INTERNATIONAL INDIAN SCHOOL
DAMMAM

STUDENTS AND STAFF TRANSPORTATION SERVICES CONTRACT
2023-2024

PREQUALIFICATION QUESTIONNAIRE AND BID FORM

WITH

TECHNICAL BID FORM

AND

FINANICAL BID FORM

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 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.

   Duly filled Bid Form 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 .

STUDENTS AND STAFF TRANSPORTATION SERVICES CONTRACT – PREQUALIFICATION QUESTIONNAIRE

1. TRANSPORT SERVICE CONTRACT INFORMATION

Service Type	:	Students and Staff Transportation Services 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	:	
Transport Service License Number	:	
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	☐	No	☐	_____
2	Zakat Certificate	Yes	☐	No	☐	_____
3	VAT Certificate	Yes	☐	No	☐	_____
4	Chamber of Commerce Certificate	Yes	☐	No	☐	_____
5	GOSI Certificate	Yes	☐	No	☐	_____
6	Saudization Certificate	Yes	☐	No	☐	_____
7	Transport Service License Number	Yes	☐	No	☐	_____
8	Audited Financial Statement - Year 2017	Yes	☐	No	☐	_____
9	Audited Financial Statement - Year 2016	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	Latest Company Profile	Yes	☐	No	☐	_____
17.	List of Transport Buses and Capacity	Yes	☐	No	☐	_____
18.	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 provide the 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 your Transport fleet in case of breakdowns, air conditioning failure, 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 operated the individual types of Transport Contract?

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

STUDENTS AND STAFF TRANSPORTATION SERVICES 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 Transportation requirements in accordance with the said Bid Documents and the Transportation Service Contract, all for the price indicated below. The undersigned confirms that there are no conditional terms or exceptions contained elsewhere in this Bid.

The major category of routes for the Transportation Services of Students and Staff of International Indian School Dammam on daily basis as per School Requirement are,

1. Picking Students and Staff from Dammam / Al Khobar / Toqba / Dhahran and Nearby Places to School and drop them back.

2. Picking Students and Staff from Qatif / Safwa / Rastanura and Nearby Places to School and drop them back.

3. Picking Students and Staff from Abqaiq / Al Ahsa and Nearby Places to School and drop them back.

4. Picking Students and Staff from any places where the students belongs from (within the radius of 150km from school) and drop them back.

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 different types of transportation service (including fuel, manpower, maintenance & support staff, All Legal Expenses, Government Levy, Saudization etc., but not limited to) on a pro-rata per passenger basis, it being under stood that a minimum of 180 Gregorian calendar days will be utilized for the Bus transport finally selected by the school. The average total number of students / staff and the bus users for the academic year 2023-24 stands at 14000. The number of bus users may vary time to time depending upon various factors and service provider should take all appropriate steps to increase / decrease the number of buses depending upon the requirement.

Type of Transport	Unit	Unit Rate in SAR
Completely air-conditioned Bus for inter-city & suburbs travel for School Students / Staff – Dammam, Khobar,Rakha and Thuqba Area	Per Passenger Per Months	
Completely air-conditioned Bus for inter-city & suburbs travel for School Students / Staff – Qatif, Safwa, Rastanura and any place of distance between 70 to 99km from IIS Dammam School	Per Passenger Per Months	
Completely air-conditioned Bus for inter-city & suburbs travel for School Students / Staff – Abqaiq, Al Ahsa and any place of distance between 100km to 150km from IIS Dammam School.	Per Passenger Per Months	
Completely air-conditioned Mid-Size Bus/ Coaster for inter-city & suburbs travel for School Students / Staff – Dammam, Khobar and Thuqba Area	Per Passenger Per Months	
Completely air-conditioned Mid-Size Bus / Coaster for inter-city & suburbs travel for School Students / Staff – Qatif, Safwa, Rastanura and any place of distance between 70 to 99km from IIS Mid-Size Dammam School	Per Passenger Per Months	
Completely air-conditioned Mid-Size Bus / for inter-city & suburbs travel for School Students / Staff – Abqaiq, Al Ahsa and any place of distance between 100km to 150km from IIS Dammam School.	Per Passenger Per Months	

For calculation purpose, working days considered in a month is 21 days and working days in a week is 5 days. As per the requirements we shall send a notification from School for extra hours/day if any.

Note : The collection of charges will be 10 months in an academic year. Generally, July and August should not be charged even though few days of operation in those periods. The collection of charges (in advance) to be carried out by the service provider directly from the bus users at school premises.

It is understood that the Contractor will provide sufficient stand-by buses / Mini Buses / Coaster in case of breakdowns, at proper locations, 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 indicatedabove 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 total Number of Buses and Routes will be decided based upon the requirement of school and students. So, the bidder should be capable of providing resources based ondemand. The school is owning few buses and operating few routes. Those operating routs will not be allowed to operate for bidder.

- The school is requesting to quote per passenger charges for the above 4 category and lowest offer will be considered subject to meet other criteria.

- The Transport Service Contract will be allotted to single Service Provider only. But the school reserve right to sign with more service provider by dividing the routes (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 to10% of Quoted value valid for 3 years to be submitted to school at the time of signing the Service Contract by the successful bidder.

- Facilities provided by School – Office Room with Telephone Facility in Boys School, One Counter in Girls School, Pick-up and Drop Point at School, Parking of Buses inside the School only at the time of picking up.

- Contract period will be for two years subject to extension of One More Years but one year at a time.

- Upon signing the Service Contract successful bidder will be allowed to collect the transport charges from the students directly at school premises.The transport charges can be collected on monthly basis only and school will not have any role on collection.School will not be responsible for transport charge defaulters and school may support with all its tools in resolving any fees delay.

- School will be final authority in resolving any dispute arises between user & transporter other than fees.

- All Buses /Coasters should be equipped with Air Condition, GPS, CCTV, Fire & Safety Equipment and any other requirement as per Saudi Government Rules and Regulation for commuting students. The latest model Buses / Coasters are preferred **however below 2020 model will not be accepted.**

- All Buses/Coaster should have all the valid required document at all the time throughout the contract.

- All the Buses/Coasters should have comprehensive insurance covering all parties in case of any minor/major accidents.

- Transporter is solely responsible to make all the arrangement in case of any breakdown of the vehicle inside the school facility & on the way.

- The existing bus routes should be followed initially and it can be modified depending upon the requirement. However, any proposed route change / modification should be informed to School and get prior approval

- The running time of any bus operating within 6km radius should not exceed 30 minutes, 10km radius should not exceed 45 minutes and other routes in Dammam / Khobar should not exceed 60 minutes.

- Proper arrangements should be done in case of operating 2 shifts of classes by the school.

- No bus / mini bus / coaster van should take more students than its allotted seating seating capacity.

- School may require transportation services during the academic year for other purposes such as Field Trip etc., Those trips shall be paid pro rata basis.

- Above tender will be subject to General terms & Conditions posted on the school website.

- Indian Drivers are preferred to operate the buses. In case of other nationality, the school expect the driver should know Hindi Language and / or English Language.

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)