

**The Indian School**

KINGDOM OF BAHRAIN

Estd. 1950



**المدرسة الهندية**

مملكة البحرين

ISO 9001: 2008 Certified Institution

**Tender – Part 2 (Riffa Campus) for Planned Preventive maintenance service and repair of all Air Conditioning installations at The Indian School, Riffa campus, Kingdom of Bahrain for the year 2018 - 2019**

Indian School Bahrain (ISB) wishes to invite tender from experienced and qualified tenderers for AMC for AC (Planned Preventive maintenance service and repair of all Air Conditioning installations ) for Indian School Bahrain, Riffa Campus, Kingdom of Bahrain.

**INSTRUCTIONS TO TENDERERS**

The Tenderer is to read carefully the instructions set out below and no claim will be entertained on the grounds of failure to read or comply with these instructions or for any alleged misunderstanding of their importance.

**1. Premises Inspection**

The Tenderer is to visit and inspect the premises and equipment and obtain all requisite information regarding the nature of the area of works and the quantities of materials required, local conditions, means of access and any other matters affecting this tender.

**2. Pricing**

- i) All items requested to be or priced by the Tenderer are to be completed or priced in INK and any alteration must be initialed by the person signing the Tender Form.
- ii) The price set down by the Tenderer in the “Form of Tender” is to be the fully inclusive value of all described works and are to include for profit and all obligations and liabilities of every kind which under the Contract are to be borne by the Contractor

### 3. Form of Tender

- a) The Tender must be submitted on the Form of Tender provided. The tender amount is to be inserted in words and in figures in the space provided and all other blank spaces elsewhere in the Form of Tender must be filled in with information required.
- b) The Tender must be signed by a person properly authorized for this purpose and the registered name and address of the Contractor must be printed in BLOCK LETTERS or typed in the space provided. No Tender that is incompletely or improperly filled in will be considered.
- c) Any doubt or specific assumptions raised or made during the compilation of the Tender should be reflected at the time of tendering in a covering letter submitted with the Form of Tender.

### 4. Delivery of Tenders

- a) Tenders must be delivered in a properly sealed envelope and with no external inscription or mark of identification other than "**TENDER – Part 2 (Riffa Campus) for Planned Preventive maintenance service and repair of all Air Conditioning installations** - on the top left hand corner of the envelope.
- b) The sealed envelope shall be deposited, in the tender box placed in 1<sup>st</sup> Floor, Executive Committee Room, Administration Block, Isa Town Campus, Indian School Bahrain, not later than 04.00 pm, **22th September 2018**
- c) Tenders delivered after the date and time stated above will not be considered.

### 5. Formal Contract

The Contractor whose tender is accepted will be required to execute the formal contract. If the Contractor fails to sign the formal contract document within two days of notification that the contract documents are ready for signature, then the acceptance of this tender shall be considered cancelled without prejudice to any rights or remedies the Employer may have in respect of such failure.

### 6. Validity of Tender

The Tender shall remain a valid open for any time up to the date of completion of the signing of the contract by both parties (The school & The contractor).

### 7. Employer Accepts No Obligation

- a. Indian School will not reimburse a Tenderer for any costs incurred in the preparation of the Tender.

- ii) Indian School will validate the tenders based on technical feasibility, competency of the tenderer as well as the commercial aspects and is not bound to accept the lowest or any tender and will not assign a reason for the rejection of any Tender.

## **PRELIMINARIES**

### **1. Term**

- The term “**The Employer**” means the Indian School, PO Box 558 Kingdom of Bahrain.(ISB)
- The term the “**Contractor**” means the subcontractor who has been awarded the particular type of Annual Maintenance work - AC.
- The term “**Works**” means the Annual Maintenance works - AC to be provided by the Contractor.

### **2. Premises**

Premises described as Indian school Bahrain(ISB) Riffa Campus, Kingdom of Bahrain where the comprehensive Annual Maintenance works are to be carried out is as follows:

- Inside the school campus - class room areas and other specified locations.

