



International Indian Public School
Riyadh
Affiliated to C.B.S.E. New Delhi - Affiliation No 5730010
Under Supervision of Saudi Ministry of Education - Licence No. 6/J
VAT No. 31048158770003

المدرسة الهندية العالمية العامة
الرياض

معتمدة من مجلس المركزي لتعليم الثانوي نيو دلهي - رقم ٥٧٣٠٠١٠
تحت اشراف وزارة التربية والتعليم بالمملكة العربية السعودية - ترخيص رقم ٦ ج



وزارة التعليم
Ministry of Education

20 June, 2023

IIPS/Adm/ RFQ-/002/2023

Request for E- Quotation – Annual Contract of Supply of Manpower (Janitors) and Cleaning material

International Indian Public School Riyadh invites E-Quotation for Supply of Manpower- Janitors (Male & Female) and cleaning material through service contract for a period of one year. Bidder shall have to submit rate per person as per the Annexure -A and the price of cleaning material as per the Annexure-B attached to this RFQ along with the other required tender documents.

Quotations with required documents must be sent to principal@iipsr.edu.sa on or before 10 July 2023.


Principal



Request for Quotation (RFQ) for supply of Manpower (Janitors) and Cleaning materials.

RFQ No	IIPS/Adm/ RFQ-/002/2023
Date of issue	20 June, 2023
Closing Date and Time	10 July, 2023

Terms and Conditions (For Bids)

1. Janitors are required for cleaning of classrooms, labs, washrooms, corridors, offices and playground. They may also be given duties of shifting of furniture, arrangement of functions, scrubbing of floors, etc. These are only suggestive; staffs have to perform other duties as assigned by the school.
2. The working hours will be 6 days in a week and 8 hours in a day from Saturday to Thursday.
3. Janitors are required to work from 6 am to 2 pm on each day from Saturday to Thursday.
4. The nationality of the Janitor should be Indian, Bangladeshi, Nepali or Philippines.
5. Services are required for 10 months in a year, excluding the summer, winter and Eid vacation period.
6. The transportation, uniform, salary, accommodation and all other arrangements for the Janitors will be the vendor's responsibility.
7. Disbursement of Salaries shall be done upon the submission of Tax invoice.
8. Payment shall be released within 15 days from the date of the receipt of the invoices.
9. Vendor has to quote the best quality cleaning materials in the bid.

Evaluation Criteria of Bids- to be submitted along with Quotation

- Brief Profile of the Company
- List of Clients served during last 3 years
- Attested copy of GOSI registration
- Attested copy of VAT registration
- CR copy

ANNEXURE – A

PROFORMA FOR QUOTING RATE

FOR OUTSOURCING THE SERVICES OF JANITORS

HEAD	JANITOR
Remuneration per person	SR.

Name of the Firm: - _____

Station:

Date:

Signature of the Tenderer

With Seal of the firm

Contact No.:

Address:

CONSOLIDATED LIST OF CLEANING MATERIALS SESSION 2023-24**ANNEXURE – B**

S.NO	DESCRIPTION	UNIT	QTY	Price
1	TIDE (19 KG)	PKT	20	
2	CLOROX (30 LTR)	CAN	60	
3	HAND WASH LIQUID (30 LTR)	CAN	10	
4	DETOLL (500 ML)	CARTON	120	
5	TISSUE BOX (FINE)- (1X36)	CARTON	160	
6	TISSUE ROLL (1X6)	CARTON	60	
7	GLASS CLEANER- (1X12)	CARTON	2	
8	WIPER (25 cm) WITH STICK	PCS	36	
9	WIPER (75 cm) WITH STICK	PCS	12	
10	THRASH BAG -10 No	BAG	60	
11	THRASH BAG-55 No.	BAG	40	
12	AIR FRESHNER- (1X48)	CARTON	150	
13	AIR FRESHNER(AUTOMATIC)	PCS	12	
14	MOP WITH STICK	PCS	200	
15	TROLLY DOUBLE BUCKET	BOX	6	
16	BRUSH with Stick	PCS	100	
17	STILL	BOX	3	
18	SPONG	BOX	3	
19	GLOVES	BOX	24	
20	CLOTH	PKT	30	
21	DUST PAN	PCS	20	

Undertaking

I hereby state that all the above terms & conditions are accepted by me/us.

Name of the Establishment _____

Commercial Registration No. _____

Name of the signing Authority _____

Contact Number _____

Address _____

Signature with seal of the establishment

DATE