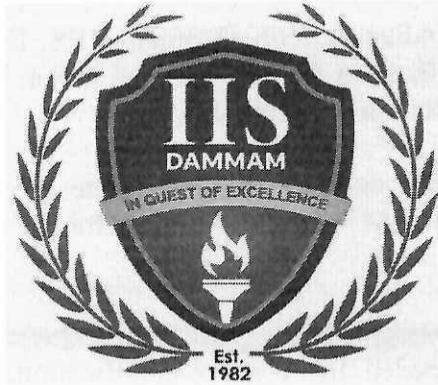


**INTERNATIONAL INDIAN SCHOOL
DAMMAM**



HVAC ANNUAL MAINTENANCE SERVICE CONTRACT

PREQUALIFICATION QUESTIONNAIRE AND BID FORM

2026 – 2027

WITH

TECHNICAL B I D F O R M

AND

FINANICAL B I D F O R M

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 : iisdammam@hotmail.com, chairperson@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 : iisdammam@hotmail.com, chairperson@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 UNITY CAMPUS on or before **Thursday, 05th November 2026** during the school working hours between **8.30 am to 1.00 pm**.

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


07/10/2026

SUNIL PETER
Principal



**HVAC ANNUAL MAINTENANCE SERVICE CONTRACT – PREQUALIFICATION
QUESTIONNAIRE
Technical Bid Form**

1. HVAC ANNUAL MAINTENANCE SERVICE CONTRACT INFORMATION

Service Type : HVAC Services / Supplies for both Boys and Girls
Section

Last Date for submission of PQ Documents : 05.11.2026 (Thursday)

Contact : 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 ,
chairperson@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) :

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	Saudiazation Certificate	Yes	☐	No	☐	_____
7	Any License (Please specify-----)	Yes	☐	No	☐	_____
8	Audited Financial Statement - Year 2025	Yes	☐	No	☐	_____
9	Audited Financial Statement - Year 2024	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 : iisdammam@hotmail.com, chairperson@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

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

Annual Preventive and Corrective Maintenance Contract for the complete Central Air-conditioning systems 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. However, any increase in the number of units (up to 10%) during the Contract period also need to be maintained under the Contract.

The CONTRACTOR is bound to carry out routine services and maintenance of all the above units whenever required and replace any spare parts like compressors, Condenser, Evaporator, major and minor spare parts and consumables free of charge for better performance and continuous running. For replacement of spare parts, details must be submitted along with the monthly invoice. Parts and materials being changed or used for any unit, must be entered in school inventory with details of units prior to installation.

Under this Maintenance Contract the CONTRACTOR is bound to carry out the following works including replacing of any defect parts and periodic changes of consumables (but not limited to).

1. Check Evaporator filters. Clean or replace as necessary.
2. Check for adequate refrigerant charge
3. Check condenser, clean if necessary
4. Lubricate condenser fan motor and blower fan motor
5. Check condenser fan blades and blower fan assembly for tightness
6. Tighten electrical connections at equipment's and cables
7. Check breakers and contactors at unit under load
8. Check condensate drain for blockage, clean and repair the drain line
9. Check blower belt for condition, tension, and alignment.
10. Lubricate all bearings where applicable
11. Check blower for cleanliness
12. Check all safety controls
13. Inspect contactor points
14. Check and clean thermostat

15. Check lockout control
16. Inspect evaporator coil, cleaning as necessary
17. Inspect starting capacitor
18. Inspect running capacitor
19. Check for vibration and noise
20. Inspect relays and PCB
21. Check and record running and starting amperages
22. Check and record suction and discharge pressures
23. Checking of gas and oil.
24. Inspection of belts.
25. Inspection of electrical control circuit and connections.
26. Inspection of Ducts and related Items
27. Checking of Compressor, Condenser fan and Evaporator fan motor.

All spare parts listed below (but not limited to) and the labors associated with their replacement also included in the scope of works. All supplied spare parts and consumables must be genuine and under warrantee. Alternate / equivalent parts are not allowed. Any emergency situations to be addressed immediately and to be solved within 24 hours.