### **3. Scope of Work**

Comprehensive Annual Maintenance works as mentioned below:

Familiarizing with regard to the type, location of equipment, inspection, Planned Preventive Maintenance Works, Service and repairs of installation of all air-conditioners, water coolers at the above campus for smooth functioning of the whole system as stipulated in the approved program for the following equipment's / installations:

#### **Air Conditioning Installation**

Familiarizing with regard to the type, location of equipment, inspection, Planned Preventive Maintenance Works, Service and repairs of installation of all air-conditioners, water coolers and water pumps at the above campus for smooth functioning of the whole system as stipulated in the approved program for the following equipment's / installations:

**a. Air Conditioning Installation**

<b>S.No.</b>	<b>Brand / Model</b>	<b>Quantity / Nos.</b>
<b>GROUND FLOOR</b>		
FCU-GF	YE1LD 24	10
CU-GF	YE1SDR 24	10
FCU-GF	YE1HD 48	2
CU-GF	YE1SDR 48	2
FCU-GF	YE1HD 60	43
CU-GF	YE1SDR 60	43
FCU-GF	YE1HD 70	5
CU-GF	YE1SDR 70	5
<b>1<sup>st</sup> FLOOR</b>		
<i>FCU-GF</i>	YE1LD 24	8
<i>CU-GF</i>	YE1SDR 24	8
<i>FCU-GF</i>	YE1HD 48	2
<i>CU-GF</i>	YE1SDR 48	2
FCU-GF	YE1HD 60	45
CU-GF	YE1SDR 60	45
FCU-GF	YE1HD 70	4
CU-GF	YE1SDR 70	4
<b>2<sup>nd</sup> FLOOR</b>		
FCU-GF	YE1LD 24	8
CU-GF	YE1SDR 24	8
FCU-GF	YE1HD 48	2
CU-GF	YE1SDR 48	2
FCU-GF	YE1HD 60	48
CU-GF	YE1SDR 60	48
FCU-GF	YE1HD 70	2
CU-GF	YE1SDR 70	2

S.No.		No. of AC	
1	Staff room	7	1.5 Split AC units
2	Portable cabin	6	2.5 Split AC units
3	D B room	2	2.5 Split AC units
4	Activity room	2	2.5 Split AC units
5	Book store	2	2.5 Split AC units
6	First Aid Boys	1	1.5 Split AC units
7	Prayer room	1	1.5 Split AC units
8	New library	2	2.5 Split AC units
9	Photocopy room	1	1.5 Split AC units
10	canteen	1	1.5 Split AC units
<b>TOTAL = 33</b>			

Power house – 2 Nos. 2.5 TR Split AC Units

Security Cabins – 2 Nos. 2.5 TR Split AC Units

Portacabin – 4 Nos. 2.5 Split AC Units

The whole system includes Ducts, Thermostats, Grills, and Control Panels etc.

Note: The numbers of units mentioned in the tender may increase in future with the same amount quoted

**The Contractor shall verify at site with maintenance supervisor of the school and update the above list**, as necessary and also prepare and submit on award of the Contract as built drawings of above-mentioned existing installations, in hard copy as well as floppy diskettes

The Contractor shall be responsible for carrying out and planning the Annual Maintenance works as detailed in the: **“Scope of works”** and all required details will be discussed and communicated during the mandatory site visits.

#### **4. Instructions**

1. Tenderers are request to visit the school and make themselves to satisfy for the nature of work and accuracy of quantities required to be executed as per scope of work mentioned before submitting their proposals.
2. The tenderers should submit the list of manpower who is entering the premises for the work with submission of their CPR and VISA documents. Only the authorized manpower will be allowed to enter the premises.
3. A preliminary schedule of work to be given, the workers should have proper PPE and should be safety inducted. During the work, periodic inspection will be carried out by ISB facility and maintenance department.
4. The tenderers should have appropriate license from the concerned ministry in Bahrain.

#### **5. Damages**

The Contractor shall make good any damage free of charge and caused during execution of his work. He shall be responsible for the protection of works of any adjoining property exposed by his work.

#### **6. Working Program**

- i) The contractor shall prepare the method statement and checklist for the preventive maintenance service in line with contract. Within 2 days of the Employer's instruction to proceed with the Works, He shall submit three copies of these documents to the Employer for his reference and shall make subsequent revisions as required.
- ii) An update record of progress shall be kept by the Contractor/his representative and reported to the employer as and when required by him.

#### **7. Daily Report – Daily planned vs Actuals**

The Contractor shall submit daily to the employer a report giving the planned, completed work, work under progress details, complaints received, materials used, Manpower details and any constraints.

#### **8. Safety Precautions**

The Contractor shall take such measures as may be necessary to ensure the safety of persons at the work sites.

## **9. Method of Working**

The Method of working to be given in writing by the contractor to the employer, wherever necessary and it's to be approved but any approval that may be given will not relieve the Contractor of his responsibility for the proper execution and safety of the Works.

