

INTERNATIONAL INDIAN SCHOOL

DAMMAM

CLEANING & JANITORIAL CONTRACT 2016

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 The Vice Principal (Administration) on telephone 814 2801 and Fax: 814 2806.

II. 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.
3. (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.

III. TECHNICAL PROPOSAL

The attached Technical Proposal to be duly filled by the Contractor and submit along with the Pre-qualification Form.

IV. 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. However, the deposit of the accepted bidder will be kept with the school until a Bank guarantee is provided by the Contractor for a sum equivalent to 20% of the maximum contract price for a year as performance guarantee on the date of signing this contract and will be effective during the tenure of the Contract and released by the on successful completion of the Contract against any damages to the school property, violations related to the non-compliance of work, safety, hygiene or contractual obligations during the contract period. Bids that are not accompanied with the Earnest Money will be rejected.

V. BID CLOSING DATE

Duly filled Bid Form should reach the school office on or before 11th February, 2016 at 1300 hours. Under any circumstances the school will not accept any bid received after the above specified time and date.

TECHNICAL PROPOSAL

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 in man power 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

INTERNATIONAL INDIAN SCHOOL, DAMMAM

MANPOWER SUPPLY CONTRACT - 2016 BID FORM

1. BASIC INFORMATION

Name of the Company _____

Mailing Address _____

Telephone Number(s) _____ Mobile _____

Fax Number _____

Name of Contractor
Representative _____

2. PRE-REQUISITES

1. Provide a copy of the Commercial Registration certificate and license copy for operating a Manpower Supply Contract.
2. Provide a copy of the license from Saudi Labor office for operating a Manpower Supply Contract.
3. Provide a Bank Reference and authorization to discuss your financial capability with your bank.
4. Provide a copy of the annual audited financial statement for the last two years.
5. Submit pre-qualification documents of the organization including the details of current and previous clients, past similar Manpower Supply contracts including financial details and other related information.
6. Provide details pertaining to the availability of sufficient, competent and fully qualified personnel to perform the work.
7. Provide necessary details if any part of the contract will be subcontracted.

3. REQUIREMENTS

1. The Contractor should perform all the works prescribed in Schedule "A" in accordance with the specification and standards set forth in the same Schedule.
2. Obtain all necessary permits, licenses and other governmental authorizations which are necessary for the performance of the work.
3. Perform all other obligation, work and services which are required by or which can reasonably be implied as being necessary for the successful and timely execution of the work.
4. The contractor should provide one fulltime dedicated experienced supervisor in the school who is able to read, write and speak English fluently to manage the

operations, monitor the staff and coordinate with the concerned school staff to ensure trouble free performance of the staff during the school hours.

5. All employees must be physically fit and free from contagious diseases and should be of Indian Nationality and under the sponsorship of the bidding contractor. All the workers supplied should be able to speak an Indian language including Hindi and English.
6. All female janitors deployed should be under the direct sponsorship of the contractor and must be able to communicate well in English.
7. All of Contractor's personnel shall have in their possession all required and properly validated Licenses, Iqamas and Passports from the date on which they are assigned to work against this Contract.
8. The staff of the contractor should take all safety measures needed to work safely and adhere to all the school work regulations with regard to health and safety.
9. All the required equipment needed should be brand new, safe and fit for the needed purpose at all times and should not pose as a safety hazard.
10. The school reserves the right to increase or decrease the needed staff depending upon their need and demand.

4. **PRICING**

Having examined in their entirety the Bid Documents, specially the Pre-requisites in Section 2, Requirements in Section 3 and the work details provided in Schedule A 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 supplying the manpower in International Indian School, Dammam as per the rates and terms and conditions mentioned below.

	<u>Hourly Rate</u>	<u>Monthly Rate</u>
i) Supervisor
ii) Traffic Controllers
iii) Light Duty Drivers
iv) Male Janitor/Security Guards
v) Female Janitor
vi) Machinery

1. The quoted unit price includes, but is not limited to
 - a) Mobilization and demobilization, salaries, catering, accommodations, medical insurance, transportation to and from the school and all other related costs for the janitors, drivers and all other staff.

- b) The purchase, lease or rental charges of the machinery, their operating, maintenance, repairs, replacement and spare parts etc.
 - c) Overheads, Profits and all other direct and indirect cost incurred or to be incurred by the undersigned bidder. The price also includes any other types of compensation envisaged.
2. The unit prices quoted are not subject to escalation whatsoever and shall remain the same during the life of the Contract, if and when it becomes operational.
 3. 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.
 4. 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.
 5. Duration of the Contract will be initially for two (2) years from the date of commencement of the contract i.e. from 1st April, 2016.
 6. We shall submit bills on monthly based time sheets approved by the school authority. 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.
 7. 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.
 8. 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.
 9. 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.
 10. 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.
 11. 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.

5. **VALIDITY**

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

6. **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 the entirety of the Scope of Work and all the details referred therein, and the instruction to bidders, the undersigned offers to provide the Manpower requirements in accordance with the said Bid Documents, all for the price quoted in section 4 of the Bid form. The undersigned confirms that there are no conditional terms or exceptions contained elsewhere in this Bid.

(Name in Print of Authorized Signatory)

(Signature)

(Designation & Title)

(Name of Firm)

(Date)

(Official Seal of the Company)

SCHEDULE A

CLEANING SERVICES AND JANITORIAL WORKS

1. The Contractor is bound to provide the Cleaning & Janitorial Services of International Indian School, Dammam premises Girls and Boys Sections and Villas at Raka according to the prices mutually agreed on monthly basis as mentioned below. This price includes both manpower and machineries.