1. Low /High Pressure Switch,
2. PCB Circuit Board,
3. Time Delay Relay,
4. Blower Motor,
5. Blower Fan and assembly,
6. Metering Device,
7. Condenser Fan Blade,
8. Crankcase Heater,
9. Transformer,
10. Running Capacitor,
11. Condenser Motor,
12. Blower Belt,
13. Contactors for evap blower, condenser, compressors,
14. Blower Controls,
15. High Pressure Controls,
16. Non-digital Thermostat,
17. Fan Relay, Refrigerant, Starting Capacitor and other parts which are necessary for proper running
18. Compressors,
19. Any damaged internal and external cables and breakers,
20. Condenser coils,
21. Evaporator coils,
22. Expansion valves,
23. Filter Driers,
24. Aluminum filters
25. Drain line to the nearest drain point
26. Duct and unit structure repair, rectification and painting.

Apart from the above the following routine works to be carried out and reports to be submitted to school management

1. Inspection of AC temperature & thermostats by 6.30 am.
2. Emergency visits on request by the school, (25 visits) in case of any related emergency.
3. Submission of Report to the School about the Services carried out which should be certified by respective Section Heads confirming their satisfactory over your services and performance of HVAC units.
4. Assign company representatives and technician (1 technician and 1 helper) exclusively for the Contract and they should be stationed at school from 6.30 am to 4.30 pm.
5. During summer holidays, complete maintenance works to be carried out on all units and to be made them in excellent working condition at least 10 days before opening of school.
6. Regular maintenance service & Emergency visits are executed on all week days except Friday & official holidays.

2.0 LOCATION OF THE WORK& CURRENT STATUS

All the units are installed in IIS DAMMAM Boys and Girls Section and maintenance to be performed there only.
As per the below list of 58 equipments:

Location	Number	Model	Location	Number	Model
Boys-Grd	Unit-1	25 TR (DMS300COOA1A11)	KG-1st	Unit-29	25 TR (DMS300COOA1A11)
Boys-2nd	Unit-2	25 TR (DMS300COOA1A11)	KG-1st	Unit-30	15TR (DMS180)
Boys-1st	Unit-3	25 TR (DMS300COOA1A11)	KG-Grd	Unit-31	15TR (DMS180)
Boys-1st	Unit-4	25 TR (DMS300COOA1A11)	KG-Grd	Unit-32	25 TR (DMS300COOA1A11)
Boys-1st	Unit-5	25 TR (DMS300COOA1A11)	KG-1st	Unit-33	25 TR (DMS300COOA1A11)
Boys-2nd	Unit-6	25 TR (DMS300COOA1A11)	KG-Grd	Unit-34	25 TR (DMS300COOA1A11)
Boys-2nd	Unit-7	25 TR (DMS300COOA1A11)	KG-Grd	Unit-35	25 TR (DMS300COOA1A11)
Boys-2nd	Unit-8	25 TR (DMS300COOA1A11)	KG-Grd	Unit-36	25 TR (DMS300COOA1A11)
Boys-1st	Unit-9	25 TR (DMS300COOA1A11)	KG-1st	Unit-37	25 TR (DMS300COOA1A11)
Boys-1st	Unit-10	25 TR (DMS300COOA1A11)	KG-1st	Unit-38	25 TR (DMS300COOA1A11)
Boys-1st	Unit-11	25 TR (DMS300COOA1A11)	KG-Grd	Unit-39	25 TR (DMS300COOA1A11)
Boys-2nd	Unit-12	25 TR (DMS300COOA1A11)	KG-1st	Unit-40	15TR (DMS180) - 5x2.5TR
Boys-Grd	Unit-13	25 TR (DMS300COOA1A11)	KG-1st	Unit-41	25 TR (DMS300COOA1A11)
Boys-Grd	Unit-14	25 TR (DMS300COOA1A11)	KG-Grd	Unit-42	15TR (DMS180)
Boys-2nd	Unit-15	25 TR (DMS300COOA1A11)	KG-Grd	Unit-43	25 TR (DMS300COOA1A11)
Boys-2nd	Unit-16	25 TR (DMS300COOA1A11)	KG-1st	Unit-44	25 TR (DMS300COOA1A11)
Boys-Grd	Unit-17	25 TR (DMS300COOA1A11)	KG-1st	Unit-45	25 TR (DMS300COOA1A11)
MP-Hall	Unit-18	15TR (DMS180)	KG-Grd	Unit-46	25 TR (DMS300COOA1A11)
MP-Hall	Unit-19	25 TR (DMS300COOA1A11)	Boys-Grd	Unit-47	15TR (DMS180)
MP-Hall	Unit-20	25 TR (DMS300COOA1A11)	Boys-Grd	Unit-48	15TR (DMS180)
MP-Hall	Unit-21	25 TR (DMS300COOA1A11)	Boys-Grd	Unit-49	25 TR (DMS300COOA1A11)
KG-1st	Unit-22	25 TR (DMS300COOA1A11)	Boys-Grd	Unit-50	25 TR (DMS300COOA1A11)
KG-1st	Unit-23-A	25 TR (DMS300COOA1A11)	Boys-1st	Unit-51	Carrier 7.5
KG-1st	Unit-23-B	25 TR (DMS300COOA1A11)	Boys-1st	Unit-52	Carrier 7.5
P/C/IT/Ac	Unit-24	25 TR (DMS300COOA1A11)	Girls MPH	G1	Trane 25 TR
P/C/IT/Ac	Unit-25	25 TR (DMS300COOA1A11)	Girls MPH	G2	Trane 25 TR
KG-1st	Unit-26	25 TR (DMS300COOA1A11)	Girls MPH	G3	Trane 25 TR
P/C/IT/Ac	Unit-27	25 TR (DMS300COOA1A11)	Girls MPH	G4	Trane 25 TR
P/C/IT/Ac	Unit-28	25 TR (DMS300COOA1A11)	Girls MPH	G5	Trane 25 TR
			Girls MPH	G6	Trane 25 TR

