



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

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

02/07/2024

IIPS/RFE/24-25/009

Request for Quotation (RFQ)- Supply and Fabrication work for Extension of roof and Side Wall Covering

International Indian Public School Riyadh invites qualified Vendors/Suppliers/Contractors to submit quotation for the Extension of Roof (Boys section Playground area), Supply and Fabrication work with side wall covering, admeasuring the extension area of 24.40 Mtr Width and 16Mtr length both left and right sides

Interested Vendors/Suppliers/Contractors may submit their proposals by 8th July 2024 to the email principal@iipsr.edu.sa


Santhosh Prabhakaran
Interim Principal





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وزارة التعليم
Ministry of Education

IIPS/School Canteen/2024-25

Date: 14-07-2024

TENDER NOTICE FOR SCHOOL CANTEEN

Sealed Tenders are invited up to 12th August, 2024 by 2.00 PM in prescribed format from Parties providing catering services/Running Canteen services and having Valid Trade License/Food License, VAT registration. Interested vendors may apply in the format given in the tender document. The duly filled in form attached with all relevant documents may be sent on email.
principal@iipsr.edu.sa

(Mr. Santhosh Prabhakaran)

Principal



(1)

TENDER DOCUMENT FOR SCHOOL CANTEEN

Office of the Principal
International Indian Public School Riyadh
Telephone No. 0112792316
Website: <https://iipsr.edu.sa/>

**TERMS & CONDITIONS OF CONTRACT - FOR RUNNING A CANTEEN IN
INTERNATIONAL INDIAN PUBLIC SCHOOL, RIYADH**

- 1.The agreement shall be valid initially for a period of ONE year from the date of agreement and thereafter it may be extended for a further period as may be necessary on mutual agreement.
- 2.The contractor should have/arrange a valid food/catering or any necessary license or permission required for running a school canteen.
- 3.The price list as attached herewith (Annexure-1) will be made an attachment to this agreement and will be valid for ONE Year. The contractor will supply only such items specifically approved by the PRINCIPAL, IIPS-RIYADH and as directed by the CBSE for the school canteen.
- 4.The contractor will be responsible for providing all food items mentioned in THE LIST OF ITEMS.
- 5.The building for canteen will be provided on rent by the school. The vendor offering highest rental will be given priority. The contractor will be responsible for proper handling and safe custody. Repair and maintenance of the equipments will be carried out by the contractor and he will not claim any reimbursement of expenses on this account.
- 6.In case of any food poisoning/contamination the contractor will be held fully responsible and he will bear all the expenses caused due to food poisoning/contamination.
- 7.The Contractor will employ adequate number of staff in order to maintain efficiency.
- 8.All persons engaged by the contractor shall be the contractor's own employees and they will claim no privileges from PRINCIPAL IIPS-RIYADH. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behavior.
- 9.The contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by Indian Medical Council, to be free from communicable diseases in addition to general fitness.
- 10.The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, etc. in the kitchen as well as the canteen hall. The organization will not provide any cleaning materials/dusters, etc. for the same.
- 11.Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the canteen hall and connected services by the contractor and workers engaged by contractor including those responsible for collection of used utensils and periodic disposal of waste and refuse.

12.The Canteen shall be opened for catering during School hours on all working days.

13.The contractor will not take out of the school Premises any articles or stores without a Gate-Pass to be issued by the Canteen in-charge. In the event of failure, to supply the approved items without notice by the contractor, the same will be arranged by the Organization at the Contractor's risk and cost.

The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with the rendering of the aforesaid services to IIPS - RIYADH (Boys & Girls section) and shall comply with the provisions of (Regulation and Abolition) Act, Employees Staff Insurance Act, and other rules regulations and/ or statues of the appropriate Govt. that may be applicable to them now or that may be introduced.

The contractor will have to furnish the statement showing the names and was of all the employees engaged for IIPS RIYADH Canteen. Any addition/deletion must be communicated to Principal, IIPS - RIYADH.

14.The police verification documents of the persons deployed should be deposited by the contractor within 15 days of deployment to the office of International Indian Public School, Riyadh otherwise the person will not be allowed to work in the Vidyalaya and the contractor will replace him immediately with the person whose verification is completed.

15.IIPSR shall have the right to search the Contractor's employees at any time while going out of the office premises and there shall be no grievances expressed/felt on this account either by contractor or his employees. The Contractor will issue ID Cards to the contractor's workers in the format approved by IIPS Riyadh.

16.IIPS Riyadh nominees reserve the right to take samples of the edibles/raw material from the canteen for the purpose of inspection and testing with a view to maintain the quality. Such samples will however be drawn by authorized person/persons in the manner and as per procedure laid down in PF Act.

