

INTERNATIONAL INDIAN SCHOOL - JEDDAH

(AFFILIATED TO CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI-INDIA)

MEMBER, COUNCIL OF C.B.S.E. SCHOOL IN GULF

MINISTRY OF EDUCATION - K.S.A. - LICENCE NO. 045 / J

P.O. Box 14861 JEDDAH 21434, SAUDI ARABIA

Boys' Section Tel. 6751536 / 6711934 / 6712097 - Fax. 6751539

Girls' Section Tel. 6721607 / 6718345 - Fax. 6710487

Girls' Section I-II Tel. 6737752 - KG Tel. 6747737



المدرسة الهندية العالمية - جدة

المملكة العربية السعودية

وزارة التربية والتعليم - ترخيص رقم ج / ٤٥

ص.ب: ١٤٨٦١ جدة ٢١٤٣٤

ت: قسم البنين ٦٧٥١٥٣٦ / ٦٧١١٩٣٤ / ٦٧١٢٠٩٧ - فاكس: ٦٧٥١٥٣٩

ت: قسم البنات ٦٧٢١٦٠٧ / ٦٧١٨٣٤٥ - فاكس: ٦١٧٠٤٨٧

ت: قسم البنات فصل ١ و ٢: ٦٧٣٧٧٥٢ - روضة وتمهيدي: ٦٧٤٧٧٣٧

16/08/2020

Request for Quotation

REF NO. IISJED/ESTATE / 16082020

International Indian School Jeddah invites quotation for the annual contract for providing manpower through service contract for a period of 01 (One) Year from the day contract comes into effect for Boys and Girls Sections

Bidder shall have to submit quotation by stating rate per person in format enclosed Annexure-A along with documents or proof as specified at Sl. No 20 (A) under heading evaluation of bid otherwise bid shall be treated as rejected or unresponsive.

The above service will be entirely on contract basis as per SCHOOL norms. The firms are requested to quote rate after survey of the campus, school building, classrooms, toilets etc.

Terms and conditions of the Bid plus Contract (Boys and Girls)

1. The janitors are required for

- (i). Cleaning of class rooms, labs, offices toilets, corridors, and playgrounds.
 - (ii). Dusting of windows, grills, lightings, furniture and fixtures.
 - (iii). Vacuuming of carpets, Scrubbing of floors.
 - (iv). Shifting of Furniture.
 - (v). Arrangement for functions.
 - (vi). The above works are only suggestive and staff has to perform other duties as assigned by the school
2. They have to report to work at the school within the stipulated hours daily failing which their remuneration will be deducted from the profit of the agency.
 3. The representative of the agency will have to inspect the work of the persons employed at least once in every week and act according to the reports provided by the maintenance & up-keep administrative officer for ensuring better services.



4. The principal IISJ will be authorized for deducting SAR.1000/- (SAR one thousand only) per month as penalty (from the profit of the agency) for non-inspecting / non-reporting of representative for the least once in a week or not completing the work assigned during a particular week.
5. The school will maintain the Attendance Register for the staff employed by the firm. In case of absence of staff or late coming, Principal, IISJ will be authorized for proportionate deduction of remuneration from the bill of the agency.
6. The agency has to provide one Job register to each Staff employed by it for working in the SCHOOL. The janitors will have to maintain the work register, so that, they can be signed by the various department in -charges to ensure that work has been done by them regularly, failing which Principal , IISJ will be authorized to deduct SAR.100/- per day per head (from the profit of the firm)
7. The nationality of the Janitors should be Indian, Bangladeshi or Nepali.
8. The duty hours of the Janitors will 8 and half hours for 6 days a week for Boys school and after 6:00 PM for Girls school. The staff on duty must keep the school premises clean and tidy throughout the duration of their duty.
9. In case of any accident during the working hours leading to injuries or loss of life, the contractor shall be responsible for settling all the claims and indemnity. The school will not take any responsibility for any claim arising out of such accident.
10. The service of Janitors will not be required for 30 days during the annual vacation.
11. Payment to the Contracting Agency will be released within 15 days from the date of the receipt of the invoices.
12. The contracting Agency shall comply with all statutory obligations.
13. Employee to be provided by the Contracting Agency shall be accepted only after scrutiny by IISJ. The replacement of an employee on the account of absence / unsuitability for IISJ shall be made within 24 hours.
14. The person provided to IISJ should not have absconding tendency and should be found at hand when work is required.
15. Agreement of agency can be cancelled by the Principal, if work of the contracting agency is not found satisfactory.
16. In case of any loss, theft/Sabotage caused by attributable to the personnel deployed by the agency, the IISJ reserves the right to claim and recover damages from the contracting agency.
17. Payment will be released only after the concerned section in charge certifies that the work done by the agency is satisfactory besides the compliance of other provision laid down in the bidding documents.
18. The agency has to provide neat and clean uniform to his employees employed at this school. If Janitor on duty is found not in proper uniform/turn out, the Principal, IISJ will be authorized to deduct his / her remuneration for that day from the profit of the agency.



19. Performance security: On acceptance of the contract, the contractor shall deposit Performance Security to the SCHOOL, which will be equivalent to 5% of the total yearly emolument. {i.e.,(monthly bill x 12)x5%} within 15 days from the date of award of the contract.

20. Evaluation of Bid:-

- A. The indenter will evaluate and compare the bids determined to be substantially responsive i.e, which are properly signed and conform to the term and conditions in the following manner.
- Brief profile of the company and evidence to establish that the bidder has successfully executed contract of similar nature and magnitude in the last 3 years.
 - List of clients during last 3 years along with cost of assignment.
 - Attested copy of proof of GOSI registration.
 - Attested copy of proof of VAT registration.

Note: Proof/documents of the above must be enclosed with the bid otherwise the bid shall be treated as rejected or unresponsive.

B. Indenting Office will award the contract to the lowest evaluated responsive bidder.

21. Award of Contract

- The indenter will award the contract to the bidder whose Bid has been determined to substantially responsive and who has offered the lowest price as per evaluation of bid.
- The indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in the Terms & Condition at clause 2 above.
- The indenter, prior to the expiry of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- Notwithstanding the above, the indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

22. The staff provided to the school on contract basis must be under the sponsorship of the contractor. The iqama copy of the deployed staff and details of all employees should be provided to the school.

23. Bid documents include all terms and conditions mentioned on page from 1 to 5 besides other term & condition to be incorporated in agreement of contract in this regard.

24. Each page is to be signed and stamped by the bidder.

- Quotation may be sent through email: tenders@iisjed.org.
- The last date of receipt of quotation through email is 31st August, 2020.
- The hard copy of quotation will not be accepted.

Administrative officer

[Handwritten signature]
17/8/2020

Principal & HOI

[Handwritten signature]



All the above term & conditions are accepted by me/us

Name of the Firm: _____

Station: _____

Date: _____

Signature of the Tenderer

with seal of the firm

Telephone No. _____

Address _____

Witness - I Name - _____

Address - _____

Occupation - _____

Witness - II Name - _____

Address - _____

Occupation - _____

ANNEXURE- A

PROFORMA FOR QUOTING RATE

FOR OUTSOURCING THE SERVICES OF JANITORS& SUPERVISOR

HEAD	JANITOR	SUPERVISOR
Remuneration to staff	SR	SR
Service charge(Including profit &Administrative expenses)	SR	SR
Total per month	SR	SR

Name of the Firm: _____

Station:

Date:

Signature of the Tenderer

with seal of the firm

Telephone No. _____

Address _____