## **10. Attendance**

In addition to providing the required man power to carry out the Annual Maintenance work as detailed, the Contractor shall ensure that the regular attendance of adequate workers. The Quantity / Number of workers and staff listed in the "Schedule of Man Power" shall be in attendance during all normal working days.

Weekdays : Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday

Weekends : Friday

## **CONTRACT CONDITIONS**

### **1. Period of Contract**

This Contract shall be for a term of 12 months. Including probation period of 2 months from 1<sup>st</sup> October 2018. Unless earlier terminated as hereinafter provided.

Note: The school has the right to break the contract for 1 or 2 months, depending on the need during the contract period by giving a month's notice in advance.

### **2. Duties of the Contractor**

#### **a) General**

Throughout the duration of the contract the contractor will carry out Planned Preventive Maintenance Works as per the approved programme and attend to Breakdown repairs of all the air conditioners and water coolers, plumbing works related to Air Conditioners at the Indian School, Riffa Campus, (hereinafter called "The Works").

The Contractor shall provide all the breakdown service. All minor faults should be attended to immediately. If the fault is major, the equipment will be shut-down and the repair work involved will be intimated along with list of spare required as soon as possible and in any case not later than 48 hours of its need arising. In case of shutdown, temporary arrangement of running the services has to be made by the Contractor without any cost to the school. The cost of the spares charged

should be competitive and supported with competitive quotations and has to be approved by the Employer.

The contractor will carry out a complete over hauling of the equipment's, except compressors. Repaint the rusted parts once in a year, during winter season, if necessary. The cost of spares and consumables bared by the school.

Upon initial inspection of equipments, the Contractor will prepare and submit a list of spares required to carry out the repair works which the Employer will arrange to supply to the Contractor. The contractor will prepare the history sheet for all equipment and update them always after each service / repairs. A copy of test report result shall be submitted after each test.

**b) Contractor's Staff**

The Contractor will keep in attendance during working hours of the school at least two fully trained and qualified technicians having minimum of 10 years of experience in similar field to attend to urgent Breakdown calls. Technicians should be from both Electrical and Mechanical disciplines respectively. Experience certificate for the technicians shall be from both Electrical and Mechanical disciplines respectively. Experience certificate for the technicians shall be submitted to the school. All planned Preventive Maintenance Works and the other repairs shall be programmed to be carried out after normal working hours with required additional staff. The Contractor shall prepare and submit a detailed weekly, monthly, half yearly and yearly Planned Preventive Maintenance Programme for approval involving all equipments and accessories should the Employer, for any reason whatsoever be of the opinion that any member of the staff appointed by the contractor is unsatisfactory, the contractor, upon receipt of written notice from the Employer, will immediately terminate the assessment of such person and make arrangements for a suitable replacement of the person approved by the School without stopping the execution of the works during this time. Should the Contractor fail to comply with the Employer's written instruction, with respect to the scope of work, despite the reasonable cause to do such work, the Employer reserves the right to withhold monthly payment. In so far as may be necessary to ensure compliance with the Contractor's obligations hereunder, the Employer shall be entitled to give instruction will not absolve or relieve the Contractor from any of his responsibilities or obligations hereunder. The Contractor's staff shall be in uniform.

Daily attendance register will be maintained at school for the Contractor's staff. Any absenteeism will be deducted as per the schedule of rates provided by the Contractor for all his staff.



**c) a) Specification**

The Works shall be executed to the highest standards and in accordance with all relevant safety codes, codes of practice. Instruction manuals and handbooks in line with the prevailing Government regulations / standards.

**b) Tool, Equipment and consumables**

The Contractor will provide all tools, equipments and consumables necessary for their staff to execute the works, as defined in Scope of Works.

**d) Transport**

The Contractor will provide the necessary transport for their staff to and from the location of the works.

**e) Regulations and Laws**

The Contractor shall comply with all the Statutes Ordinance Laws regulations and Bye-Laws of the Kingdom of Kingdom of Bahrain (including but not limited to the Bahrain Labor Law 1976, any subsequent amendments thereto) and shall pay and indemnify The Employer against any fees or charges legally demandable under the same in relation to the execution of the works.

**3. Contract Sum**

- a) In consideration of the due execution of the works, The contractor can submit the invoice which will be reviewed and certified by the employer and the payments will be after two weeks from the date of certification.
- b) The cost of all tools, and equipment spares purchased by the Contractor for the purpose of carrying out the type of work under his obligation of this contract, shall be to his account.

**4. Access**

The Employer will allow the Contractor access to ISB - every week day, including official Holidays in case of any emergency.