17.Management Committee will inspect and oversee functioning of Canteen with a view to ensure hygiene and sufficient service in the canteen. In case there are repeated failures or lacuna noticed by the committee due to failure of contractor, Chairman of the MC can impose a fine up to SAR 1000/- at one time to be recoverable from bills due to the contractor.

18.Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.

19.The Contractor will deposit with IIPSR a sum of SAR 10000/- (Two thousand only) as bid security. The bid security will be refunded to the contractor on completion of contract. The security deposit will bear no interest.

- 20.a) The contractor shall not sublet or assign the license or use the space provided for running the canteen for purposes other than running canteen and shall not allow anybody or reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the canteen nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the Management.
- b)The contractor shall be responsible for all damages or losses to IIPS Riyadh, property by the contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by an act of God.
- c)IIPS Riyadh will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the contractor in the canteen premises including kitchen and other rooms.
- d)List of foods prohibited in school canteen is enclosed as **Annexure - A**.
- e)The list of foods, prescribed by Ministry of Women & Child Development, Govt. of India for the school canteen and approved by CBSE is also attached as **Annexure - B**.
- 21.For termination of this agreement two months' notice will be required from either side in writing. The contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by IIPS RIYADH and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been provided, from time to time and the decision of Principal, IIPSR shall be final and binding upon the contractor. The Contractor shall be free to remove without any damage to the IIPSR property like furniture, fittings, crockery, cutlery, utensils and other articles that might have been brought by the Contractor.
- 22.In case of any dispute the decision of Principal, IIPS RIYADH will be final and binding on the Contractor.
- 23.The Contractor has a bare permission only to run a canteen in the IIPS RIYADH, premises during the contract period and nothing contained in this document shall be construed as demise in law of the said IIPSR premises or any part thereof and shall not give any legal title or interest to the Contractor.
- 24.The Canteen Contractor will bring all crockery/utensils for the purpose of making serving including Gas Burners.

25. Working experience in catering or running of canteen in various offices at least of 1 year or more.

26. List of Offices or Organization where the canteen had been run or presently running.

Terms and conditions mentioned above are accepted to me.

{Signature of Contractor}

With Seal and Date

International Indian School, Riyadh

(Tender Form to be submitted by the Tenderer)

1. Name of the tenderer _____

2. Address _____

3. Registration License No _____

(Attested Photostat copy of License issued by the local authority should be attached or copy of the letter pad bill book may be attached)

4. Attested Certificate of VAT should be attached.

5. Year of establishment. _____

6. Contract executed till date.

(Nature thereof) Govt./Private

Please give details of contracts executed in a separate sheet, along with documentary /proof if any thereof

i)

ii)

iii)

iv)

7. Present assignment in hand. Govt./Semi/Private

i)

ii)

iii)

iv)

8. Amount of rent to be paid to the school every month SAR _____

9. All the items and conditions, as mentioned in the tender Form are acceptable to Me/Us.

Signature of the Contractor

With seal and Date

List of Beverages/Snacks to be sold in the Canteen

Reference No: _____

Date: _____

Sl. No.	Items	Quantity with Weight Rate to be Quoted by the Tenderer
1	Fruit Juice	200/250 ml
2	Chicken Biryani	Per Kg
3	Hot Coffee	One cup (125ml)
4	Hot tea	One cup (125ml)
5	Hot Milk	One cup (125ml)
6	Bread & Butter, Seasonal Fruits, Butter Milk	02 PCs (2 Slices Big+ Butter there on
7	Vegetable Sandwich	Set of two piece
8	Puri/Chapatti, Fruit Salad	04 Pcs with Chholley/Vegetable
9	Full Lunch	02 Puri/Chappati, Rice, Vegetable, Raiyta, Dal, Sweet & Salad
10	Vegetable Pakora	01 Plate (50 gm) with Chutney
11	Vada (Dal)	01 Pc (35 gm)
12	Aloo Bonda	01 Pc (40 gm)
13	Idly Sambar with Chutney	Plate containing 04 idlies
14	Sada Dosa (50 gm) with sambar	01 plate containing 2 dosa and chutney only
15	Masala Dosa (200 gm) with Sambar	01 plate containing 1 dosa and chutney only
16	Uttappam	01 Pc (150 gm)
17	Upma	01 Plate (150 gm)
18	Sambar Vada	01 plate (2 Pcs)
19	Dahi vada	01 plate (2 Pcs)
20	Mamo STEAMED/FRIED	01 plate(08 pcs)
21	Working lunch for official meeting, etc.	Puri/Chapatti,/ rice, Vegetables/Chicker or Fish, raita, Dal, sweet and salad
22	One day food arrangement such	

(Signature of the contractor)

With seal of firm and date

Annexure -A

4.3 Guidelines on sale of HFSS foods and non-standardized or proprietary foods in school canteens or in the vicinity of schools by private vendors

Canteens in schools hold a social responsibility towards inculcating healthy eating behavior in children. School canteens should be used to educate children, parents, school staff, and community at large about nutrition and healthy eating habits. They can be used to motivate children to consume healthy and hygienic food. The guidelines include the following:

1. Ban the sale of all HFSS foods in school canteens. Private vendors and street vendors should not to be allowed to sell HFSS Foods during school timings (7 A.M to 4.00 P.M) within vicinity of 200 meters.