The CONTRACTOR must maintain those units during the service contract period.

Further, upon completion of service contract, all the units should be handed over to IIS DAMMAM in full working condition.

All works shall be carried out as per general standards and specifications applicable to HVAC and spare parts / consumable replacement shall be always notified to school with proper Gate Pass for in and out material.

3.0 CONTRACT PRICE

A total all-inclusive lump sum price of _____ for the HVAC Services (including Manpower, Spare Parts, Tools and Accessories, Equipment etc., but not limited to) will be paid to the CONTRACTOR during the Contract Period. The number of ACs may increase to a maximum of 10% of existing quantity and the quoted price should remain same without any change.

The unit price must be exclusive of VAT and the CONTRACTOR is allowed to charge VAT as per the law of the land.

Scope of work	Labor & spares	Total SAR
Annual Maintenance Service Contract for 58 (Fifty Eight Only) HVAC Units at International Indian School, Dammam including supply of required spare parts like compressor, motor fan, belt, gas etc (All inclusive) to maintain the normal temperature of 20-24 degree C.	Lump sum	_____ Per year

The price indicated above includes but is not limited to spare parts, consumables, fuel, manpower, maintenance & support staff, all legal expenses, Government Levy, GOSI, Saudization, compensation for all applicable taxes, insurance, 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 CONTRACTOR. The price includes any other types of compensation envisaged.

The payment would be processed on a monthly basis.

4.0 PRICE ESCALATION, VARIANCE

The Lumpsum price is firm till completion of maintenance service contract. Price includes all applicable benefits for the personnel deployed for the work. CONTRACTOR shall be responsible to abide by any local / visa regulations / payments to the personnel etc as per KSA laws.

The quoted prices are deemed to include all mobilization and demobilization of plant & equipment, machineries, food, accommodation and transport facilities of its site personnel, and all other terms necessary to complete the entire works properly.

The Lump sum price indicated above is not subject to escalation whatsoever and shall remain the same during the period of the HVAC Service Contract, if and when it becomes operational.

5.0 INVOICE & PAYMENTS

CONTRACTOR shall submit Monthly Invoice with all the supporting documents and duly verified and certified by Admin Officer/Principal. Payment will be made as follows:

- 5.1 The approved Invoice amount shall be made after 30 days from the date of submission of invoice by cheque in favour of the CONTRACTOR. In order to pay VAT, invoice must be issued as per VAT law. IIS DAMMAM VAT certificate is attached for reference.

- 5.2 Final invoice shall be released against “No due no claim certificate from the contractor, Zakat Certificate, successful handover /take over certificate signed by school once physically checks” after 60 days from the date of submission of mentioned documents.

6.0 CONTRACT PERIOD

Contract period is 1 year (One Year).

7.0 PERFORMANCE BANK GUARANTEE

Unconditional Performance Bank Guarantee check (Cash not acceptable) from a reputed bank in Kingdom of Saudi Arabia equal to 10% of the contract value valid for 15 months in favor of IIS DAMMAM to be submitted to the School at the time of signing Service Contract by the CONTRACTOR.