**5. Indemnity and Insurance**

The Contractor shall (as between the parties hereto) accept liability for and shall indemnify the Employer against any liability claim proceedings expense or loss in any respect of personal injury to or the death of any person whatsoever (unless due to the negligence or willful default of the Employer or of its employees or agents other than the Contractor) or in respect of damage to any property whatsoever to whomsoever belonging and wherever situated (including the works) where such injury death or damage as the case may be shall be caused by or arise out of or in course of the execution of the Works.

**6. Confidentiality**

No information relating to the Works shall be given transmitted or disclosed by the Contractor to any third party except in the proper performance of the works or with the prior written permission of the Employer.

**7. Use of Other Contractors**

In case of default on the part of the Contractor at any time during the execution of this Agreement for a period exceeding two working days, the Employer shall have the power to employ and pay other persons to execute the works and all expenses consequent thereon or incidental thereto shall be borne by and recoverable from the contractor and may be deducted by The Employer from any monies due or which may become due to the Contractor.

**8. Termination**

The Employer shall have the right to terminate this Agreement at any time without specifying a reason by giving thirty (30) days' notice in writing to the Contractor and in this event the Contractor shall be paid for that part of the works executed prior to the time of termination and such payment shall be accepted by the Contractor in full settlement of its entitlement to payment. The Contractor cannot terminate this Agreement unless frustrated by force major continuing for a period of at least sixty (60) days or unless the Employer is in default of its obligations under this Agreement in which case the Contractor shall give sixty (60) days' notice in writing to the Employer specifying the default provided that if such default is remedied within the period there be no termination.

**9. Governing Law**

The formal contract shall be executed in Kingdom of Bahrain and in accordance with laws in Kingdom of Bahrain. All dates and periods of time shall be construed in accordance with the Gregorian calendar.

**10. Arbitration**

Any dispute or difference arising out of this Agreement shall be referred to the arbitration and final decision of a person to be mutually agreed, or failing agreement within Forty (40) days of notice by one party to the other calling on the other to agree to the person named in the notice, a person to be appointed by a Competent Court in the Kingdom of Bahrain. The award of such arbitrator shall be final and binding on both parties. This Arbitration shall take place in Kingdom of Bahrain in accordance with Kingdom of Bahrain Law and shall be conducted in the English Language.

**11. Assignment and Subletting**

The Contractor shall not assign this Agreement or sublet the execution of the whole or any part thereof without the prior approval in writing of the Employer.

**12. Designated Staff**

The specified employees of the client are designated to co-ordinate on behalf of the employer and are entitled to give instructions to the supervisor in charge of the contractor.

**13. Site Mobilization**

The commencement date of the contract is 1<sup>st</sup> October 2018. The Contractor shall mobilize the work force and equipment and tools necessary for the performance of the Modification works and be ready to begin working at site on 1<sup>st</sup> October 2018

**14. Schedule of Manpower**

Table – I

Period	Manpower Requirements		
	Workers	Staffs	Total
1 <sup>st</sup> October 2018 to 30 <sup>th</sup> September 2019			

**15. Tender Price**

Table – II

Description of the work	Location	Number	Rate	Amount
			Total	

**16. Details of Tools & urgent spare parts to be available at site**

Table – III

Sl.no	Items	Quantity of items	Manufacturer	Price

**17. Experience:**

The details of the experience of the tenderer in similar environment shall be described in the below

Table - IV

Sl. no	Name of the client	From	To

**FORM OF TENDER**

Chairman,  
Indian School Bahrain,  
P O Box  
Manama, Kingdom of Bahrain

Dear Sir,

I / We the undersigned, having examined the Scope of Works and the Conditions of Contract for the AC – Annual Maintenance works hereby offer to carry out and complete the full Works referred, described and shown, therein on a fixed basis for the sum of

1. BD.....( in words )

and in the event my / our Tender is accepted in apart, I / We offer to carry out and complete the assigned work for the sum indicated in the Price Summary page for the assigned Works.

I / We undertake if our Tender is accepted in part or full, to commence AC – Annual Maintenance works in the date specified in this tender (1<sup>st</sup> October 2018).

I / We agree to abide by this Tender to execute and to complete the work in a period of 40 days from the date of commencement of the contract ( 1<sup>st</sup> October 2018 to 30<sup>th</sup> September 2019) and it shall remain binding upon me / us.

Sign : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

Date : \_\_\_\_\_

CR. No. : \_\_\_\_\_

Stamp : \_\_\_\_\_