

INTERNATIONAL INDIAN SCHOOL - JEDDAH

UNDER THE PATRONAGE OF EMBASSY OF INDIA, RIYADH
AND AFFILIATED TO CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI - INDIA
MEMBER, COUNCIL OF C.B.S.E. SCHOOL IN GULF
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المدرسة الهندية العالمية - جدة

تحت رعاية سفارة الهند، الرياض
وتابعة للمجلس المركزي للتعليم الثانوي، نيودلهي - الهند
عضو مجلس C.B.S.E. مدرسة في الخليج
الانتماء رقم. ٥٧٣٠٠٠١ رمز المدرسة - ٩٠٠٧٢
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Date: December 29, 2022

SHORT TENDER NOTICE

International Indian School Jeddah invites proposal from Civil Defense-approved Fire Safety Engineering Consultant for review and supervision of Fire Installation & Operation at KG Section (Al-Rehab Dist.) and Girls' Section Building (Al-Aziziah Dist.) of International Indian School Jeddah. The details of the process of Tender can be obtained through the Tender document attached with this notice.

For more details, kindly send your query on tenders@iisjed.org or contact the Principal on Mobile No. 055 5035 796 or the Administrative Officer on Mobil No. 055 1346 322.


(Dr. Muzaffar Hassan)
Principal





INTERNATIONAL INDIAN SCHOOL, JEDDAH

Fire & Safety Engineering Consultant Works
for
KG & Girls Section Building

Tender Documents



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INSTRUCTION TO TENDERER

1. Objectives of Tender

Tender for Engagement of one Fire Civil Defense approved Engineering Consultant for Design, Supervision and Review of the Installation, operation and maintenance of fire-fighting equipment at Girls Section and KG section Building of International Indian School, Jeddah.

Sealed tenders are invited in the prescribed format by the Principal, International Indian School, Jeddah from reputed firms/agencies/companies for providing **Engineering for Fire Consultancy Service** for review and supervision of the installation/operation and maintenance of fire-fighting equipment at Girls Section and KG section Building of International Indian School, Jeddah.

2. Eligibility Criteria

Minimum Eligibility Criteria for participating in these tenderers is as follows:

- a. **The firm should be in the approved and valid list of vendors of Directorate of Civil Defense, KSA.**
- b. The firm /agency/company should have been in this business at least for the last 2 years and should be providing/provided fire safety DESIGN, SUPERVISION AND REVIEW service in any two Government organizations / private organizations / reputed private organizations / Commercial Banks in the last three years.
- c. The agency should have a **Certificate of Registration** with Directorate of Civil Defense.
- d. The Consulting agency should have latest Audited Balance Sheet for the **last 1 year** with VAT return.
- e. The agency should have registered with appropriate authority for VAT.
- f. The agency should have Permanent CR Number.
- g. The agency should have all the necessary legal/statutory approvals to conduct fire-fighting business in the Kingdom.
- h. The agency should have a proper office at Jeddah with adequate manpower to take care of Design Supervision and Review.
- i. **Documentary proof supporting above is required to be submitted along with Bid.**

3. Submission of Tender

Sealed Bids in **TWO** separate sealed Envelopes indicating clearly "**Envelope – No.1 – Technical Bid**" and "**Envelope No. 2 – Commercial Bid**", shall be addressed to Administrative Officer, International Indian School, Jeddah and Envelopes should also be superscribed "**Tender for Engagement of Fire Safety Engineering Consultant for Design, Supervision and Review of the Installation, Operation and Maintenance of Fire-Fighting Equipment at IIS, Jeddah.**" Last date for the submission of tender is January 10, 2023.

