



**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

المدرسة الهندية العالمية العامة

الرياض

معمتمة من مجلس المركزى لتعليم الثانوى نيو دلهى - رقم ٥٧٣٠٠١٠
تحت اشراف وزارة التربية والتعليم بالمملكة العربية السعودية - ترخيص رقم ٦/ج



وزارة التعليم
Ministry of Education

21st January 2025

IIPS/Adm/CL-S/RFQ-/003/25-26

TENDER NOTICE (Cleaning Staff)

International Indian Public School-Riyadh invites sealed tenders from reputed Qualified firms to submit the financial and technical proposals for the work related to the supply of Janitorial service (Cleaning staff) male (3 Nos) and female (15) for the period of one (1) year.

Bids should be submitted at the Reception in sealed envelopes to the below mentioned address.

**INTERNATIONAL INDIAN PUBLIC SCHOOL, RIYADH- SULAMANIYAH
P.O BOX NO. 13740, RIYADH, 11414**

For any further information you can contact Mr. Taher Shareef, Admin Assist on 011 2792316/ Ext. 102 or mobile No. 0544 538413, contact E-mail: principal@iipsr.edu.sa

Last date and time for depositing the bids: Sealed Tenders should be deposited on 27th January 2025, 14:00 Hrs

Mohd. Irfan Shaikh
Principal
21/01/25



SCOPE OF WORK

The successful contractor shall be responsible for the following tasks:

1. Daily working hours will be 8 hours and six day a week.
2. Daily cleaning and sanitization of classrooms, offices, corridors, washrooms, and common areas.
3. Sweeping, mopping, and dusting all floors and surfaces.
4. Removal of trash and waste from designated areas.
5. Cleaning and sanitizing washrooms, replenishing soap and paper products as necessary.
6. Cleaning windows and glass surfaces as required.
7. Any additional cleaning tasks related to Kindergarten section and which is deemed necessary by the school management
8. The nationality of the Janitor should be Indian, Bangladeshi, Nepali or Srilanka, must know language English or Urdu. (Read and write English)
9. Services are required for 10 months in a year, excluding the summer vacation period (July/August).

GENERAL TERMS AND CONDITIONS:

1. Obtain all permits, Licenses and other Governmental authorization, which are necessary for the performance of work.
2. 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.
3. Contractors need to provide neat uniform, accommodation, medical, transport, etc. to the Cleaning Staff.
4. **All the contractor's personal shall have in their possession all required and properly validated licenses, Iqamas, etc from the date on which they are assigned to work against this contract, all the cleaning staff must be under the same sponsorship (company Iqama) to avoid any further challenges.**
5. 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.
6. Upon School's written request, contractor shall, at his own expenses, remove from the work any of the contractor's personal found unsuitable by the school and replace them with personnel suitable to the school within 2 days.
7. 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.
8. Contractor agrees to defend, indemnify and hold Embassy of India and International Indian Public School-Riyadh harmless from any claims, expenses, loss damage, fine, accident or death 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.

9. The Contractors cannot remove and or replace any of his employees who have already been assigned to this contract without prior approval of the school representative in writing.
10. The area of cleaning is categorized as class rooms, staff rooms, library, toilets, labs, play grounds, admin building, corridors, and all school compound areas.
11. 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.
12. The Contractor should give in writing to the First party the telephone or mobile number, name and address of the contractor's representative to be contacted in case of emergency and the Contractor's representative without delay will attend such emergencies.
13. Disbursement of Salaries shall be done upon the submission of Tax compliant E- invoice.
14. Payment shall be released within 15 days from the date of the receipt of the invoices.
15. Submit attached **Technical Bid (along with all commercial documents)** and **Financial Bid** duly filled, signed and stamped by the company separately in sealed cover.
16. Please be informed that if firm found eligible in technical bid only will be considered for financial bid.
17. Sealed quotation should be addressed in , Principal IIPS-Riyadh clearly superscribing on the envelope "**Quotation for cleaning staff contract 2025-2026.**



1. TECHNICAL BID FORM

1	Name of the Organization (Write in Capital letters)	
2	Contact Address (Write in capital letters)	
3	Telephone, Mobile No. & Fax Nos	
4	Email 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 the TECHNICAL BID FORM.

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

I hereby certify that the above statements are true and if its is found to be incorrect at any point of time during the execution of the contract, International Indian Public School, Riyadh 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 Public School, Riyadh as the prescribed and agreed terms and conditions and the rates are given below.

SI No	DESCRIPTION	Unit Rate in SAR (Monthly)
1	Remuneration per person, Janitor (Monthly), 8 hrs/day, 6 days/week	

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)

