INTERNATIONAL INDIAN SCHOOL DAMMAM

8th July 2024

International Indian School Dammam is inviting bids to select two Vendors for providing canteen services both in the Girls and Boys section of the school.

The school has 5 canteen outlets each in the Girls and the Boys section. The two identified vendors will be sharing the canteen outlets in both the Girls and the Boys section as mentioned in the prequalification questionnaire.

Bidders are requested to submit the bids in the attached format along with the required documents as per the attached pre-qualification questionnaire.

Functional Restaurants/Catering Services/Boofia – holding active license only should apply.

for. Shaw

SUNIL PETER
Principal

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

INTERNATIONAL INDIAN SCHOOL
DAMMAM

CANTEEN SERVICE CONTRACT 2024-25

PREQUALIFICATION QUESTIONNAIRE

TECHNICAL BID FORM

AND

FINANCIAL BID FORM

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

I. INTRODUCTION

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

The objective of the Pre-qualification exercise is to evaluate the Contractors/Suppliers capabilities to provide an 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 establishment 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 establishment 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 school office on telephone 8142801 and Fax: 814 2806.

ORGANIZATIONAL INFORMATION

1. What is the nature of ownership of your establishment, (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 establishment? 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 establishment, 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 chart of your establishment and indicate the number of employees in each functional group.

   (b) List down briefly the experience in this field including the executives and heads of the functional groups.

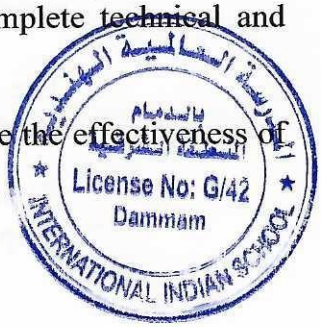
OPERATIONAL INFORMATION

1. Provide a list of your major Clients. Customers with type of service provided, details, reference, contact name, address and telephone numbers.

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 **Tuesday, 16.07.2024 at 12 PM**. Under any circumstances the school will not accept any bid received after the above specified time and date.

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

TECHNICAL BID FOR
(CANTEEN)

The Technical Bid Form given below is to be duly filled by the Contractor and submitted in separate sealed cover clearly super scribing on the Envelope "TECHNICAL BID – CANTEEN" If required, extra pages can be added.

1	Name of the Organization (In Capital Letters)	
2	Contact Address (In Capital Letters)	
3	Mobile & Fax Numbers	
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 similar 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:

1. DOCUMENT REQUIREMENT

Your Pre-qualification 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	Any License (Please specify ----------)	Yes	☐	No	☐
8	Audited Financial Statement - Year 2020	Yes	☐	No	☐
9	Audited Financial Statement - Year 2021	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	Support staff Details in Position-wise	Yes	☐	No	☐
16	List of Major Clients & Contact details	Yes	☐	No	☐

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

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

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

3. Please provide the history of your establishment, mention any current or proposed developments and generally describe your operation.

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

5. Describe briefly the procedure of maintaining / sort out issues in case of 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, Fax: 013 814 2806, Email : iisdammam@hotmail.com, chairman@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

FINANCIAL BID FORM (CANTEEN)

(To print & submit in the bidders Letter Head and submitted in separate sealed cover clearly super scribing on the Envelope" FINANCIAL BID CANTEEN

We, ...hereby agree that we shall provide all the satisfactory services related to CANTEEN as per the list required by the school.

Number of Canteen outlets in the Girls Section: 5

Section	Vendor No.	Number of students	Quotation in SR
Classes 1 & 2	1	2179	
Classes 3 to 5	2	1640	
Classes 6 to 8	1	1549	
Classes 9 to 10	2	956	
Classes 11 and 12 Near the Main Gate of the School	2	928	
Total		7252	

Number of Canteen outlets in the Boys Section: 5

Section	Vendor No.	Number of students	Quotation in SR
Near the Main Gate of the School	2	1420	
Classes 3 to 5	1	2067	
Classes 6 to 8	2	1408	
Classes 9 to 10	1	873	
Classes 11 and 12 Playground Area	1	815	
Total		6630	

Name in Print and Signature of the bidder:

Name: _____ **Signature:** _____

Date :

_____

_____

(Name in Print of Authorized Signatory)

_____

(Signature)

_____

(Designation & Title)

_____

(Name of Company)

_____

(Date) (Official Seal of the Company)

BID CLOSING DATE: Duly filled Bid Form should reach the school office on or before 16.07.2024 at 12 p.m (Tuesday). Under any circumstances the school will not accept any bid received after the above specified time and date.

8.30 A.M. TO 01.00 P.M. (SUNDAY TO THURSDAY)

8.30 A.M. TO 11.30 AM (SATURDAY)