8.0 GENERAL TERMS AND CONDITIONS

- 8.1 The Contract is subject to all the bidding terms & conditions.
- 8.2 The CONTRACTOR will provide sufficient skilled staff & material in order to provide an uninterrupted service.
- 8.3 Facilities provided by School – Uninterrupted Access to the School Premises, Space for keeping their Tools & Accessories.
- 8.4 The CONTRACTOR 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, if the break down is more than 2 days, contractor to arrange alternative solution until such breakdown is rectified.
- 8.5 All supplied spare parts and consumables must be genuine produced by the manufacturer of the units. No alternate / equivalent parts are allowed.
- 8.6 During the Service Contract, if the CONTRACTOR found that existing spare parts or consumables which are fitted on the units are not genuine and need to be replaced, the CONTRACTOR should replace with genuine parts only.
- 8.7 All materials covered by the service contract will be subject to IIS DAMMAM approval and inspection & inventory prior to use it.
- 8.8 Any maintenance activities / works will be subject to IIS DAMMAM inspection and approval. All rejected works shall be re-done and will be re-inspected to the satisfaction of IIS DAMMAM.
- 8.9 CONTRACTOR shall submit all warranty and specification documents to IIS DAMMAM for the supplied material.
- 8.10 CONTRACTOR shall promptly notify IIS DAMMAM of any anticipated or actual slippage in performance of WORK as compared to the work schedule due to reason beyond their control.
- 8.11 The CONTRACTOR shall perform the WORK in a first class and workmanlike manner and that it shall strictly confirm to the requirements of the Contract and WORK shall be free of defects in workmanship.
- 8.12 The CONTRACTOR shall promptly undertake to repair/replace defective items or the whole Unit upon due notification from IIS DAMMAM. Should the CONTRACTOR not act promptly the IIS DAMMAM reserves the right to perform or have performed the required actions and offset the said amount against monies owed to the CONTRACTOR, without prejudice to all rights and remedies provided to IIS DAMMAM under the Contract including termination of Contract/signing with other service provider for Cause as described.
- 8.13 In case of any update in company commercial registration like change of owner or change of company name & change of business, IIS DAMMAM has the right to terminate or continue the contract without giving any notice.

9.0 ACCEPTANCE, COMMENCEMENT AND COMPLETION

- 9.1 CONTRACTOR shall commence the WORK promptly upon the commencement date set forth and shall prosecute the execution till completion thereof with due diligence and dispatch in such a way as to fulfill all requirements set forth in the Contract. Should CONTRACTOR fail to prosecute the WORK, such failure shall constitute a substantial breach of the Contract.
- 9.2 Final Completion shall be achieved when CONTRACTOR has completed all his obligation till the date set forth and the "Final Receipt and Release Agreement" has been signed by CONTRACTOR and IIS DAMMAM.
- 9.3 NOT less than thirty (30) calendar days prior to the Completion date IIS DAMMAM shall notify the CONTRACTOR of the expiry of the Contract so that it may make all orderly arrangements for the completion in a timely manner. This will include, but is not limited to, a financial and operational review of the Contract Performance.

10.0 DELAY PENALTY

Delay in carrying out any maintenance work or no show-up will be penalized by one percent (1%) of the Lump sum price after three written occurrences in addition to any expenses incurred to school for rectifying repair and maintenance works. Further, the School may take serious action in case of repetition in performing the assigned works including termination of the contract and / or liquidating the Performance Guarantee.

11.0 INSURANCE

11.1 Transportation and Works at IIS DAMMAM:

The CONTRACTOR shall undertake to insure their own equipment and tools as the case may be against loss, damage or destruction by whatever cause for the full replacement value.

11.2 Personnel:

The CONTRACTOR shall take all necessary insurance in accordance with the requirements of law prevailing in Saudi Arabia to cover their personnel working on project site.

14.3 Liability:

The CONTRACTOR will indemnify IIS DAMMAM against all actions, suits, claims, demand, cost, charge or expenses whatsoever arising in connection with death or injury suffered by persons employed by him or any of his suppliers / Sub-Contractors.

12.0 LABOUR LAWS

CONTRACTOR specifically acknowledges its responsibility to its personnel pursuant to the Labour Law of Saudi Arabia and attests that Contractor shall abide by the instructions and official laws in the Kingdom of Saudi Arabia related to employment of manpower.

The CONTRACTOR will be liable to pay wages & other entitlements to their personnel as per the rules & regulations of Saudi Labour Law. Contractor has to submit the proof of payment transfer to their personnel on monthly basis to IIS DAMMAM for their record.

In case of IIS DAMMAM becomes liable to pay any wages or dues to personnel or any Government Agency under any of the provisions of the Minimum Wages Act of Saudi Arabia, or any other law due to act of omission

of the CONTRACTOR, then such payment will be made by IIS DAMMAM and the same shall be recovered from the CONTRACTOR or deducted from any payment due to the Contractor under the Contract.

