

ANNUAL MAINTENANCE OF CENTRAL AIRCONDITIONERS

Sealed bids are invited from interested parties for the Annual Preventive Maintenance Contract for 60 Units of Central Air-conditioning system at two (2) different locations of the School. The Contractor is bound to carry out routine services /maintenances of all the above units whenever required.

Interested parties can collect the Bid Forms from the School Office during the school working hours or download from the school website iisdammam.edu.sa. The cost of each Bid form is SR. 100/- which should be submitted in the Cash Office and the receipt should be attached with the bids. Separate bids to be submitted for each tender. The parties submitting bids should have approved licence from concerned departments for the respective work.

Best offers addressed to the Chairman, International Indian School, Dammam may be dropped into the Bid Box kept at the Boys Section within 15 days from the date of this advertisement.



INTERNATIONAL INDIAN SCHOOL DAMMAM

HVAC ANNUAL MAINTENANCE SERVICE CONTRACT

PREQUALIFICATION QUESTIONNAIRE AND BID FORM



INTRODUCTION

It is the policy of the International Indian School, Dammam (IIS, Dammam) to pre-qualify Transportation Contractors before including them in the International Indian School's Approved List of Transportation Services Contractors and evaluation of their bid (if any).

The objective of the Pre-qualification exercise is to evaluate the Contractor's capabilities to provide a consistently, reliable and trouble free Transportation Services for the students and staff for the specified period as per the specifications and requirements.

By completing and submitting the Contractor's 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 / meeting with Higher Management / seeking further details for further assessment.

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

Instructions

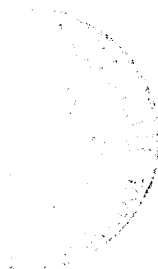
1. Kindly answer all the questions and provide complete information and attach necessary documentation, clearly marked to the relevant section and question number.
2. All answers shall be preferably typed or legibly written.
3. If the space provided for a particular question is not enough, you may attach additional sheets.
4. Questions that are not applicable to your Company may be marked "N/A" (Not Applicable).
5. Complete the "Transportation Services Contractor's Pre-qualification Questionnaire" and submit them in a folder in duplicate with all the required documents.
6. Should you have any queries / clarifications, please write to

The Chairman, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2801, Fax : 013 814 2806, Email : iisdammam@hotmail.com

And / Or

The Principal / Head of the Institution, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2807, Fax : 013 814 2806, Email : iisdammam@hotmail.com

7. You may also visit International Indian School, Dammam to meet The Principal / Head of the Institution for any clarifications.
8. Duly filled Bid Form should be dropped in the BID BOX kept in the BOYS SECTION on or before Sunday, 10.02.2019 (3.30 p.m.). Under NO circumstances the school will accept any bid received after the above specified date .



HVAC ANNUAL MAINTENANCE SERVICE CONTRACT – PREQUALIFICATION QUESTIONNAIRE

1. HVAC ANNUAL MAINTENANCE SERVICE CONTRACT INFORMATION

Service Type : HVAC Services / Supplies for both Boys and Girls Section

Last Date for submission of PQ Documents :

Contact Person : The Chairman, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2801, Fax : 013 814 2806, Email : iisdammam@hotmail.com

Or

The Principal / Head of the Institution, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2807, Fax : 013 814 2806, Email : iisdammam@hotmail.com

2. SERVICE PROVIDER INFORMATION (To be filled by Service Provider)

Service Provider Name :

Registered Address :

Telephone Number :

Fax Number :

E-mail Address :

Contact Person :

Mobile Number :

Commercial Registration Number :

Issue Place :

Issue Date :

VAT Number :



ISO Certificate (if any) :

Bank Details :

3. DOCUMENT REQUIREMENT

Your Prequalification Documents should also include all the following documents. Please checkmark the appropriate box whether the documents are attached or not. If any of the required documents is not submitted, then explain the reason.

- | | | | | | | |
|-----|---|-----|--------------------------|----|--------------------------|-------|
| 1 | Commercial Registration Certificate | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 2 | Zakat Certificate | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 3 | VAT Certificate | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 4 | Chamber of Commerce Certificate | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 5 | GOSI Certificate | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 6 | Saudization Certificate | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 7 | Any License (Please specify-----) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 8 | Audited Financial Statement - Year 2017 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 9 | Audited Financial Statement - Year 2016 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 10 | Company Organization Chart | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 11 | List of Past 3 Years Similar Experience | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 12 | List of Ongoing Similar Services | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 13 | Latest Company Profile | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 14 | Operational Personnel List / CVs | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 15 | Manpower Details in Position-wise | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 16. | List of Machinery related to HVAC | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 17. | List of Major Clients & Contact details | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |

7. If you subcontract, what are your criteria in selecting your sub-contractors? Describe your procedure briefly.
8. How long have you been doing such kind of services to various clients in this field?