Envelope No. 1 shall contain:

- a. "**Technical Bid**" (consisting of NIT, Tender, Prequalification, General Instructions and special conditions of contract, Article of Agreement, Performa for electronic payment) with every page signed and stamped) as stipulated in Annexures A & B.
- b. An amount of **SAR 5,000/- (Five Thousand only) towards Earnest Money Deposit (EMD)** by way of Demand Draft (DD / Banker Cheque be submitted along with "Technical Bid" in a separate envelope. EMD envelope shall be superscribed as **EMD "for Engagement Fire Consultant for Design Supervision and Review of the operation and maintenance existing fire-fighting equipment at KG Section in Al-Rehab Dist. & Girls Section Building of IIS Jeddah in Alaziziyah"**. The Tender without EMD shall be rejected outright. No

interest shall be paid on the EMD thus collected. EMD of the successful bidder shall be refunded after the successful completion of the work, whereas EMD of the unsuccessful bidders will be refunded upon the issuance of work order to and acceptance of the same by the successful bidder. Technical Bid will be opened **under intimation to the bidders** and representatives (maximum 02) of the bidders may like to participate in the said opening process

- c. Form of Tender Duly signed by the Authorized signatory and stamped.

Envelope No. 2 shall contain:

- a. Price Bid shall be addressed to Administrative Officer, IIS Jeddah.
- b. **Envelope No. 2 shall not contain any condition whatsoever and conditional bids shall be rejected.**
- c. Envelope No. 2 will be opened on some suitable date, which will be communicated later, after scrutiny of the documents submitted by CONSULTING firm in Envelope 1. Price Bid envelopes shall be opened only in respect of those tenderers who are found to be eligible as per the prequalification criteria specified by IISJ and have complied with all the requirements in tender document.

4. Tender Schedule:

Date of Tender Issue	December 29, 2022
Site Visit	January 3, 2023
Date of Pre-Bid Meeting	January 3, 2023
Tender Submission Date & Time	January 10, 2023
Tender Opening	TBA

5. Duties of Fire Consultant

The Fire Consulting Agency will perform the following duties but not limited to: -

The Engineering consultant will be responsible for all aspects of fire safety with full compliance of DCD at GS of IIS Jeddah.

- a. The consultant will organize information from the site as existing to design, supervise and check the existing firefighting system, fire extinguishers, fire detection system, water pressure in the system etc.
- b. He will ensure to review that the school buildings (Office and premises) have proper and adequate Fire protection and safe from fire.
- c. He will coordinate and supervise to make sure with the building the fire and safety prevention work contractor who will be appointed by the IIS Jeddah for the installation and maintenance of relevant equipment's / requirements according to approved design.
- d. He will coordinate with the official of DCD for obtaining approval for Fire safety plan.
- e. He will inspect and witness and certify any repairs/replacement/installation etc. to be carried out by Fire prevention contractor and for his compliance and completion.
- f. He will monitor constantly and submit periodic reports regarding the Fire Installation and Commissioning work to IIS Jeddah.
- g. He will submit the final submission for work completion certificates to Directorate of Civil Defense.
- h. Engineering consultant will submit the final approved fire and safety Drawings/ layout with one copy with complete set of AutoCAD drawings to handover to school.

6. Before filling up the tenders, the bidders may note the following:

The Bidder must take care to submit all the required documents at one go. However, as a special case and only in case of technical bid, the details of incomplete or missing documents will be intimated to the tenderer and the tenderer has to submit all those documents within 4 days after communicating the same, otherwise the tender will be rejected.