13.0 STAFF AND LABOUR

The CONTRACTOR shall submit to the IIS DAMMAM the list of all technical personnel with the qualification and experience whom he proposes to deploy on this Job for the approval of the IIS DAMMAM.

If IIS DAMMAM found necessary and instructed to change /withdraw any or all of these personnel, the CONTRACTOR shall do so and replace them immediately with personnel having the required qualification and experience and seek IIS DAMMAM's approval.

14.0 SAFETY RULES AND REGULATIONS

The CONTRACTOR shall hold responsibility for the safety of their workforce including staff. All safety appliances required viz. Iqama, uniform, ID Cards, helmet, safety belts, safety shoes, gloves, safety glass, cover all etc. shall be arranged by the CONTRACTOR.

CONTRACTOR shall provide and maintain adequate first aid facilities at Site.

15.0 SECURITY AT IIS DAMMAM

The CONTRACTOR shall be responsible for providing adequate protection and care, for all the materials, Plant and Machinery and Tools and Tackles issued to him, as well as brought by him.

16.0 DAMAGE TO EXISTING SERVICES

The CONTRACTOR shall take all precautions to avoid damage to land, property, concealed lines, electric lines and the like. The CONTRACTOR will be responsible for the costs and consequences of any such damages/disturbances to existing services. Where the damage may have to be caused, which in the opinion of CONTRACTOR is unavoidable, proper notification at least two days in advance must be provided to IIS DAMMAM and proper permission to be obtained.

17.0 ADHERENCE TO LAWS, RULES AND REGULATIONS

The CONTRACTOR shall comply with the laws, regulations, provisions and instructions pertaining to the Police, Labour, water, electricity, health, Ministry of Education, municipality, antiquities, roads and other promulgations issued by government authorities. The CONTRACTOR shall be solely responsible for the charges and /or fines incurred, if any, in this regard.

18.0 DEFECTS LIABILITY

Any defects pointed out pertaining to each activity during the period shall be rectified by CONTRACTOR without any cost implication to IIS DAMMAM.

At the end/termination of the CONTRACT all the units must be handed over in good working condition.

19.0 TAXES AND DUTIES

The lump sum price agreed must be inclusive of all taxes, levies, royalties and other local taxes. Taxes payable to authorities shall be entirely borne by the CONTRACTOR. IIS DAMMAM shall be indemnified in respect of

all costs and consequences as would arise either during the period of the Service Contract or thereafter and pertaining to or resulting from the CONTRACTOR's scope of works.

15% VAT will be paid additionally to the CONTRACTOR upon submission of VAT invoice. The CONTRACTOR needs to submit VAT registration certificate to IIS DAMMAM on signing this Service Contract Agreement.

20.0 SUBCONTRACTS AND ASSIGNMENTS

CONTRACTOR shall not subcontract, assign, delegate, or transfer any of its duties, rights, or interests under the Contract without the prior written consent of IIS DAMMAM. IIS DAMMAM may withhold such consent for any or no reason. If IIS DAMMAM consents to an assignment or subcontract, then in addition to any other provisions of the Contract, the CONTRACTOR shall require any sub-contractor to be bound by all the terms and conditions of the Contract that would otherwise bind CONTRACTOR. The Parties agree that any such subcontracts shall be construed as matters solely between the CONTRACTOR and its sub-contractor and shall have no binding effect on IIS DAMMAM.

21.0 LICENSES AND AUTHORITY TO DO BUSINESS

CONTRACTOR warrants that it is a duly authorized entity fully empowered and legally entitled to enter into the Contract and to agree to undertake and to perform the Services. CONTRACTOR undertakes and agrees to maintain, during the course of the Contract, all necessary government and professional licenses, certifications and incidents of authority requisite to the legal performance of the contracted-for services. This includes but is not limited to, that CONTRACTOR shall ensure that all persons or entities hired or retained by CONTRACTOR shall hold and maintain current licenses and certifications required by law and standards and care. IIS DAMMAM maintains the right to request and immediately receive evidence of proper licensure and certificates at any time, upon request.

22.0 SUCCESSORS IN INTEREST

The Contract shall bind and insure to the benefit of the Parties, their successors, and approved assigns, if any.

23.0 NO THIRD PARTY BENEFICIARIES

IIS DAMMAM and CONTRACTOR shall be the only parties to the Contract and the only parties entitled to enforce its terms. Nothing in the Contract provides any benefit or right, directly or indirectly, to third parties unless they are individually identified by name in the Contract and expressly described as intended beneficiaries of the Contract.

