

IISJ/CONT/005/2023-24

Date: 04/03/2024

INTERNATIONAL INDIAN SCHOOL, AL JUBAIL



INVITE QUOTATION FOR OUTSOURCING OF SCHOOL CANTEEN SERVICE CONTRACT (ONE YEAR)

BID STARTING DATE: 04/03/2024

BID CLOSING DATE: 23/03/2024



Dear Sir/Ma'am,

The school invites sealed quotations/proposals from reputed and experienced canteen/catering operators for outsourcing of canteen/catering service during break (twice in a day) times (each max. 45 mins) to the different locations in building.

When preparing your quotation, please be guided by "Scope of Work", "General Terms & Conditions", "Annexure – I", "Annexure – II", "Annexure-III" and other details specified below.

GENERAL TERMS AND CONDITIONS

1. Quotation / Tendering / bidding will be open only for suppliers/vendors in Al Jubail.
2. The duration of the contract shall be of one year.
3. All Commercial bids shall be sought under two categories i.e. Technical Bids (Annexure – I) and Financial Bids (Annexure – II)
4. Duly signed and stamped Technical Bid (All commercial documents as per Annexure - III) and Financial Bid should be submitted separately by the company in sealed envelope.
5. The financial bids shall only be opened after the technical bids have been found valid.
6. Duly Filled in Bid form should reach the school office on or before 23/03/2024 during working hours (08:30 am to 01:30 pm, Sunday to Thursday: 08:30 am to 11:30 am, Saturday)
7. Under no circumstances the school will accept any bid after the above specified date and time.
8. The school reserves the right to cancel the bid at any point of time without assigning any reasons for the same.
9. School assume no responsibility for food waste.
10. At end of first month and at end of six-month school will evaluate the service, quality of food, pricing etc. from vendor by collecting feedback from students / teachers. If found not satisfactory feedback, school may consider discontinuing the service.
11. In case of above no compensation for remaining contract period will be provided by school.
12. School aims to function completely cashless manner. Digital payment methods to be encouraged by vendor.
13. A dedicated STC pay number or any other type of bank service to be created for school - So that parent can make payment/staff online for their wards.
14. The school is not responsible for any credit from parents or staff
15. A coupon based payment system per item or per day to be generated so that minimum cash is used.
16. Inspecting food quality can be done at any time by school management
17. Food can be packaged and served, and the expiration date must be maintained in accordance with Saudi standards.
18. It is not permitted to sell any type of game cards or toys inside the school environment.
19. Staff members of the canteen should not collect any kind of material from students.



SCOPE OF WORK OF THE CONTRACTOR/SUPPLIER

1. The Contractor will provide prepared food selections for 5 days a week (Sunday-Thursday) to the students and school staff in different allotted blocks (sections) in the school premises.
2. As the service will be provided for the students and staff, the catering service shall include purchase, preparation, and service of meals, as well as up keep / cleaning of canteen facilities and equipment.
3. The Cafeteria/selling area will be open during school break times for 45 min Max each.
4. Daily opening time and the weekly menu to be displayed on the menu board at an appropriate place near the selling area.
5. The Contractor will provide variety of menus in agreement with the school authority.
6. The menus might be altered or modified according to the school demand. Selling prices shall be as negotiated and agreed.
7. List of food items is mentioned in Annexure - II
8. Meals Cooking is not allowed at the school premises.
9. The Contractor will provide qualified staff to operate the services to the school.
10. The Contractor will pay and manage their staff with no responsibility or liability on the part of the school for any related social and fiscal charges and obligations.
11. The Contractor will provide food and suitable uniform to its staff employed for the purpose of this Request for proposal.
12. With the support of the school staff, the children's food will be delivered to the class room based on the parent's order
13. The staff of the Contractor must maintain the high standards of personal hygiene.
14. The Contractor will be responsible for the daily cleaning and sterilizing of assigned Cafeteria premises for the purpose of keeping it in a clean and hygienic condition.
15. The Contractor to ensure that all food is served fresh and clean and shall assume responsibility for food poisoning if it is proven that it was caused by the food that was served by the Contractor.
16. Any cooking equipment and other equipment that the caterer might bring into the cafeteria must be approved by Administration of the school.
17. The Contractor shall undertake the financial liability of the school property, if damaged which they will use during selling the food items.
18. Upon starting the contract, the Contractor will provide a full list of equipment, utensils, cutlery all labeled as company owned. The list of the above will be checked and signed by both parties.
19. All household type garbage originating from catering service will be put into designated garbage container depending on the type of garbage whether plastic, paper or organic and then should be delivered to a recycling facility for proper disposal.
20. The Contractor will provide properly trained personnel in food preparation, catering and servicing.
21. Knowledge of Basic English is required for the person who will sell the items.
22. The Contractor will be responsible for purchasing, preparation, transportation and selling of food items at the cafeteria. The service and food quality should be of high standards.