- a. Before quoting, the tenderer may inspect the site, to fully acquaint himself about the condition in regard to accessibility of the site, working condition of site, local authority regulations/restrictions if any, conditions affecting accommodations and movement of personnel etc. required for the satisfactory execution of the contract. No claim whatsoever for undertaking such site visit shall be entertained by the SCHOOL in any circumstances.
- b. The bids shall remain valid and open for acceptance for 60 days from the date of opening of Envelope No.1. If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and conditions of the tender which are not acceptable to the SCHOOL, then the SCHOOL without prejudice to any other right or remedy will be at liberty to forfeit the **Earnest money of the tenderer**.
- c. The tenderer should quote the rate in figures as well as in the words. If any discrepancy is found in the rate quoted in words and figures, then the rates quoted in words shall be taken as correct.
- d. The tenderers must include in their tender price quoted for all duties, VAT, any other taxes as applicable. **No extra claim on this account will in any case be entertained at later stage.**
- e. The tender document must be filled in English. If any of the documents are missing or un-signed in price bid, the tender shall be considered invalid.
- f. **The school reserves the right to accept or reject any / all tender / s in part or whole of any firm / firms without assigning any reasons for doing so.**
- g. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection.
- h. The tenderer must be prepared to work in co-ordination with all the agencies engaged by school to look after various aspects relating to Office Premises as and when required.
- i. **IIS Jeddah** does not bind itself to accept the lowest or any tender at all. It also reserves the right to negotiate or partly accept any tender or all tenders received without assigning any reasons thereof.
- j. Any discrepancies, omissions, ambiguities in the tender documents or any other doubt as to their meaning may be reported in writing to **Principal, International Indian School, Jeddah** who will review the questions and may issue clarifications if considered to be necessary to all the tenderers which will then become part of the Tender Document. School will not be responsible if the discrepancies, Omission, ambiguities in the tender documents or any doubts as to their meaning are not brought to the notice of school before seven working days prior to the last date of submission of the tender.
- k. The successful bidder shall execute an agreement with school in accordance with the standard format enclosed (Articles of Agreement) within 10 days from date of issue of work order failing which the bidder's EMD may sand forfeited.

7. Execution Schedule and Penalty for Delay in Execution

The agency will be required to depute Fire Consultant within one week of execution of the contract. Any delay in execution of the contract beyond the specified schedule will attract penalty @ 0.5% of the contract amount per week subject to a maximum of 10% of the contract amount. On taking over the responsibility of work assigned, the agency shall formulate the mechanism for due assignment of work to the consultant in consultation with Principal, International Indian School, Jeddah or his nominee. Subsequently, the agency shall review the work assigned from time to time and advise the school for further streamlining the

system. The agency shall further be bound by and carry out the directions / instructions given to him by School Management, or the officer designated in this respect from time to time.

8. That the Agency shall be liable for the payment of wages and all other dues which they are entitled to receive under various labor laws / acts and other statutory provisions.
9. Date & Time Date & Time That the Agency shall at his own cost take necessary insurance cover in respect of the aforesaid services rendered to IIS JEDDAH.
10. The Agency shall be solely responsible for any violation of provision of the PRESCRIBED legislative enactments or any other statutory provisions and shall further keep IIS JEDDAH indemnified from all acts of omission, fault.

11. Terms of Payment

School will pay the agreed amount on performance basis, inclusive of all taxes on the basis of monthly bills submitted by the agency. No other charges of any kind shall be payable.

12. Confidentiality Clause

The terms and conditions of this Agreement are absolutely confidential between the parties and shall not be disclosed to anyone else, except as shall be necessary to effectuate its terms. Further representative of the agency shall not indulge to a third party any kind of information regarding the school which they may acquire during the course of their association with the school. In the event of any such incident coming to the notice of the school, the IISJ reserves the right to terminate the contract without giving any notice in the regard. Any disclosure of information as mentioned above shall be deemed to be material breach of this Agreement and will lead to cancellation of the contract.

13. Jurisdiction

This agreement is subject to JEDDAH jurisdiction. Any dispute whatsoever arising on any matter shall be settled within the given jurisdiction only.

14. Performance Bank Guarantee (PBG)

The successful tenderer shall deposit PBG @ 2 % of the contract amount in favor of "IIS JEDDAH, within 30 days of the award of contract. The PBG shall be valid for a period of 60 days beyond the date of termination of contract. **No interest will be paid on it.** The bidder shall execute an agreement with the Bank within a week of receipt of letter of acceptance. However, the issue of letter of acceptance by the Bank shall be construed as a binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract. The PBG deposited by the agency shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the agency and / or loss / damage if any sustained by IISJED, on account of failure or negligence of the workers deployed by him or in the event of breach of the terms and conditions of the agreement.

Principal
IIS Jeddah

**ARTICLES OF AGREEMENT
(ON TENDERER OFFICIAL LETTER HEAD)**

Articles of Agreement made on the _____ of 2022 between the INTERNATIONAL INDIAN SCHOOL JEDDAH (hereinafter called the 'IISJ') which expression shall, unless repugnant to the context mean and include its successors and assigns of the one part and M/s _____ (Herein after called "the CONSULTING AGENCY") which expression shall unless repugnant to the context mean and include its successors and assigns of the other part.

