



# The Lawrence School

Lovedale, The Nilgiris - 643003

## **NOTICE INVITING TENDERS**

**Tender for providing Photography/Videography Services for  
School Events at The Lawrence School, Lovedale**

## **Tender notice**

Notice Inviting Tender No	<b>NIT/LSL/IT/005/2025</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. Krishna Kumar (HOD – IT Department)
Name of the Project Work	<b>Photography/Videography Services for School Events</b>
Address to send Prebid queries	pc@thelawrenceschool.org and ceit@thelawrenceschool.org
Place for submission of bids	The Lawrence School, Lovedale
SD Amount	₹25,000/- Security Deposit has to be paid by the successful bidders before the finalization of the contract.
Address for communication	Headmaster, The Lawrence School, Lovedale, The Nilgiris, Tamil Nadu- 643003
LSL would endeavour to adhere to the following schedule:	
<b>Event</b>	<b>Date – Deadline</b>
Release of NIT	25.07.2025
Pre–bid queries (On Call)	Can be clarified On Call
Last date and time for submission of bids	07.08.2025 (3.00 PM)

Telephone: 0423 2453300

email: [pc@thelawrenceschool.org](mailto:pc@thelawrenceschool.org),

[ceit@thelawrenceschool.org](mailto:ceit@thelawrenceschool.org)

### DISCLAIMER:

The information contained in this NIT document or subsequently provided to Vendor/Service Provider, 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/Service Provider 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/Service Provider may require.

The assumptions, assessments, statements and information contained in this NIT document, may not be complete, accurate, adequate or correct. Each Vendor/Service Provider 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/Service Provider 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/Service Provider 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-A**

### **1. Scope:**

The Lawrence School, Lovedale (hereinafter referred to as “LSL” or “the School”), invites tenders from experienced and reputed individuals/firms for providing professional photography and videography services for various events organized at the school campus during the **academic year 2025–2026**, covering the **period from 9th August 2025 to 8th August 2026**.

#### **Objective:**

The objective of this tender is to engage a skilled and reliable service provider who can capture the essence of the school’s key academic, cultural, sports, ceremonial, and social events through high-quality photographs and videos. The coverage must reflect the heritage, decorum, and prestige of The Lawrence School, Lovedale.

#### **Scope of Work**

The selected service provider shall be responsible for:

#### **Photography Services:**

- Still photography (Colour & high-resolution digital format) for all official school events as scheduled.
- Portrait and group photos as per institutional requirements (e.g., passport size, staff/student group photos, documentation needs).
- Submission of event-wise curated photos.

- Provision of images both as soft copies (in JPEG and RAW format) and printed formats as specified in the financial bid.

#### **Videography Services:**

- Full video coverage of school programs including ceremonies, performances, competitions, and Founder's Day events.
- Event highlight reels, edited in consultation with the school, using licensed background music.
- Multi-angle coverage using professional-grade cameras.
- Drone videography for select outdoor events (as requested by the school).
- Live video mixer set up for large-format events (as requested by the school).

#### **Technical Requirements:**

- Use of professional cameras, audio equipment, drone cameras, and editing software.
- Final deliverables must be of high production quality suitable for archival, digital display, and social media purposes.
- Licensed music must be used in all edited videos; no pirated or copyrighted music is permitted.

#### **Additional Expectations:**

- Presence of photographers/videographers for **dress rehearsals** where applicable.
- Coordination with school officials (Photography In-charge and Event Coordinators) before, during, and after events.
- Compliance with the school's discipline, safety, and privacy policies.

#### **Event Coverage Volume:**

- Approximately 20+ events annually, as listed in **Annexure II**.
- Includes variable durations ranging from 1-hour sessions to full-day assignments.
- Some events require team coverage (e.g., 2 photographers + 3-4 videographers with drone units).

#### **Content Ownership:**

- All media coverage undertaken under this contract shall remain the exclusive property of The Lawrence School, Lovedale.
- The vendor shall not share, publish, or distribute any photos or videos taken at the school without prior written permission.

#### **Data Protection and Compliance**

The service provider must ensure all student and call data is handled securely and in compliance with applicable The Digital Personal Data Protection (DPDP) Act, 2023 laws.

A Non-Disclosure Certificate has to be submitted by the service provider.

The tender document can be downloaded from the School website at URL Link:

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

## **2. Eligibility Criteria for the Service Provider (SP):**

All the Vendors/Service Provider must fulfil 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.

