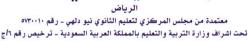


International Indian Public School Riyadh Affiliated to C.B.S.E. New Delhi - Affiliation No 5730010 Under Supervision of Saudi Ministry of Education - Licence No. 6/J VAT No. 310481587700003







وزارة التعليم Ministry of Education

20 June, 2023

#### IIPS/Adm/ RFQ-/002/2023

### <u>Request for E- Quotation – Annual Contract of Supply of Manpower (Janitors) and</u> <u>Cleaning material</u>

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 <u>principal@iipsr.edu.sa</u> on or before 10 July 2023.

pal



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

#### IIPS/Adm/ RFQ-/002/2023

# <u>ANNEXURE – A</u>

### **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:

### IIPS/Adm/ RFQ-/002/2023

# CONSOLIDATED LIST OF CLEANING MATERIALS SESSION 2023-24

DESCRIPTION	UNIT	QTY	Price
TIDE (19 KG)	РКТ	20	
CLOROX (30 LTR)	CAN	60	
HAND WASH LIQUID (30 LTR)	CAN	10	
DETOLL (500 ML)	CARTON	120	
TISSUE BOX (FINE)- (1X36)	CARTON	160	
TISSUE ROLL (1X6)	CARTON	60	
GLASS CLEANER- (1X12)	CARTON	2	
WIPER (25 cm) WITH STICK	PCS	36	
WIPER (75 cm) WITH STICK	PCS	12	
THRASH BAG -10 No	BAG	60	
THRASH BAG-55 No.	BAG	40	
AIR FRESHNER- (1X48)	CARTON	150	
AIR FRESHNER(AUTOMATIC)	PCS	12	
MOP WITH STICK	PCS	200	
TROLLY DOUBLE BUCKET	BOX	6	
BRUSH with Stick	PCS	100	
STILL	BOX	3	
SPONG	BOX	3	
GLOVES	BOX	24	
CLOTH	РКТ	30	
DUST PAN	PCS	20	
	TIDE (19 KG)CLOROX (30 LTR)HAND WASH LIQUID (30 LTR)DETOLL (500 ML)TISSUE BOX (FINE)- (1X36)TISSUE ROLL (1X6)GLASS CLEANER- (1X12)WIPER (25 cm) WITH STICKWIPER (75 cm) WITH STICKTHRASH BAG -10 NoTHRASH BAG -55 No.AIR FRESHNER- (1X48)AIR FRESHNER- (1X48)AIR FRESHNER(AUTOMATIC)MOP WITH STICKTROLLY DOUBLE BUCKETBRUSH with StickSTILLSPONGGLOVESCLOTH	Image:	TIDE (19 KG)PKT20CLOROX (30 LTR)CAN60HAND WASH LIQUID (30 LTR)CAN10DETOLL (500 ML)CARTON120TISSUE BOX (FINE)- (1X36)CARTON160TISSUE ROLL (1X6)CARTON60GLASS CLEANER- (1X12)CARTON2WIPER (25 cm) WITH STICKPCS36WIPER (75 cm) WITH STICKPCS12THRASH BAG -10 NoBAG60THRASH BAG-55 No.BAG40AIR FRESHNER- (1X48)CARTON150AIR FRESHNER (AUTOMATIC)PCS12MOP WITH STICKPCS200TROLLY DOUBLE BUCKETBOX6BRUSH with StickPCS100STILLBOX3SPONGBOX3GLOVESBOX24CLOTHPKT30

### <u>ANNEXURE – B</u>

# IIPS/Adm/ RFQ-/002/2023

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# 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

IIPS/Adm/ RFQ-/002/2023

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