The completed contractor Prequalification Summary form, **together with all the relevant supporting documents**, shall be submitted to the Chairman, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2801, Fax : 013 814 2806, Email : iisdammam@hotmail.com

AUTHORIZED SIGNATURE

We certify that all the information provided in Attachments/ Sections listed above are true and correct, and we fully understand that any information found to be incorrect or incomplete could result in the disqualification of our company in participating in the above mentioned service contract.

Service Provider Name :

Authorized Signature :

Name :

Position :

Date :

BID FORM

HVAC ANNUAL MAINTENANCE SERVICE CONTRACT

1. Basic Information of Bidder

Name of the Company : _____

Mailing Address : _____

Telephone Numbers : _____

Fax / Mobile Nos. : _____

Name of the Representative : _____

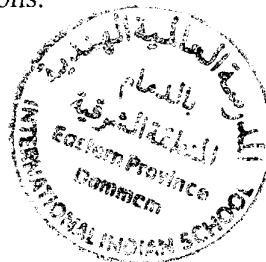
2. Scope and Compliance

This bid includes all the work required to perform the transportation service.

Having been properly represented during the Job Explanation Meeting and having investigated and examined their entirety the Scope of Work, the Proforma Contract and all the documents referred therein, and the instruction to bidders, the undersigned offers to provide the HVAC Services / Supplies in accordance with the said Bid Documents and the HVAC Service Contract, all for the price indicated below. The undersigned confirms that there are no conditional terms or exceptions contained elsewhere in this Bid.

- Annual Preventive / Corrective Maintenance Contract for the complete Central Air-conditioning system in the Boys & Girls Sections. Total air-conditioning units under the contract will be 60 nos – 54 units of York & Carrier in the Boys section and 6 units of Trane in the Girls section.
- The contractor is bound to carry out routine services / maintenance of all the above units whenever required.
- Under the Maintenance Contract the contractor is bound to carry out the following works (but not limited to).

Cleaning and washing of air filters.
Cleaning of Evaporator and Condenser Coils.
Checking of gas and oil.
Lubrications of bearings and other parts.
Inspection of belts.
Inspection of electrical control circuit and connections.
Inspection of Ducts and related Items



Checking of Compressor, Condenser and Evaporator Fan motor.
 Periodical Inspection 4 times during the year.
 Emergency visits on request by the school, in case of any related emergency.

- Submission of Weekly, Fortnightly and Monthly Report to the School about the Services carried out.

3. Prices

Having examined in their entirety the Bid Documents and determined all factors that may affect the cost, duration and /or the performance of the Service required, the undersigned bidder hereby submits a total all inclusive price for the HVAC Services (including manpower, Spare Parts, Tools and Accessories, Equipment, All Legal Expenses, Government Levy, Saudization etc., but not limited to) required. The number of ACs may increase to a maximum of 10% of existing quantity and the quoted price should remain same without any change.

Type of Services	Unit	Unit Rate in SAR
Annual Maintenance Service Contract for 60 (Sixty Only) HVAC Units at International Indian School, Dammam inclusive of supply of required spare parts	Lumpsum	
Annual Maintenance Service Contract for 60 (Sixty Only) HVAC Units at International Indian School, Dammam exclusive of supply of required spare parts. The Spare parts will be supplied by the school.	Lumpsum	

For calculation purpose, working days considered in a month is 26 days and working days in a week is 6 days.

Note : The payment will be made on quarterly basis upon completion of that period against VAT Invoice.

It is understood that the Contractor will provide sufficient stand-by staff in order to provide an uninterrupted service.

The price indicated above includes but is not limited to compensation for all applicable taxes, insurance, including Saudi Arabian Social Insurance, fees, mobilization and demobilization, catering and accommodations, transportation to and from the school, profits and all other direct and indirect cost incurred or to be incurred by the undersigned bidder. The price includes any other types of compensation envisaged.

The unit prices indicated above are not subject to escalation whatsoever and shall remain the same during the life of the Service Contract, if and when it becomes operational.

4. Terms and Conditions

- The HVAC Service Contract will be allotted to single Service Provider only. But the school reserve right to sign with more service provider(if required).
- A Bid Bond of 1% of the Quoted value is required along with the Bid and unsuccessful bidders will be refunded the same after awarding of Service Contract to successful Bidder.
- A Bank Guarantee equal to 10% of Quoted value valid for 1 year to be submitted to school at the time of signing the Service Contract by the successful bidder.

- Facilities provided by School – Uninterrupted Access to the School Premises, Space for keeping their Tools & Accessories.
- Contract period will be for 2 Year subject to extension of 2 More Years but one year at a time.
- HVAC Service Provider is solely responsible in case of any breakdown of HVAC Units and he should correct it without affecting day to day functions of the school.
- Above tender will be subject to General terms & Conditions posted on the school website.
- The school may take serious action in case of any delay in performing the assigned works by the Service Provider.

5. Validity

This bid shall remain valid for a period of one hundred twenty (120) calendar days following the bid closing date.

(Name in Print of Authorized Signatory)

(Signature)

(Designation & Title)

(Name of Company)

(Date)
(Official Seal of the Company)