### **Score-Based Technical Evaluation**

<b>Sl. No.</b>	<b>Evaluation Parameter</b>	<b>Description</b>	<b>Marks</b>	<b>Scoring Breakdown</b>
1.	<b>Years of Relevant Experience</b>	Experience in photography/videography services for events or institutions	25	25: More than 10 years 15: 5 - 8 years 0: Less than 5 years
2.	<b>Ownership of Professional Equipment</b>	At least 2 HD video cameras and 2 DSLR/Professional Photo Camera	20	20: Meets or exceeds equipment requirements 10: Only 1 video or photo camera 0: No equipment proof
3.	<b>Work with Educational Institutions (The Nilgiris)</b>	Past contracts with reputed schools or institutions	25	25: 2 or more reputed institutions 10: 1 institution 0: None
4.	<b>Portfolio Quality &amp; Creativity</b>	Quality of submitted sample photos/videos, creativity, coverage of events	15	15: High-quality, varied, and professionally presented 10: Good quality, moderate variety 5: Basic quality 0: Not submitted
5.	<b>Past Projects of Similar Value (<math>\geq</math> ₹3 Lakhs)</b>	Experience with large-scale assignments of ₹3 Lakhs or more	5	5: 2 or more projects 3: 1 project 0: None

6.	<b>Understanding of Scope and Deliverables</b>	Clarity and responsiveness of the proposal to school's requirements	5	5: Comprehensive understanding with clear timelines 3: Average or vague understanding 0: Generic or non-specific proposal
7.	<b>On-site Availability &amp; Office Presence in Nilgiris</b>	Having a physical presence (office/shop) in or around Nilgiris district	3	3: Office/shop in Nilgiris 0: No local presence
8.	<b>Legal Validity</b>	PAN/TAN/GST Registration	2	2: Registered 0: None
9.	<b>Declaration on non-blacklisting</b>	Signed declaration confirming no blacklisting by any Govt. or Edu. Body	(No Score)	<b>Required</b> Mandatory for qualification
<b>Total Score</b>			<b>100</b>	

### 3. Contract Period

From **9th August 2025 to 8th August 2026**. The Contract shall initially be valid for a period of **One (1) year** and may be extended on **year-to-year basis** for further **two years period** based on satisfactory performance and with mutual consent and rates, terms & conditions mutually agreed at the time of extension. The photographer is required to maintain **the same service rates for one more year** if the contract is extended.

### 4. 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**).

As an Example, the following procedure will be followed:

Overall Score (OS) of a bidder will be his Technical Score (TS) plus his Financial Score (FS) and will be evaluated as under:

$$\text{Overall Score} = \text{Technical Score (TS)} * 0.7 + \text{Financial Score (FS)} * 0.3$$

A maximum of 100 marks will be allocated for the Technical Bid. Technical bid will be evaluated as per the technical bid evaluation table shown in above table with this RFP.

Technical Score of a bidder will be evaluated as under:

$$\text{Technical Score} = (\text{Bidder's Technical Score} / \text{Highest Technical Score}) * 100$$

Where TBV stands for Technical Bid Value of a bidder. Financial bid will be evaluated as under:

$$\text{Financial Score} = \text{Lowest Financial Bid Value (LFBV)} / \text{Financial Bid Value (FBV)} \times 100$$

Where LFBV stands for Lowest Financial Bid Value and FBV stands for Financial Bid Value of the concerned bidder.

#### **Financial Bid:**

- iv. 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.

#### **5. Submission of NIT:**

All quotations must be submitted to the Purchase Committee either:

- In a sealed cover or via email to [pc@thelawrenceschool.org](mailto:pc@thelawrenceschool.org) & with the CC to [ceit@thelawrenceschool.org](mailto:ceit@thelawrenceschool.org)
  - **Technical Bid must be submitted separately as mentioned above in the Eligibility Criteria.**
  - **The Financial Bid must be submitted as per Annexure II.**
- i. The interested parties may inspect the premises or contact the HOD IT Department before submitting the NIT form.
  - ii. Tenders in the name of the Minors or on behalf of the Minors will be rejected.
  - iii. In case of Firms/Companies/Establishment etc., the authorized representative can submit the NIT along with authorization letter.



