BID FORMS FOR THE JANITORIAL CONTRACT

26.12.2024

Kindly note the following:

1. Submit attached Prequalification Questionnaire along with the Technical Bid Form duly signed and stamped by the company in sealed cover.

2. The Financial Bid Form duly filled in should be submitted in a separate sealed envelope.

3. Copies of the following documents are to be submitted along with the technical bid form:
    a. Company CR
    b. Certificate of Chamber of commerce
    c. GOSI certificate
    d. VAT registration certificate
    e. ZAKAT certificate
    f. Current client list
    g. Years of experience in the same field.

Duly filled Bid Form should be dropped in the BID BOX kept in the BOYS SECTION on or before **Monday, 6th January 2025** latest by 12.30 pm. *Working hours up to 4th January 2025 is from 8.30 am to 12.30 pm and on 5th January 2025 is from 7.30 am to 2.30 pm.*

For any clarification contact: 013-8142801 Extn-237

Regards

SUNIL PETER
Principal

INTERNATIONAL INDIAN SCHOOL
DAMMAM

CLEANING & JANITORIAL CONTRACT 2025-26

PREQUALIFICATION QUESTIONNAIRE

WITH

TECHNICAL B I D F O R M

AND

FINANICAL B I D F O R M

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 Chairperson, International Indian School, P.O. Box 3320, Khobar – 31952, Saudi Arabia.

6. If you need any clarification, please contact _____, on telephone _____

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.

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 be dropped in the BID BOX kept in the BOYS SECTION on or before **Monday, 6th January 2025** latest by 12.30 pm. *Working hours up to 4th January 2025 is from 8.30 am to 12.30 pm and on 5th January 2025 is from 7.30 am to 2.30 pm.*

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

CLEANING & JANITORIAL CONTRACT 2025-26

TECHNICAL BID FORM

The Technical Proposal given below is to be duly filled by the Contractor and submit along with the Pre - qualification Form. If required, extra pages can be added.

1	Name of the Organization	
2	Contact Address	
3	Telephone & Fax Number	
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 –	

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:

Scope and Compliance

This bid includes all the work required to perform the Cleaning and Janitorial Services.

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 Cleaning and Janitorial Services / Supplies in accordance with the said Bid Documents and the Cleaning and Janitorial Services Contract, all for the price indicated below. The undersigned confirms that there are no conditional terms or exceptions contained elsewhere in this Bid. **Only Female Janitors permitted in Girls / Kids Washrooms.** The bidder to get the correct numbers of required male and female janitorial staff and station relevant staff on duty.

The scope of the work is:

1. Regular cleaning of all the rooms / labs / washrooms / halls in the entire school and the playgrounds and corridors inside and outside buildings. Not limited to aforementioned but the entire building and campuses.

2. All **TOILETS** – Full Time cleaning during School Hours / breaks and Proper preparation / cleaning after School Hours. **ONE JANITOR TO BE STATIONED IN EACH TOILET TO ENSURE CLEANING OF INDIVIDUAL WASHROOMS AFTER EVERY USE DURING SCHOOL HOURS. JANITORS SHOULD GET THE CLEANLINESS CERTIFICATION 3 TIMES / AS PER SCHEDULE DAILY [MORNING AND AFTER EACH BREAK] FROM THE IN-CHARGES.**

3. Window Air Conditioners filter cleaning once every month.
4. Gate Duty – Working as Security in all the Gates during morning (0630 Hours to 0800 Hours) and after noon (1100 Hours to 1400 Hours). One security required 24*7 for 365 days for the main Gate of both buildings.
5. Safety& Security – Traffic Control near the school buildings in the morning and afternoon assisting students to reach their classes during school functioning (Particularly young children of Classes Pre KG to Class V)
6. Switch on / off all Lights, Air Conditions and other Common Electrical Items as per school timing.
7. Assisting Each Sections (10 Sections) and Admin Section for their day to day works as attenders.
8. Carrying out day to day maintenance works in support with School staff such as Electrician, Plumber, Carpenter, AC Mechanic, Storekeeper, Photo Copier Person and others not mentioned herewith.
9. Performing Security works for Boys School, Girls School, including night duty. Girls school requires Female security officer during school working hours.
10. Removal of all Waste from School Premises to outside.
11. Cleaning of Playgrounds, Staircases, Outside Buildings and Roofs.

12. All other general works which are not mentioned here but necessary to day-to-day function of the school.
13. Assisting school functions in every respect including shifting of all furniture.
14. At least 2 drivers need to be stationed in school [Full Time]
15. Electricians / HVAC Technicians [1 each] required to be included in quote.
16. Quotations must include 2 variants: With Material and Without Material.
17. Staff may be required to accompany children in the bus - subject to school requirements.
18. Any other works which are not listed above but required to complete the scope.

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. Regular Maintenance Works including Civil, Mechanical, Electrical, Plumbing and Carpentry Works.
2. All ACs (Central, Window and Split) Periodic Cleaning, Servicing and Maintenance.
3. Tree Cutting and Pruning (including all related equipment for cutting and disposal) as and when required.
4. Floor Polishing (All Plinth Area of Buildings) – During Summer Vacation in addition to below Job Frequency – Other than 30 days Non Paid Time.
5. Periodic Cleaning of Water Tanks – Monthly.
6. Supply of manpower for any special work time to time.
7. Any other works which are not listed above but require to complete the scope

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

Other job description and frequency are:

1.	Cleaning of Toilets	: AS PER POINT 2 IN PAGE NUMBER 6
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	: 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)

1. 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 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	Manpower Details in Position-wise	Yes		No	
16.	List of Machinery related to Cleaning	Yes		No	
17.	List of Major Clients & Contact details	Yes		No	

2. <u>GENERAL QUISTIONAIRE (Please attach separate sheet if required)</u>

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 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 Chairperson, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2801,Ex -237 Fax : 013 814 2806, Email : chairperson@iisdsammam.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 :

INTERNATIONAL INDIAN SCHOOL
DAMMAM

CLEANING & JANITORIAL CONTRACT 2023-2024

FINANCIAL B I D F O R M

We, …….. shall provide the Janitorial Service, preferably Indian nationals to the International Indian School, Dammam as per the rates, terms and conditions mentioned below.

No.	Description	Hourly Rate (SR)	Monthly Rate (SR)
1	Supervisor		
2	Male Janitor		
3	Female Janitor		
4	Machinery		
5	Cleaning Materials		
6	LMV Driver		
7	AC technician		
8	Electrician		
9	Plumber		

1. 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.

2. 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.

3. Duration of the Contract will be for One (01) year from the date of commencement of the contract.

4. We shall submit bills based on monthly based time sheets approved by the school authorities. 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.

5. We do hereby confirm that we have necessary professional and technical competence, financial resources, equipment, manpower, physical facilities, managerial capacity, experience and reputation to perform the work.

6. 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.

7. 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.

8. 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.

9. 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.

10. We do hereby confirm that all contractor staff have valid legal documents for the duration of contract. All documents will be presented for verification whenever asked by school authorities.

11. All equipment / instruments used by our staff are safe for use and have valid inspection certification required if any.

12. Scope of work / quality of work shall be subjected to approval of school authorities. In case of any dispute, decision by school authorities will be binding on contractor

Date:..... **Name in Print and Signature of the bidder**

(SEAL)

1. **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)