

**Date: June 10,2019**

INVITATION OF QUOTATION FOR PROVIDING SERVICES OF JANITORIAL STAFF TO INTERNATIONAL INDIAN SCHOOL, JEDDAH

Sealed quotation from reputed and registered service provider/ firms are invited for providing manpower through service contract for a period of 01 (One) year from the day contract comes into effect.

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 21 (A) under heading evaluation of bid otherwise bid shall be treated as rejected or unresponsive.

The above services will be entirely on contract basis as per SCHOOL norms. The firms are requested to quote rate after survey of the campus, school building, class rooms, toilets, etc. **The last date for receipt of quotation by post/in person is 24/7/2019 up to 4:00 pm.**

Terms and Conditions of the Bid plus Contract.

1. The janitors are required for :

- (i) Cleaning of classrooms, labs, offices toilets, corridors, and playground
- (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 the staff has to perform other duties as assigned by the School

2. Manpower required:

S.No	Type of Manpower	Qualificatio n/Experien ce	No of person required	Remarks
1	Janitors	Middle passed	32	26 Male Janitors, 6 Female Janitors
2.	Supervisor	XII Passed	1	

3. 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.

4. 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 I/Administrative Officer for ensuring better services.
5. The Principal, IISJ will be authorized for deducting SAR. 1,000/- (SAR one thousand only) per month as penalty (from the profit of the agency) for non-inspecting / non- reporting of representative for at least once in a week or not completing the work assigned during a particular week.
6. 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.
7. 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).
8. The Nationality of the Janitors should be Indian, Bangladeshi or Nepali.
9. The duty hours of the Janitors will be 8 and half hours for 6 days a week. The staff on duty must keep the school premises clean and tidy throughout the duration of their duty.
10. 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 accidents.
11. The services of Janitors will not be required for 30 days during the annual vacation.
12. Payment to the Contracting Agency will be released within 15 days from the date of the receipt of the invoice.
13. The Contracting Agency shall comply with all statutory obligations.
14. 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.
15. The persons provided to IISJ should not have absconding tendency and should be found at hand when work is required.
16. Agreement of agency can be cancelled by the Principal, if work of the contracting agency is not found satisfactory.
17. In case of any loss, theft/sabotage caused by/attribution to the personnel deployed by the agency, the

IISJ reserves the right to claim and recover damages from the Contracting Agency.

18. 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.
19. 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
20. **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 X12) X 5%} within 15 days from the date of award of the contract.

21. 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 terms and conditions in the following manner.
 - (i) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
 - (ii) List of clients during last 3 years along with cost of assignment.
 - (iii) Attested copy of proof of GOSI registration.
 - (iv) 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.

22. Award of Contract

- (i) 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.
 - (ii) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in the Term & Condition at clause 2 above.
 - (iii) 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.
 - (iv) 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.
23. 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.

24. Bid documents includes all term and condition mentioned on pages from 1 to 5 besides other term & condition to be incorporated in agreement of contract in this regard.

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

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 _____
