | NOS | 1 | |
| 30 | CURD BUCKET | NOS | 300 (APPROX) | |
| 31 | EMPTY OIL TIN | NOS | 1000 (APPROX) | |
| 32 | PLASTIC BAG - 50 KGS CAP | NOS | NOS | |
| 33 | NOTE BOOK/TEXT BOOK | LOT | KGS | |
| 34 | CARD BOARD | LOT | KGS | |
| 35 | NEWS PAPER | LOT | KGS | |
| 36 | MAGAZINE | LOT | KGS | |
| 37 | WOODEN SCRAP | LOT | KGS | |
| 38 | GI SCRAP | LOT | KGS | |
| 39 | MS SCRAP | LOT | KGS | |
| 40 | PLASTIC SCRAP | LOT | KGS | |
| 41 | FIBER SCRAP | LOT | KGS | |
| 42 | ELECTRICALCABLE | LOT | KGS | |
| 43 | ZINC SCRAP | LOT | KGS | |
| 44 | COST IRON SCRAP | LOT | KGS | |
| 45 | STEEL SCRAP | LOT | KGS | |
| 46 | ALUMINIUM SCRAP | LOT | KGS | |

The total price should be inclusive of all Misc. charges like transportation, labour or any other expenses etc.

I/We declared that I/my representative have inspected the obsolete items and am/are interested to purchase the same on "AS IS WHERE IS BASIS".

I/We have gone through the terms and conditions given in the tender document and agree with the same.

Date: -

Signature of Authorised Signatory with stamp

Name of the person: