INTERNATIONAL INDIAN SCHOOL
DAMMAM

HVAC ANNUAL MAINTENANCE SERVICE CONTRACT

PREQUALIFICATION QUESTIONNAIRE AND BID FORM

2023 – 2024

WITH

TECHNICAL B I D F O R M

AND

FINANICAL B I D F O R M

المدرسة العالمية الهندية
بالدمام
المنطقة الشرقية
License No: G/42
Dammam
INTERNATIONAL INDIAN SCHOOL

INTRODUCTION

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

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

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 "HVAC Annual Maintenance 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 : adminiisd@iisdammam.edu.sa

   Or

   The Principal / Head of the Institution, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2801 Ex-229, Fax : 013 814 2806, Email : adminiisd@iisdammam.edu.sa

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 along with Prequalification Questionnaire should be dropped in the BID BOX kept in the BOYS SECTION on or before **Sunday, 08 October 2023** during the school working hours between **8.00 am to 2.00 pm.**

Under no circumstances the school will accept any bid received after the above specified date.

HVAC ANNUAL MAINTENANCE SERVICE CONTRACT – PREQUALIFICATION QUESTIONNAIRE

Technical Bid Form

1. HVAC ANNUAL MAINTENACE SERVICE CONTRACT INFORMATION

Service Type	:	HVAC Services / Supplies for both Boys and Girls Section
Last Date for submission of PQ Documents	:	08.10.2023 (Sunday)
Contact		International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2801 Ex-241 Fax : 013 814 2806, Email : adminiisd@iisdammam.edu.sa

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)	:

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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	☐	No	☐
2	Zakat Certificate	Yes	☐	No	☐
3	VAT Certificate	Yes	☐	No	☐
4	Chamber of Commerce Certificate	Yes	☐	No	☐
5	GOSI Certificate	Yes	☐	No	☐
6	Saudiazation Certificate	Yes	☐	No	☐
7	Any License (Please specify----------)	Yes	☐	No	☐
8	Audited Financial Statement - Year 2019	Yes	☐	No	☐
9	Audited Financial Statement - Year 2018	Yes	☐	No	☐
10	Company Organization Chart	Yes	☐	No	☐
11	List of Past 3 Years Similar Experience	Yes	☐	No	☐
12	List of Ongoing Similar Services	Yes	☐	No	☐
13	Latest Company Profile	Yes	☐	No	☐
14	Operational Personnel List / CVs	Yes	☐	No	☐
15	Manpower Details in Position-wise	Yes	☐	No	☐
16.	List of Machinery related to HVAC	Yes	☐	No	☐
17.	List of Major Clients & Contact details	Yes	☐	No	☐

4. GENERAL QUISTIONAIRE (Please attach separate sheet if required)

1. Do you have other subsidiaries, joint ventures or are a part of a parent company? – Yes / No (If so If so, please describe the type of business briefly)

2. Please provide a Bank Reference and Authorization to discuss your financial capability with your bank

3. Please providethe history of your Company, mention any current or proposed developments and generally describe your operation.

4. Please describe your facilities briefly and attach a sketch of yourlocation and facilities.

5. Describe briefly the procedure of maintaining / sort out HVAC issues in case of Preventive Maintenance / Corrective Maintenance / breakdowns / Failures, Minor / Major Maintenance or other unforeseen incidents.

6. Describe your procedure and measures that ensure that the services are satisfactory?

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,Ex -229 Fax : 013 814 2806, Email : adminiisd@iisdammam.edu.sa

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 :

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FINANCIAL 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 Meting 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 58 nos. – 52 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.
Regular inspection of Air Ducts and replacement of air duct as and when required.
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.

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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, Saudiazation 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 58 (Fifty Eight) HVAC Units at International Indian School, Dammam **inclusive of supply of required spare parts, condenser coil replacement as and when required**	Lump sum	
Annual Maintenance Service Contract for 58 (Fifty Eight) HVAC Units at International Indian School, Dammam **exclusive of supply of required spare parts.** The Spare parts will be supplied by the school.	Lump sum	

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 monthly basis upon completion of the work that against 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 SR, 10,000 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 01 Year and extension for further one more year subject to performance based evaluation by school.
- The Contract should be certified by Chamber of Commerce.
- 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. EARNEST MONEY DEPOSIT

A bid bond from bank or cheque of SR. 10,000/- along with the bid. Unsuccessful bidders will be refunded the same. No cash money will be accepted.

6. BID CLOSING DATE:

Duly filled Bid Form should reach the school office on or before Sunday, **08 October 2023** during the school working hours between **8.00 am to 2.00 pm .**

Under no circumstances the school will accept any bid received after the above specified time and date.

7. 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)

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