24.0 NON PERFORMANCE AND OTHER CONTRACTORS

As used in the Contract, "failure to perform" means failure, for whatever reason, to perform the Services as specified and scheduled in the Contract. If CONTRACTOR fails to perform under the Contract, then IIS DAMMAM, after giving seven days' written notice and opportunity to cure to CONTRACTOR, has the right to complete the task itself, to obtain the contracted goods and/or services from other contractors, or a combination thereof, as necessary to complete the task. Both Parties agree that CONTRACTOR shall bear any reasonable cost difference, as measured against any unpaid balance due to CONTRACTOR, for these substitute goods or services.

Further, IIS DAMMAM reserves the right to enter into other agreements for work additional or related to the subject matter of the Contract, and CONTRACTOR agrees to cooperate fully with these other contractors and

with IIS DAMMAM. When requested by IIS DAMMAM, CONTRACTOR shall coordinate its performance under the Contract with such additional or related work. CONTRACTOR shall not interfere with the work performance of any other contractor or IIS DAMMAM employees.

25.0 TERMINATION OF SERVICE CONTRACT

The Contract may be terminated as follows unless otherwise specified herein:

Mutually—IIS DAMMAM and CONTRACTOR may terminate the Contract at any time by a mutual written agreement adhering to 30 days time frame with proper hand over the units in running conditions.

IIS DAMMAM's Sole Discretion – IIS DAMMAM in its sole discretion may terminate the Contract for any reason on 30 days written notice to the CONTRACTOR.

Breach - Either Party may terminate the Contract in the event of a breach by the other Party. Such termination to be effective, the Party seeking termination must give to the other Party a written notice of the breach and its intent of termination in case such breach is not duly remedied. If the breaching Party does not entirely cure the breach within 30 days of the date of the notice, then the non-breaching Party may terminate the Contract at any time thereafter by giving written notice of termination.

CONTRACTOR Licensing, etc— IIS DAMMAM may terminate the Contract immediately by written notice to CONTRACTOR upon denial, poor workmanship, suspension, revocation, or non-renewal of any license, permit, or certificate that CONTRACTOR must hold to provide services under the Contract.

26.0 REMEDIES

In case of CONTRACTOR breach the contract, IIS DAMMAM shall be entitled to any other available legal and equitable remedies. In case of IIS DAMMAM breach, the CONTRACTOR's remedy shall be limited to termination of the Contract and receipt of Contract payments to which CONTRACTOR is entitled

27.0 ACCESS TO RECORDS, CONTRACTOR'S FINANCIAL RECORDS

CONTRACTOR agrees that IIS DAMMAM and its authorized representatives are entitled to review all CONTRACTOR books, documents, papers, plans, and records, electronic or otherwise ("Records"), directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transcripts. CONTRACTOR shall maintain all Records, fiscal and otherwise, directly relating to the Contract in accordance with generally accepted accounting principles so as to document clearly CONTRACTOR's performance. Following final payment and termination/expiration of the Contract, CONTRACTOR shall retain and keep accessible all Records for a minimum of three years, or such longer period as may be required by law, or until the conclusion of any audit, controversy, or litigation arising out of or related to the Contract, whichever date is later.

28.0 IIS DAMMAM REQUIREMENTS

CONTRACTOR shall comply with the following:

Identification - When performing work, the CONTRACTOR, any sub-contractors, and their employees, agents and representatives shall be in appropriate work attire (or uniform, if applicable) at all times. If CONTRACTOR does not have a specific uniform, then CONTRACTOR shall provide identification tags and/or any other mechanism the IIS DAMMAM, in its sole discretion, determines is required to easily identify CONTRACTOR's, its sub-contractors, and their employees, agents, and representatives.

No Smoking, No Drugs and No Weapons - All IIS DAMMAM properties are tobacco-free zones; CONTRACTOR, any sub-contractors, and their employees, agents, and representatives are prohibited from using any tobacco product on IIS DAMMAM property. All IIS DAMMAM properties are drug-free zones.

Except as provided by statute and IIS DAMMAM policy, all IIS DAMMAM properties are weapons-free zones. CONTRACTOR, any sub-contractors, and their employees, agents, and representatives are prohibited from possessing on their persons or in their vehicles, any weapons while being on IIS DAMMAM property.

At IIS DAMMAM's request, CONTRACTOR shall immediately remove any CONTRACTOR or sub-contractors employee, agent or representative from any IIS DAMMAM property in cases where the IIS DAMMAM, in its sole discretion, has determined that removal of that employee, agent, or representative is in the IIS DAMMAM's best interests.

29.0 INDEMNIFICATION

CONTRACTOR shall immediately defend, indemnify, and hold harmless ("Indemnification") the IIS DAMMAM, officials, directors, officers, employees, volunteers, and agents from and against all liabilities, losses, expenses, claims, actions, or judgments (including attorney fees) recovered or made against IIS DAMMAM for any damage, injury, or death to persons or damage to property caused by the negligence or intentional acts or omissions of CONTRACTOR, sub-contractors (of all tiers), and their officers, employees, agents, or arising from or in any way related to CONTRACTOR or any sub-contractors performance and provision of Services under the Contract, including, but not limited to, the use of a vehicle and the custody and supervision of any person being transported under the Contract. CONTRACTOR's defense and Indemnification obligations extend to conditions created by the Contract or based upon a violation of any statute, ordinance, or regulation. CONTRACTOR's Indemnification is in addition to any common law or statutory liability and indemnification rights available to IIS DAMMAM. CONTRACTOR's Indemnification of IIS DAMMAM shall not apply to damage, injury, or death caused by the sole negligence or willful misconduct of IIS DAMMAM, its officers, directors, employees, volunteers, or agents. IIS DAMMAM will promptly notify CONTRACTOR in writing of any such claim or demand to indemnify and shall cooperate with CONTRACTOR in a reasonable manner to defend such claim. CONTRACTOR's duty to defend shall accrue immediately upon tender, whether or not responsibility has been determined.

30.0 SET OFF

IIS DAMMAM may deduct from amounts that are payable to the CONTRACTOR under the Contract between them.

31.0 WAIVER, SEVERABILITY

Waiver of any default or breach under the Contract by IIS DAMMAM does not constitute a waiver of any subsequent default or a modification of any other provisions of the Contract. If any term or provision of the Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held invalid.

32.0 CONFLICT OF INTEREST

CONTRACTOR shall immediately disclose to IIS DAMMAM any outside activities or interests of CONTRACTOR, any sub-contractors, and their officers, employees, agents, and representatives which conflict or may conflict with the interests of the IIS DAMMAM.

Prompt disclosure is required if the activity or interest is related, directly or indirectly, to (1) any activity that CONTRACTOR or any sub-contractors may be involved with on behalf of the IIS DAMMAM, or (2) any activity

that CONTRACTOR or any sub-contractors may be involved with on behalf of any other firm or agency. For the term of the Contract, no member, officer, or employee of IIS DAMMAM, during the term of his or her service with IIS DAMMAM, shall have any direct interest in the Contract, or obtain any present or anticipated material benefit arising therefrom.

33.0 CONFIDENTIALITY

CONTRACTOR understands and agrees that all Confidential Information shall be preserved and protected as privileged and confidential, that Confidential Information shall be held strictly in accordance with the IIS DAMMAM's policies and procedures, that Confidential Information shall be preserved and held in compliance with all applicable Saudi Government laws, rules, or regulations, and that Confidential Information shall not be disclosed or shared with any third party without the express written authorization of the IIS DAMMAM.

34.0 AMENDMENT, RENEWAL

Any amendments, consents to or waivers of the terms of the Contract must be in writing and signed by both Parties. The Parties may renew the Contract by their signed, written instrument.

35.0 COUNTERPARTS

The Parties shall execute the Contract in counterparts, each of which constitutes an original and all of which comprise one and the same Contract.

36.0 DISPUTE RESOLUTION

Negotiation - Any claim that CONTRACTOR may have regarding the performance of the Contract, including, but not limited to, claims for additional compensation, shall be submitted to IIS DAMMAM within 30 days of its occurrence. IIS DAMMAM and CONTRACTOR shall attempt to informally negotiate a resolution of such claim prior to the initiation of litigation.

Dispute Settlement - Any dispute arising from or related to the Contract, where the parties hereto fail settling it friendly, such a dispute(s) shall be referred to the court of the competent jurisdiction in Dammam.

Services Pending Outcome - CONTRACTOR agrees to proceed with all Services pursuant to the Contract pending the outcome of any claim or dispute. In accordance with the terms of the Contract, IIS DAMMAM agrees to pay for services ordered by it and properly rendered by the CONTRACTOR pursuant to the Contract pending the outcome of any claim, dispute, mediation, or arbitration.

The Contract shall be construed, enforced and administered in all respects according to the Saudi Arabian Laws without regard to conflict of law provisions. Venue for any legal or equitable action between the Parties which relates to the Contract shall be in Dammam, Kingdom of Saudi Arabia.

Attorney's Fees and Costs - In the event of any breach, failure to perform or dispute arising directly or indirectly out of the Contract, including the performance of the terms and conditions herein, the prevailing party shall be entitled to recover all reasonable legal fees, costs, experts' fees or other expenses incurred

Equitable or Interim Relief - Notwithstanding anything in the Contract to the contrary, IIS DAMMAM shall not be precluded from seeking equitable relief or interim provisional relief from a court of competent jurisdiction, including a temporary restraining order, preliminary injunction, or other interim equitable relief concerning a dispute either prior to or during arbitration.

37.0 FORCE MAJEURE

- 37.1 The term "Force Majeure" as used in the Contract shall mean any act, event, cause or occurrence rendering a party unable to perform its obligations which is not within the reasonable control of such party or its sub-contractors.
- 37.2 If either party is rendered unable, wholly or in part, by force majeure to perform its obligations under the Contract, it is agreed that performance of such obligations, by such party, so far as they are affected by force majeure, shall be excused from the inception of any such inability until it is corrected but for no longer period. The party claiming an inability to perform shall immediately after the occurrence of the force majeure event, notify the other party orally of the nature, date of inception and expected duration of the force majeure and the extent to which it will prevent the party giving notice from performing its obligations under the Contract. The party claiming inability to perform shall promptly correct such inability to the extent it may be corrected through the exercise of reasonable diligence.
- 37.3 Should the WORK be delayed for more than forty-five (45) consecutive days as a result of force majeure, IIS DAMMAM shall either suspend the WORK affected or terminate the Contract, or a portion of the WORK affected. Neither party shall be liable to the other for cost incurred by the other as a result of any delay or failure to perform arising out of force majeure.
- 37.4 Neither CONTRACTOR shall have obligation to IIS DAMMAM nor shall IIS DAMMAM have any obligation to CONTRACTOR with respect to any damage to or loss of property caused by the perils of war (declared or undeclared), insurrection, riot, revolution, nuclear reaction or other like perils including natural calamities like earthquake or flood.

38.0 ENTIRE AGREEMENT

When signed by both Parties, the Contract (and any attached Exhibits) is their final and entire agreement. As their final and entire expression, the Contract supersedes all prior and contemporaneous oral or written communications between the Parties, their agents, and representatives. There are no representations, promises, terms, conditions, or obligations other than those contained herein.

39.0 NOTICES

All notices or demands of any kind required or desired to be given by IIS DAMMAM or CONTRACTOR must be in writing and shall be deemed delivered upon depositing the notice or demand in the mail, certified or registered, postage prepaid, addressed to the respective Party at the addresses mentioned in the Contract.

40.0 PUBLICITY RELEASES

CONTRACTOR shall not publish or release and shall ensure that sub-contractors do not publish or release, any publicity or public relations materials of any kind concerning or relating to the Contract, without IIS DAMMAM'S prior written approval.

41.0 TAX CERTIFICATES

- 41.1 CONTRACTOR hereby agrees to present to IIS DAMMAM, promptly after the commencement of the Contract and at the beginning of each Hijrah year or applicable fiscal period thereafter, the appropriate temporary or final Certificate from the Saudi Arabian Government Department of Zakat and Income Tax confirms that all applicable Zakat and CONTRACTOR's Income Tax obligations have been paid by CONTRACTOR throughout the previous year or period. Notwithstanding anything contained elsewhere in the Contract to the contrary, CONTRACTOR agrees that any amount due under the Contract shall be payable only after such certificates have been received by IIS DAMMAM. Pending delivery to IIS DAMMAM of such certificates, however, CONTRACTOR shall continue to perform diligently and to fulfill all obligations under the Contract.

- 41.2 IIS DAMMAM shall also withhold Retention Payment of ten percent (10%) of CONTRACTOR's payment until CONTRACTOR has presented to IIS DAMMAM handover documents, health report of the unit, final certificates from the Directorate of Zakat and Income Tax that confirm that all applicable Zakat and CONTRACTOR's Income Tax obligations have been paid by CONTRACTOR through the previous year or period.

3. 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 –Access to the School Premises.
- 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.

4. 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 **Thursday, 05th November 2026** during the school working hours between **8.30 am to 1.00 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)