WHEREAS the IISJ is desirous of getting executed the Contract of "**Engagement of DCD approved Fire Consultant for supervision of the operation and maintenance of fire-fighting equipment at KG Section & Girls Section Building of IISJ**", The Consultant has agreed to execute the said Contract i.e., Providing of Fire Consultancy for review and supervision of the operation and maintenance of fire-fighting equipment at GS building of IISJ to the provisions hereinafter contained and subject also to the instructions to the Bidders, Notice inviting tender, form of tender, pre-qualification criteria, general instructions and special conditions of the contract the Schedule of Providing of services and Bidders Schedule of services, all of which are hereinafter collectively referred to as '**the said conditions**', strictly in accordance with the said Contract annexed hereto and the conditions referred to above at or for the respective rates set out in the Bidders Schedule of Services annexed hereto, amounting to the sum as here under arrived at or such other sum as may become payable hereunder (herein under referred to as the said contract amount).

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT:

1. In consideration of the said Contract Amount to be paid by the IISJ to the contractor at the time and in the manner set forth in the said conditions and in accordance with the schedule of payments, the Consultant shall upon completion subject to the said conditions execute and complete the work / services shown in the said Contract and described in the said Specifications and Schedule of services.
2. The said Conditions and the Annexure thereto shall be read and construed as forming part of this agreement and the parties hereto respectfully abide by, submit themselves to the said condition and perform the agreements on their part respectively contained in said conditions.
3. Tender document containing NIT, Conditions of Contract, Appendix thereto, Special Conditions of Contract, Technical Specifications and Schedule of Services with the rates entered therein, shall be read and stamped forming part of this agreement and the parties hereto shall positively abide by and submit themselves to the conditions and specifications and perform the agreements on their part respectively in conditions contained.
4. IISJ reserves to itself the right of altering the nature of the work / services by adding to, reducing or omitting any items of work or having portions of the same carried out without prejudice to this Contract.
5. The Agency should have experienced and competent staff which will enable them to ensure proper quality check on the Contracted services.
6. If the Consultant has any doubt about the work / services of the contract, it shall be the duty of the consultant to report the matter in writing forthwith to IISJ and for the time being, to suspend that portion of the work about which difficulty is experienced and the Contractor will abide by the direction of the IISJ.
7. The Contractor covenants and warrants that Services which are required to be provided will be in conformity with the terms and conditions of Contract.
8. All payments by IISJ under this contract will be made at **Jeddah** by e-payment only.
9. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Jeddah and only court at Jeddah shall have jurisdiction to determine the same.
10. This agreement shall be signed in duplicate; the original document shall be kept in the custody of the school and the duplicate with Contractor. IN WITNESS WHEREOF the IISJ has set its hand hereunto through its duly authorized official and the contractor has caused these presents under its common seal/by its duly authorized representative at the place and on the date and year first hereinabove written.

As witness our hands are affixed this day of 2022.

Signed and Sealed by the said

IISJ in the presence of

Witness No. 1 _____

Witness No. 2 _____

Stamp

Contractor

Witness No. 1 _____

Witness No. 2 _____

Stamp

TECHNICAL BID REQUIREMENTS

Technical Bid Submittal Requirements

Tenderer should submit response to the below requirements with necessary attachment with supportive document tender