Following is the breakdown of the cost:

- | | | |
|----------------------------------|-------|--|
| 1. Supervisor (1No.) | : SAR | |
| 2. Traffic Controller (2 No.) | : SAR | |
| 3. Male Janitor (50 No.) | : SAR | |
| 4. Female Janitor (20 No.) | : SAR | |
| 5. Machineries (As per the list) | : SAR | |
| 6. Light Duty Drivers (3 No.) | : SAR | |
2. Monthly rate is based on 10 hours per day, 6 days in a week, 260 hours in a month. Any hours above 60 hrs. in a week will be considered as overtime, which will be paid 50% of the normal time as per Saudi law.
 3. Normal working hours of the Contractor's personnel will be for 10 hours in broken shifts as suited by the school for overall duty performance preferably in two shifts between 6.00 a.m. to 10.00 p.m.
 4. The services are not required for 30 Days in a year during Summer Vacations. However, all male staff is required for the balance summer holidays to carry out all maintenance related works mentioned and the payment will be done accordingly.
 5. Machinery Needed
Shampoo machine, Floor Waxing Machine, Vacuum Cleaners (wet & dry), Air Blower, and Double Mop Bucket (with accessories).

SCOPE OR WORK AND OTHER DETAILS

1. All classrooms of the Boys & Girls Sections, and all villas.
2. Meeting Rooms
3. Staff Rooms
4. Managing Committee Room, Principal's Room, Principal In-Charge's Room, Vice Principal Rooms, Finance Officer Rooms, HM Rooms, Deputy Controller of Exams Rooms and any other rooms which are not mentioned herewith but assigned to school staff.
5. Account/Cash Rooms, Office Rooms, Secretary Rooms, Prayer Rooms, Reception and other rooms which are not mentioned herewith but assigned for specific purposes.
6. Laboratories, Libraries, Stores & Stationaries, Printing / Photo Copier Rooms, First Aid Rooms, Sports Rooms, Audio Visual Rooms, Parents Waiting Rooms etc.,
7. Multi Purpose Halls, Conference Rooms etc.,
8. All Corridors inside and outside buildings

9. All Toilets – During School Hours and After School Hours.
10. Window Air Conditioners filter cleaning once in Three months.
11. Bus Duty – Working as Conductors for all the buses and checking of left out students in the bus both morning and afternoon.
12. Gate Duty – Working as Security in all the Gates during morning (0630 Hours to 0800 Hours) and after noon (1100 Hours to 1400 Hours)
13. Safety & Security – Traffic Control near the school buildings in the morning and afternoon and assisting students to reach their classes (Particularly young children of Classes Pre KG to Class V)
14. Switch on / off all Lights, Air Conditions and other Common Electrical Items.
15. Assisting Each Sections (10 Sections) and Admin Section for their day to day works as attenders.
16. Carrying out day to day maintenance works in support with School staff such as Electrician, Plumber, Carpenter, AC Mechanic, Store Keeper, Photo Copier Person and others not mentioned herewith.
17. Performing Security works for Boys School, Girls School and 5 Villas. Also assigning duty of one person for cahier office during evening hours.
18. Removal of all Waste from School Premises to outside.
19. Cleaning of Playgrounds, Staircases, Outside Buildings and Roofs.
20. All other general works which are not mentioned here but necessary to day to day function of the school.
21. Assisting school functions in every respect.
22. Two Traffic controllers, one in Boys School and one in Girls school will be full time deployed to supervise the movement of the buses in the morning and control the entry, parking and exit of the buses from the school grounds during the afternoon.

The above list of works should be performed on daily basis and the below mentioned works need to be performed as per the requirement.

1. Painting and Related Works – During Summer Vacation – Other than 30 Days Non-paid Period.
2. Regular Maintenance Works including Civil, Mechanical, Electrical, Plumbing and Carpentry Works.
3. All ACs (Central, Window and Split) Periodic Cleaning, Servicing and Maintenance
4. Tree Cutting and Pruning as and when required.
5. Applying Pesticides as and when required.
6. Floor Polishing (All Plinth Area of Buildings) – During Summer Vacation in addition to below Job Frequency – Other than 30 days Non Paid Time.
7. Periodic Cleaning of Water Tanks – As and When Required.
8. Periodic Checking of Lights and replacement of Tubes.
9. Supply of manpower for any special work time to time.

The entire classroom cleaning will be done after the school hours with full security of the classrooms.

Janitors should ensure that the toilets are always clean and get certification from their respective Section Heads or In-charges.

Other job description and frequency are:

1. Cleaning of Toilets : Daily 4 times
2. Sweeping of floors : Daily Twice (Morning & afternoon)
3. Mopping of floors : Daily Twice (Morning & afternoon)
4. Stripping and waxing : Bi-monthly
5. Scrubbing Floors : Monthly
6. Dusting windows : Weekly (Saturdays)
7. Washing windows : Bi-monthly
8. Cleaning of Interior walls & ceiling : Monthly
9. Dusting light fixtures : Monthly
10. Cleaning sinks & drinking fountains : Daily (Morning & afternoon)
11. Emptying waster receptacles : Daily (Morning & afternoon)
12. Washing water receptacles : Weekly (Saturdays)
13. Cleaning Chalk Boards : Daily (Morning & afternoon)
14. Dusting furniture & appliances : Daily (Morning & afternoon)
15. Vacuuming carpets : Daily (Morning & afternoon)
16. Carpet shampooing : Quarterly
17. Area Cleaning (Playgrounds etc.) : Daily (Morning & afternoon)