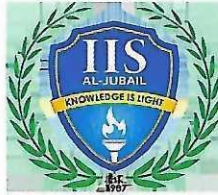


IISJ/CONT/002/2023-2024

INTERNATIONAL INDIAN SCHOOL, AL JUBAIL



CALL FOR QUOTATIONS

CLEANING STAFF SERVICE CONTRACT

Bid Published Date: 04th December 2023, Monday

Bid Closing Date: 16th December 2023, Saturday, before 02:30 pm



Gentlemen,

We invite quotations for hiring of **37 (30 male + 7 female) janitors** to work as cleaning staff in our school for an initial **period of 01 (ONE) year** which may be extended for another period of **1(ONE) year** depending upon the performance of your staff on the following terms and conditions. Please quote your best and lowest competitive price.

General terms and conditions:

1. Daily working hours will be 10 hours and six days a week.
2. All the janitors have working hours from **6 AM to 5 PM.**
3. The shortlisted company will provide uniform, Iqama, work permit, air ticket, medical, Food, accommodation, transportation, etc.
4. The shortlisted company will be fully responsible for all legal matters / disputes, if any, arising out of the contract or outside to its staff.
5. Indian / Bangladeshi / Nepali janitors will be preferred.
6. Please quote cleaning materials separately.
7. All Commercial bids shall be sought under two categories i.e. **Technical Bids (page#5) and Financial Bids (page#6).**
8. Submit attached **Technical Bid (along with all commercial documents)** and **Financial Bid** duly filled, signed and stamped by the company **separately in sealed cover.**
9. **Sealed & closed Quotation should reach to the principal office during office hours (07:30 am to 2:30 pm) on or before 16/12/2023.**
10. Sealed quotation should be addressed in the name of Principal IIS Jubail clearly superscribing on the envelope **“QUOTATION FOR CLEANING STAFF CONTRACT-2023-2024”** **[Technical bid and commercial bid separately]**
11. **Please be informed that if firm found eligible in technical bid only will be considered for financial bid.**
12. *For further information, please feel free to contact, Mob – 0554334314 / 0555025435, Tel – 013 362 4130 Ext-267/279/226.*

Contractor’s General Obligation

Contract shall be in accordance with and subject to the terms and conditions listed below:

- 1) Obtain all permits, licenses and other governmental authorizations, which are necessary for the performance of work.
- 2) Appoint one contractor’s Representative to supervise the work.
- 3) Perform all other obligation, work and services which are required by the terms of this contract or which can reasonably be implied for such terms as being necessary for the successful and timely execution of the work.
- 4) Contractor need to provide neat uniform, name plate, accommodation, food, medical, transport, etc. to Cleaning Staff.



- 5) All Contractor's personnel shall have in their possession all required and properly validated Licenses, Iqamas, Passports, etc from the date on which they are assigned to work against this Contract. Renewals of Iqama, licenses, etc. to be done well in advance.
- 6) All the employee shall be under the company Iqama.
- 7) All contractors' personnel performing the school work shall be physically fit and free from contagious diseases and the contractor shall get all medical examinations and meet expenses.
- 8) Contractor's personnel shall comply with all the applicable safety and work regulations of the school.
- 9) The contractor's personnel preferred be able to read, write and speak English/Urdu fluently and should be able to communicate with the people. The contractor shall submit the resume and present all personnel to the school and also should obtain approval prior to the assignment.
- 10) Upon School's written request, contractor shall, at his own expenses, remove from the work any of the Contractor's personnel found unsuitable by the school and replace them with personnel suitable to the School within 2days.
- 11) The school reserves the right to remove Contractor's personnel if found involved in any sort of misbehavior or act of indiscipline within and outside the school campus.
- 12) Contractor specifically acknowledges its responsibility to its personnel that he will strictly abide pursuant to the Labor Law of the Kingdom of Saudi Arabia and in particular its obligations to his personnel with regard to payment of their remuneration in time.
- 13) Contractor has to submit proof showing that he has paid the salary for the months that is raising invoice. The contractor will not be eligible for payment unless they attach the salary proof along with the invoice.
- 14) Contractor agrees to defend, indemnify and hold Embassy of India and the International Indian School, Jubail harmless from any claims, expenses, loss damage, fine or penalty incurred by, assessed against or demanded from the First Party as a result of Contractor's failure to fulfill the obligations set forth in this contract.
- 15) The contractor has to send the employee for vacation back to his home country as per the contract between employer and employee. If the contractor does not comply with this condition, the first party has the option to insist and take action accordingly.
- 16) The contractor cannot remove and / or replace any of his employee(s), who has/have already been assigned to this contract without prior approval of the school representative in writing.
- 17) Contractor has to bear all expenses in case his employees resort not to work and that the school gets the work done by its employees.
- 18) Cleaning shall be checked by supervisor of the contractor and report to school designated personnel every day afternoon before closing the office.
- 19) The supervisor shall preferable and experienced with minimum of 3 years in the same field.
- 20) The area of cleaning is categorized as class rooms, staff rooms, library, toilets, labs, masjid, staff accommodation compound, play grounds, admin building, corridors, and all school compound areas.