Annexure A			
Sl. No.	Requirements	Particulars/Firm's Reply (Yes/No)	Remarks
1	Valid license of DCD certificate to be enclosed		
2	Applying firm should be in this business for at least 2 years Must have an office in JEDDAH, with telephone. Documentary proof in support to be enclosed.		
3	Applying firm should have a Certificate of Commercial Registration of Firms. Documentary proof in support to be enclosed.		
4	Firm to enclose last 01-year Audited balance sheet Documentary proof in support to be enclosed.		
5	Applying firm should have latest Certificate from GOSI Organization. Documentary proof in support to be enclosed.		
6	Attach company profile highlighting the past experience with relevant project.		
7	Provide company authorized contractor representative detail to communicate during execution with Chamber of Commerce attestation.		
8	Applying firm should comply with all requirements of contract Labor Act and other applicable Laws. Documentary proof in support to be enclosed.		
9	Applying firm should have Credible Supervisory Infrastructure and network. Documentary proof in support to be enclosed.		
10	Applying firm should have VAT No and latest Audit report. Mention details & Documentary proof in support to be enclosed.		
11	Applying firm should have Credible Supervisory Infrastructure and network. Documentary proof in support to be enclosed.		
12	Applying firm should have all the necessary legal / statutory. Approvals to conduct fire safety Business in KSA.		
13	Kindly submit the schedule of work to complete Engineering works within 45 days and further work duration shall be after finalization of Execution contractor but not exceeding 4 months		

Annexure B

Name and address of contractor/service provided with phone Nos with attestation by the Authorized signatory can company stamped: -

Sl. No.	Details Required	Information Furnished
1	Name of the account holder (As appearing in the account)	
2	Name of the Bank	
3	Name of the Branch	
4	Account Number	
5	IBAN Code	
6	CR No.	
7	VAT No.	

Please attach a photocopy of one cancelled cheque leaf of the above Bank account.

Performa for Electronic Payment

Details of Bank Account to be furnished by the Agency/Service provided for effecting the payment through ECS (e-payment).

**FORM OF TENDER
(Tenderer Letter Head)**

**International Indian School
Jeddah (KSA)**

Dear Sir/Madam,

Engagement of Fire Consultant for REVIEW, supervision of the operation and maintenance of fire-fighting equipment AND FIRE SAFETY WORK at KG Section at Al-Rehab Dist. and Girls Section Building of IIS Jeddah located at Alaziziah.

1. I / We have examined the Terms & Conditions relating to the tender for the said contract.
2. I / We have visited the site, examined the site of Contract specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
3. I / We hereby offer to execute the contract in strict accordance with the Terms & Conditions of the Tender Document.
4. I / We enclose herewith interest-free **SAR 5,000/- (Five Thousand only) towards Earnest Money Deposit (EMD)** by Banker Cheque payable at **Jeddah** in favor of "International Indian School Jeddah". The sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and/or in the event of our failure to execute the Contract when called upon to do so after acceptance of our Quotation.
5. In the event of this tender being accepted, I/We agree to enter and execute the prescribed Agreement with IIS JEDDAH as per the format mentioned by SCHOOL.
6. I/We have valid CR number etc. Copies of the required documents mentioned in the tender notice are enclosed herewith.
7. Should this tender be accepted, I / we hereby agree to abide to fulfill all the Terms and Conditions and Provisions of the said Contract Document annexed hereto.

Name of the person authorized to sign and submit the Tender

I. _____

II. _____

Yours faithfully,

Place : _____

Date : _____

Signature : _____

COMMERCIAL BID REQUIREMENTS

Ref: Tender for Engagement of Fire Consultant for Design Supervision and Review of the Installation, Operation and Maintenance of Fire-Fighting Equipment at KG Section & Girls Section Building of IIS Jeddah.

In response to the above and in full agreement with the terms and conditions and the pre-qualification criteria as stipulated by you, I / we state as under: -

Sl. No.	(a) Details	(b) Rate (SAR)
A.	Rate for Review of Fire Safety Plan	
B.	Rate for supervision of the installation of fire appliances and review, inspection of work completion and to submit the final report to Directorate of Civil Defense and IIS, Jeddah	
C.	Total Amount quoted = (A + B) <i>(Including VAT)</i>	1. In Figures: SAR _____ 2. In words: SAR _____

Prices should be quoted lump-sum inclusive of all expenses incurred towards Review and Supervision including all taxes, statutory charges, or any other applicable tax/charges etc. levied by the Govt.

I have gone through the terms and conditions given in the tender and am agreeable with them.

Yours sincerely,

Firm's Seal of Authorized Signatory

Dated: _____