

**INTERNATIONAL INDIAN SCHOOL
DAMMAM**

CLEANING & JANITORIAL CONTRACT 2018

**PREQUALIFICATION QUESTIONNAIRE
&
BID FORM**

I. INTRODUCTION

It is the policy of the International Indian School, Dammam (IIS, Dammam) to pre-qualify General Services Contractors/Suppliers before including them in the International Indian School's Approved List of Contractors/Suppliers.

The objective of the Pre qualification exercise is to evaluate the Contractors/Suppliers capabilities to provide a effective, reliable and trouble free Services/Supply for the specified period as per the specifications and requirements.

By completing and submitting the Contractors/Suppliers Pre qualification Questionnaire you would provide the required information about your Company needed for the Pre qualification. Upon receiving the completed Pre qualification Questionnaire, IIS, Dammam will review and evaluate it thoroughly and it may be followed by a visit to your Company for further assessment.

All the information provided for this Pre qualification process will be treated as "confidential" by the International Indian School, Dammam.

School reserves the right to accept or reject the bid without assigning any reason.

INSTRUCTIONS

1. Answer all the questions and provide complete information and attach necessary documentation, clearly marked to the relevant section and question number.
2. All answers shall be preferably typed or legibly written.
3. If the space provided for a particular question is not enough, you may include your answer in an attachment sheet (s).
4. Questions that are not applicable to your Company may be marked "N/A" (Not Applicable).
5. Complete the "General Services Contractors/Suppliers Pre qualification Questionnaire" and submit them in a folder in duplicate with all the required documents to the following address:

The Chairman, International Indian School, P.O. Box 3320, Khobar – 31952, Saudi Arabia.
6. If you need any clarification, please contact VP (Admn), on telephone 8142801 Extn: 241 and Fax: 814 2806.

ORGANIZATIONAL INFORMATION

1. What is the nature of ownership of your Company, (i.e. proprietary, limited, partnership, subsidiary or joint venture, etc.)? Please provide a copy of the Commercial Registration / license of your firm.
2. Do you have other subsidiaries, joint ventures or are a part of a parent company? If so, please describe the type of business briefly.
3. Is your operation run as a separate cost center?
 - a) Please provide a Bank Reference and authorization to discuss your financial capability with your bank. You will have to give a Bank Guarantee of at least 50% of the total bid at the time of signing the contract.
 - b) Please provide a copy of the annual audited financial statement for the last two years. Please also provide authenticated details of retained earnings, copy of Commercial Registration (CR) Certificate and Certificate of Registration with Chamber of Commerce, if any.

GENERAL INFORMATION

1. Please provide the history of your Company, mention any current or proposed developments and generally describe your operation.
2. Please describe your facilities briefly and attach a sketch of your location and facilities.
 - (a) Please provide the organizational chart of your Company and indicate the number of employees in each functional group.
 - (b) List down briefly the academic and experience qualification of the key personnel, including the executives and heads of the functional groups.

OPERATIONAL INFORMATION

1. Provide a list of your major Clients. Customers with type of service provided, details, reference, contact name, address and telephone numbers, e.g. ARAMCO, SABIC etc.
2. If you subcontract, what are your criteria in selecting your sub-contractors? Describe your procedure briefly.
3. Do your sub-contractors to sub-contractors include complete technical and quality requirements?
4. Describe your supervision & control activities that ensure the effectiveness of the operation.

II. EARNEST MONEY DEPOSIT

The bidders have to submit an Earnest Money Deposit of SR. 10,000/- along with their bids. The Earnest Money of the unsuccessful bidders will be refunded. Bids that are not accompanied with the Earnest Money, will be rejected.

III. BID CLOSING DATE

Duly filled Bid Form should reach the school office on or before Saturday, 09.12. 2017 at 1200 hours. Under any circumstances the school will not accept any bid received after the above specified time and date.

IV. TECHNICAL PROPOSAL

The Technical Proposal given below is to be duly filled by the Contractor and submit along with the Pre - qualification Form. If required, extra pages can be added.

1	Name of the Organization	
2	Contact Address	
3	Telephone & Fax Nos	
4	E-Mail Address	
5	Name of the person who is authorized person to sign the contract	
6	Turnover during the last year	
7	Past experience – mention the Current School Text Books supplying contracts in Saudi Arabia	

I hereby certify that the above statements are true and if it is found to be incorrect at any point of time during the execution of the contract, International Indian School, Dammam has the right to take any action, as deem fit against our firm, including termination of the contract.

Signature

Office Seal

Title

Date:

Name of the Company

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B I D F O R M

We, shall provide the Janitorial Service, preferably Indian nationals to the International Indian School, Dammam as per the rates, terms and conditions mentioned below.

No.	Description	Hourly Rate (SR)	Monthly Rate (SR)
1	Supervisor		
2	Male Janitor / Security Guards		
3	Female Janitor		
4	Machinery		

1. Monthly rate is based on 10 hours per day, 6 days in a week. Extra hours of work shall be undertaken as per the requirement of the school.
2. We are bound to do all the work assigned to our personnel to the entire satisfaction of the school authorities. If we have to assign our personnel after the normal working hours and weekdays we will do it.
3. Duration of the Contract will be initially for two (2) years from the date of commencement of the contract i.e. from 1st July, 2018.
4. We shall submit bills based on monthly based time sheets approved by the school authorities. No other charges are payable by the school to the Contractor or any other agencies pursuant to this contract. All payments will be made by A/c payee cheque after 7 days of the submission of the invoice.
5. We do hereby confirm that we have necessary professional and technical competence, financial resources, equipment, man power, physical facilities, managerial capacity, experience and reputation to perform the work.
6. We confirm that we are not insolvent in receivership, bankrupt or being wound up, our affairs are not being administered by court or a judicial officer, our business activities have not been suspended and they are not the subject of legal proceedings for any of the foregoing.

7. We confirm that we have not, and our directors or officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of two years or have not been otherwise disqualified pursuant to administrative suspension or disbarment proceedings.
8. We do hereby confirm that we take the complete responsibility of the jobs that will be assigned to us by the school from time to time. We are also bound to protect and safeguard all materials, equipment facilities of the school during the period of the contract from any damage, theft etc.
9. Our employees being deputed at your school shall follow strictly the instructions and guidelines given by the administrative / academic staff of the school. Our employees are bound to follow the discipline, safety measures, cleanliness, hygiene etc. as required by the school.

Date:.....

Name in Print and Signature of the bidder

(SEAL)

Name in Print and Signature of the bidder

Date.....

(SEAL)