

IISJ/CONT/RFQ/03/2023-24

Date: 19/03/2024



**INTERNATIONAL
INDIAN SCHOOL - JUBAIL**

Request for Quotation

AC – AMC CONTACT FOR AY 2024-25

TECHNICAL BID FORM

AND

FINANCIAL BID FORM

Bid Closing Date: 28/03/2024

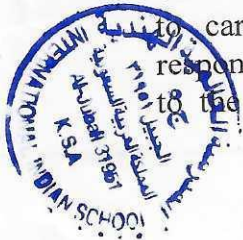


Dear Sir/ Ma'am,

Closed bids are invited for annual maintenance service of various ACs (windows and splits with different brands) fitted in different blocks of the school buildings.

Terms and Conditions

1. The contract is for a period of 12 months from the date the agreement and the contractor shall bound to carry out two routine maintenance services – one water service and the other an ordinary service (see Appendix III) of all the Air - Conditioning units in the appended list during the period of contract.
2. During the contract period, the contractor shall bound to attend breakdown service of Air - Conditioners, if any within a period of 24 hours of intimation through telephone / mobile phone by authorized person from the school.
3. The vendor is to perform a detailed evaluation of each AC, once every six months, and submit an evaluation report regarding spare parts to be changed, if any. Based on that report, the school purchases the spare parts and provides them to the Vendor to complete work. After a thorough assessment, the vendor can recommend to replace with new ACs, if the AC is beyond repair.
4. Before performing the routine/breakdown service, the Contractor should take due permission from the concerned section supervisor/Admin officer and demonstrate the working of the Air - Conditioning units to such person after the servicing.
5. Up on completion of the routine service or breakdown service the Contractor shall enter the details of work done, parts replaced if any and specific remarks if any with date in the maintenance register and get it endorsed by the person in charge of the Air - Conditioning units concerned
6. 50% of the total contract amount will be paid to the Contractor after the completion of first routine service. The remaining 50% of the contract amount will be paid upon satisfactory execution of the contract including second routine service, at the end of the contract period.
7. During the routine/breakdown service of Air - Conditioners, the Contractor should take sufficient measures for the safety of the technicians and workers engaged by him in such maintenance activities and the Contractor himself only shall be responsible for any loss or damage caused to him or the people deputed by him in this regard.
8. During the course of service of the Air - Conditioners any damages or losses that may occur to the Air - Conditioning units or any other equipment's or assets of IIS Jubail due to careless/improper handling or faulty/improper adjustments, the Contractor shall be responsible for the same and he will be bound to compensate for the losses suffered to the school in that respect.



9. If the Contractor fails to comply with or violate any terms and conditions of this agreement, he shall bound to forfeit to the Principal the entire contract amount, and the contract become automatically seized with immediate effect.
10. All Commercial bids shall be sought under two categories i.e. Technical Bids and Financial Bids. The financial bids shall only be opened after the technical bids have been found valid.
11. Technical Bid Form should be submitted in separate sealed cover clearly superscribing on the envelope "TECHNICAL BID – ACs AMC CONTRACT"]
12. All the information provided for this Technical Bid Form process will be treated as "confidential" by the International Indian School, Al-Jubail.
13. The lowest bidder will be considered for further process of finalization.

14. BID CLOSING DATE

Duly filled in Bid Form should reach the school office on or before 28/03/2024 during working hours (08:30am to 01:00pm Sunday to Thursday and on Saturday 8:30am to 11:30am)

Under any circumstances the school will not accept any bid after the above specified time and date.


Admin Officer
IIS Jubail, KSA



1. TECHNICAL BID FORM

The Technical Bid Form given below is to be duly filled by the Contractor and submit along with the pre-qualification form.

TECHNICAL BID

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.	:	
6	Past experience (Client list for the same)	:	

I have agreed to do the annual maintenance of the a/c machines as per the terms and conditions. I also agreed to execute a bond in case of receiving the quotation.

Place: _____

Date: _____

Signature: _____

DOCUMENTS REQUIRED WITH TECHNICAL BID

You are requested to submit the copies of the following Commercial documents of your company for Technical Bid---

SR NO.	LIST OF DOCUMENTS	YES / NO	REMARKS
01	COMMERCIAL REGISTRATION CERTIFICATE		
02	ZAKAT & TAX CERTIFICATE		
03	VAT CERTIFICATE		
04	CHAMBER OF COMMERCE CERTIFICATE		
05	GOSI CERTIFICATE		
06	SAUDIAZATION CERTIFICATE		
07	COMPANY LICENSE (SAME FIELD)		
08	LIST OF PAST 5 YEARS SIMILAR EXPERIENCE		
09	COMPANY PROFILE		
10	LIST OF MAJOR CLIENTS DETAILS		



2. FINANCIAL BID FORM

Dear Sir,

Please find herewith filled in form for **Financial Bid form (APENDIX – I)**.

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)

FINANCIAL BID FORM

For filing up the Appendix – I, refer the list of ACs INSTALLED IN THE IIS JUBAIL UNDER THE AMC as in Appendix –II and Scope of work as in Appendix – III

Appendix – I

01	Grand total AMC amount in SAR per annum for the AC INSTALLED IN THE IIS JUBAIL UNDER THE AMC (TWICE IN A YEAR)	SAR: _____ /-
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Appendix – II

Sr. No.	Section	No of ACs	Type of ACs
01	Boys Section	135 – Split AC	With different brands and makes with capacity of 2 or 1.5 tons. (Window and Split)
02	KG Section		
03	Junior primer section	711 – Window AC	
04	Silver Jubilee building		
05	Senior Primary section near SJB		
06	Extension Block I	6 – 30 ton ACs	
07	Extension Block II		
08	School staff Accommodation		
09	Admin Building		

Appendix – III: SERVICE RESPONSIBILITY / SCOPE OF WORK

Sl. No	Services For Window AC
1	Water Servicing & Air Blower
2	Leak testing and gas charging
3	Re- Placement and fixing Fan motor
4	Re- Placement and fixing Thermistor
5	Re- Placement and fixing Selected Switch
6	Re- Placement and fixing Fan Blade
7	Re- Placement and fixing Compressor with gas charging
8	Re- Placement and fixing Capacitor or contactor

Sr No	I. Services For Split AC
1	Water Servicing & Air Blower
2	Leak testing and gas charging
3	Re- Placement and fixing Fan motor
4	Re- Placement of condenser fan motor bearing
5	Re- Placement of condenser fan blade
6	Re- Placement of capacitor or contactor.
7	Re- Placement of remote control panel
8	Re- Placement and fixing Compressor with gas charging
9	Re- Placement of blower fan motor
10	Re- Placement of blower