- iv. 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.
- v. NIT forms with any pre-conditions or additional conditions other than the conditions prescribed and supplied by the Vendor/Service Provider will summarily be rejected at the time of opening of NIT's.
- vi. The Vendor/Service Provider 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 online shall be attached to NIT. **The name of the business/shop of the Vendor/Service Provider shall be written in capital letters on the sealed cover. On top of the sealed cover inscribe NIT for Videography and Photography Service.**

**6. Security Deposit: (Applicable for the successful bidders)**

- i. The Vendor/Service Provider shall be required to submit the Security Deposit (SD) for an amount of ₹25,000/- (Rupees Twenty Five Thousand only) before finalization of the contract. The Vendor/Service Provider may submit the SD 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 SD, date of transfer, UTR No. shall be attached to the NIT Document (in a separate sheet), in case of online transfer.

- ii. The SD amount will not carry any interest.
- iii. SD is not exempted to any Organizations/Institutions/Communities/Society/ Voluntary organization, etc.
- iv. Vendor/Service Provider whose SD is already with the School need not to pay SD again.
- v. Security deposit of the successful Vendor/Service Provider 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.

**7. Allotment of Contract:**

As per the recommendations of the Committee, the contract will be allotted to the successful Vendor/Service Provider. The successful Vendor/Service Provider shall enter into an agreement for providing Photography/Videography Services for School Events at The Lawrence School, Lovedale for which he/she emerged as successful Vendor/Service Provider within 7 days from the date of issue of letter of Intent.

**8. 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/Service Provider 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 year, or a period that is on mutual agreement, commencing from the date of signing the contract.
- 2. In case of any dispute between the successful Vendor/Service Provider 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.
- 3. The successful Vendor/Service Provider will have to provide good quality and standard service to The Lawrence School, Lovedale.
- 4. The successful vendor /Service Provider will ensure compliance of all the relevant provisions of the Laws / terms of contract.

5. The successful Vendor/Service Provider 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.
6. These are only proposed draft terms & conditions and can be modified/changed or added at the time of finalization and signing the agreement.
7. Conditional/Incomplete offers not conforming to tender document will be rejected.
8. If the Vendor/Service Provider 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.
9. The Vendor/Service Provider will be held wholly responsible for any action taken by statutory bodies for violation /non – compliance of any such provision/rule.
10. If a 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.
11. 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.
12. The Court of Judicature at Nilgiris will have the exclusive jurisdiction to try the disputes.
13. The Vendor/Service Provider shall be governed by and interpreted in accordance with laws of India for the time being in force.

### **Special conditions of the Photography and Videography Service Contract:**

- The Photography In-charge will intimate the photographer well in advance about the events as and when required. **Approval for each coverage must be obtained from the school authorities.**
- The photographer must be present **on time** for all events and rehearsals and plan the coverage in a manner that does **not hinder the program or the viewers.**
- If the photographer is **unable to attend any event**, this must be communicated **well in advance**. The school reserves the right to assign the event to another professional. **Any extra cost incurred will be charged to the contracted photographer.**
- For each event, **the number of photographs must not exceed 100** (only for school-payable events). The final selection will be made by the school.

- **All video events must be professionally edited** in consultation with the school. Only **licensed background music** is to be used. Use of **pirated music is strictly prohibited**.
- The photographer must submit **soft copies of photographs within two (2) days** after each event. **Edited videos must be submitted within four (4) days**.
- **Founder's Day videos must be submitted within 12 days** of the program. Technical specifications of the coverage setup must be provided.
- **Soft copies of all photos and videos must be provided to the school free of cost.**
- In case of disputes, **only the courts in The Nilgiris District, Tamil Nadu shall have jurisdiction.**

**Payment Terms: -**

- **Payments for all photography and videography services** shall be made **after the successful** completion of each event and upon submission of the edited photos and videos in the prescribed format. The payment will be released after deducting TDS as per applicable Government norms.
- **Only for the Founder's Day event**, an **advance payment of 40%** of the total event cost shall be released **prior to the event**, based on the formal invoice and confirmation. The **balance 60%** of the Founder's Day amount will be paid upon receipt of final deliverables.
- For **Founder's Day and large-scale events**, all final deliverables (videos and selected photographs) must be submitted in an **external hard disk** as part of the required documentation, before the final balance payment is released.
- **All payments shall be made within fifteen (15) days** from the date of receipt of the original invoice from the service provider, subject to approval and satisfactory quality checks by the school.

**Date:**

**Signature of the  
Vendor/Service  
Provider**