The school management must promote healthy, wholesome and nutritious foods with right portion size. The objective is to restrict the consumption of HFSS foods in the school premises, where the child is without parental supervision and in schools and nearby areas within 200 meters, the availability of the most common HFSS foods must be prohibited. Easy access of the standardized processed foods should be restricted and the example of foods to be prohibited in school canteens is given in Table I.

Table 1: Foods to be prohibited in school canteens	
1	Chips, fried foods like Potato fries
2	Chips made by local manufacturers, Sherbets, Ice golas
3	Soft beverages including Sugar sweetened carbonated beverages and Sugar sweetened non-carbonated beverages
4	Sweets Rasagulla Gulabjamoona, Peda, Kalakand
5	Ready to eat noodles, pizzas, burgers, tikka, gol gappas
6	All types of chewing gum and candies
7	Sweets composed of more than 30 per cent of sugar like Jalebi, Imarti, Boondi etc.
8	Plain chocolates including dark chocolate
9	All Confectionary items
10	Cakes and Biscuits
11	Buns and Pastries
12	Jams and Jellies

Annexure- B

Table 3: Indicative* List of Recommended Foods in schools*

Whole Wheat Roti/Paratha stuffed with Seasonal Vegetable Multi Whole Grain Roti/Paratha stuffed with Seasonal Vegetable Rice, vegetable pulao and Dal

Vegetable Pulao

Rice & Black Chana

Wheat Halwa with Black Chana

Sweet Dalia & Namkeen vegetable Dalia

Rice & White Chana Rice and Rajmah Karhi Chawal

Bulgar wheat uppuma or Khichri/Greens and dhal kootu, Payasam, Papaya/Tomato/, egg

Tamarind rice/Greens kootu with dhal /BalaharPayasam, Papaya/Tomato/, green gram Dhal rice, Greens and dhal kootu, BalaharPayasam, Papaya/Tomato, Bengal Gram Rice, sambar

Idli, Vada, Sambar

Sambar and rice

Kheer, Phimi, MiUc and milk products like Curd, Butter milk, lassi (with low sugar content Vegetable upma

Vegetable sandwich

Vegetable khichri

Coconut water, Shikanji, Jaljeera etc.

•Depending upon the geography, seasonality, food habits, the school food team may choose from this list or replace with similar food options.

Some children and individuals are allergic to the protein in common foods. In case of any symptoms suggestive of food allergy the school teachers may contact the nearest health center.



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وزارة التعليم
Ministry of Education

24 November, 2024

IIPS/MIS/RFQ-/001

REQUEST FOR QUOTATION

MEDICAL INSURANCE FOR THE SCHOOL SPONSORED STAFF

International Indian Public School, Riyadh invites quotation for the Group Medical Insurance Policy for sponsored staff and their dependents for the year 2025-2026.

The contract period will be one year from the 09-01-2025 to 08-01-2026.

Total Employees & Dependents: 22

Interested Insurance Companies may send their request to the email iipsr@iipsr.edu.sa to get the details of staff to be covered under the group medical insurance policy. For any queries you can call Mr. Taher Shareef on mobile No. 0544538413

The Interested Insurance Companies are requested to submit their e-quotation to principal@iipsr.edu.sa latest by 02 December 2024.

Santhosh Prabhakaran

Principal (Interim)





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وزارة التعليم
Ministry of Education

21st January 2025

IIPS/ADM/GI-02- 2025

RFQ- GENERAL INSURANCE FOR THE SCHOOL

Dear Sir

Greeting from International Indian Public School, Riyadh

Our school located at Prince Fahad Ibn Saud Ibn Abdul Rahman, near Gate No.3 of Kind Fahad Medical City, Suleimania, Riyadh, Saudi Arabia

Please submit your quotation for the following:

1. Group Personnel Accident (Students: 1463 & staff: 131)
2. Property All Risks
3. Comprehensive General Liabilities
4. Money Insurance (cash in safe & Cash in Transit)

Contract Period

The contract period will be one year extendable up to another subject to fulfillment of service conditions.

You are requested to forward your lowest quote on or before 1st February 2025 , email address iipsr@iipsr.edu.sa

Should you have any query, please contact Mr. Taher Shareef 0544 538413.

Best Regards

Mohd. Irfan Shaikh
Principal