I. Liability and Insurance

- 1) The contractor shall defend, indemnify and hold the First party harmless from any and all claims, losses, expenses or damages arising from or related to the injury to or death of any person and the damage to or loss of any property resulting from any and all acts of omission of contractor or any of contractor's personnel or agents.
- 2) Unless caused by the willful misconduct of the contractor, its personnel or agents, the first party shall release indemnify the contractor harmless from all claims by the first party, for losses, expenses or damages suffered by the First Party.



II. General Conditions

- 1) All the Janitors supplied by the Contractor should be able to speak Indian language including Hindi, Urdu and English preferably.
- 2) The exact timing has to be coordinated with school representative. Classroom cleaning will be done after school hours with full security of classrooms. The cleaning hours to be certified by the "School Representative" on a daily basis at the end of the day.
- 3) In case the work is withdrawn from the contractor, the school has the right according to sign an agreement with any other contractor to execute the work or any other measures as the school may deem fit under the prevailing circumstances.
- 4) The contractor should give in writing to the First Party the telephone number, name and address of the Contactor's Representatives to be contacted in case of emergency outside normal office hours and the Contractor's Representative without delay will attend such emergencies. The Contractor's Representative has to report to the school on a daily basis at a specified time.
- 5) Payment will be made on the basis of service satisfaction of by section head.
- 6) If the contractor fails in achieving the above terms and conditions is liable for a penalty.


ADMIN OFFICER
IIS JUBAIL



1. TECHNICAL BID FORM

1	Name of the Organization (write in Capital letters)	
2	Contact Address (write in capital letters)	
3	Telephone & fax Nos.	
4	E-Mail Address	
5	Name of the person who is authorized to sign the contract.	

You are requested to submit copies of the following valid commercial documents of your company along with this TECHNICAL BID FORM.

- Company CR
- Certificate of Chamber of commerce
- License for relevant commercial activity
- GOSI certificate
- VAT registration certificate
- ZAKAT certificate
- Current Client List
- Years of Experience in the field
- Client List
- List of cleaning staff with valid Iqama

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, Al-Jubail has the right to take any action, as deem fit against our firm, including disqualifying from the bid.

Name in Print and Signature of the bidder

Date: _____

(SEAL)



2. FINANCIAL BID FORM

(To print & submit on the bidders Letter Head)

We, hereby agree that we shall supply our cleaning staff service to the International Indian School, Al-Jubail as per the prescribed and agreed terms and conditions and the rates are given below.

Sr#	DESCRIPTION	Unit Rate in SAR (monthly)
1	Male Janitor (Monthly), 10 hrs/day , 6 days/week	
2	Female Janitor (Monthly), 10 hrs/day , 6 days/week	
3	Cleaning Material per month	

NOTE:

1. 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 proceeding for the forgoing.
2. We confirm that we have not, and our directors or officers have not been convicted of any criminal offence related to their professional conduct of the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of two or have not been otherwise disqualified pursuant to administrative suspension of disbarment proceedings.
3. We do hereby confirm that we take the complete responsibility of the contractual terms and conditions.

Name in Print and Signature of the bidder

Date: _____

(SEAL)