23. In case of special occasions at the school, the Contractor might be requested to cater and provide meals of different dishes as requested by the school. Meals prices shall be reasonable within market range and agreed upon in advance.
24. The Contractor shall not sub-lease the Cafeteria or part thereof.
25. The Contractor shall not make and material or structural alterations to the Cafeteria.
26. Food items should be available in quantities that meet the overall service demand in any variety.
27. At least one item should be lactose free and gluten free and available daily.
28. At Least one item should be suitable for diabetic diet (low in carbohydrate, no saturated fat, no trans-fat, low in sodium and etc...) and available daily.
29. There is no identification for minimum quantities, bidder should do the estimation based on their own review of this requirement and school will not guarantee any changes of increasing the prices due to changes in demand.

Responsibilities of the school.

1. The school will provide premises for selling the food items at minimal cost.
2. The school will provide electricity, water and air conditioning.
3. The school will provide access and access cards to the Contractor's staff to access the school building. (Staff shall be security cleared by the school security gate).
4. The school admin department will carry out announced and unannounced routine and non-routine inspections of the service provider's operations.
5. The school reserves the right to reject any/all services performed which do not conform to the school's requirements.
6. Rectification of rejected services shall be at the expense of the service provider.
7. Failure to correct inadequately performed services could result in termination of the contract.

For further information, please feel free to contact, Mob – 0554334314 / 0555025435, Tel – 013 362 4130 Ext-267/279/226.


Admin Officer
IIS Jubail, KSA



ANNEXURE – I - TECHNICAL BID

(This Form must be submitted only using the contractor's Official Letterhead)

1	Name of the Organization (write in Capital letters)	:	
2	Contact Address (write in capital letters)	:	
3	Telephone & fax Nos.	:	
4	E-Mail Address	:	
5	Name of the person who is authorized to sign the contract.	:	
6	Past experience – mention the current similar contract in Saudi Arabia.	:	
7	C.R. Number of the company:	:	

I hereby certify that the above statements are true and if it is found to be incorrect at any point of time during the execution of the contract, International Indian School, Al-Jubail has the right to take any action, as deem fit against our firm, including termination of the contract.

Signature

Office Seal

Title

Date: _____

Name of the Company



ANNEXURE – II - FINANCIAL BID FORM

(This Form must be submitted only using the contractor's Official Letterhead)

We, the undersigned, hereby accept in full the school's General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of the school as per RFQ Reference No. IISJ/CONT/005/2023-24

Offer for the Top Selection of Catering Items needed by the school:

Canteen Contract - List of Food Items				
Sl.No	Item Description	UoM	Quantity	Unit Price
1	Tea	One Serving	1	
2	Coffee	One Serving	1	
3	Dosa with sambhar and chatni	One Serving	1	
4	Idli (2pcs) with sambhar and chatni	One Serving	1	
5	Veg Samosa (2pcs)	One Serving	1	
6	Vada (2pcs) with sambhar and chatni	One Serving	1	
7	Veg/chicken Sandwich	One Serving	1	
8	Veg/chicken Burger	One Serving	1	
9	Puttu kadalai	One Serving	1	
10	Alu Parotta	One Serving	1	
11	Veg Filafel	One Serving	1	
12	Poori - Bhaji	One Serving	1	
13	Veg pakoda (4 pcs)	One Serving	1	
14	Chicken nuggets	One Serving	1	
15	Gulab Jamun (2 pcs - Sweet)	One Serving	1	
16	Laddu (1 pcs - sweet)	One Serving	1	
17	Veg/Egg/chicken Puff	One Serving	1	
18	Fried rice - half pos	One Serving	1	
19	Almarai or Nada - Yoghurt, Laban, and Cool Drinks in small bottles only	One Serving	1	
20	A vegetable platter consisting of carrots, cucumbers, corn, and olives	One Serving	1	
21	Bottle of water	One Serving	1	
22	Platter of fruits (banana, apple, orange, mango, papaya, watermelon, and guava)	One Serving	1	
24	Children's ORS drink	One serving	1	

Signature

Office Seal

Title

Date: _____

Name of the Company



**ANNEXURE – III - DOCUMENTS REQUIRED WITH TECHNICAL
BID**

You are requested to submit copies of the following Commercial documents of your company for Technical Bid

SR NO.	LIST OF DOCUMENTS	YES / NO	REMARKS
01	COMMERCIAL REGISTRATION CERTIFICATE		
02	ZAKAT & TAX CERTIFICATE		
03	VAT CERTIFICATE		
04	CHAMBER OF COMMERCE CERTIFICATE		
05	GOSI CERTIFICATE		
06	COMPANY LICENSE (SAME FIELD)		
07	LIST OF PAST 5 YEARS SIMILAR EXPERIENCE		
08	COMPANY PROFILE		
09	LIST OF MAJOR CLIENTS DETAILS		

