



INDIAN SCHOOL NIZWA

PO BOX : 598, Postal Code : 611 , Thymasa, Sultanate of Oman

REQUEST FOR QUOTATION		
To		From
Attn:		Number
Ph :		Date

Dear Sir / Madam

You are Kindly requested to submit your Quotation for Annual Maintenance Contract - Electrical and Plumbing Work

Name of the Service Agreement	
SCOPE OF THE WORK	The contract repair and maintenance covers the maintenance of All Kind of Electrical and Plumbing Works in the Ground, First and Second floor of School and Staff Accommodation
DETAILS	
1	Contractor should maintain our HSE Requirement at school during the execution of work and ensure that no hazard or unsafe act has been done
2	Contractor should visit the school premises every Saturday between 10 am and 12 noon to check the complaints and rectify it immediately.
3	Contractor to install and remove the needful scaffolding to carry out his work.
4	Contractor should maintain site cleanliness after completion of work
5	contractor shall bring all the Labour, Material Tools and equipment to carry out the needful work unless any specific material is excluded from his scope and confirm in writing to be procured / supplied by the school
6	Contractor shall follow and comply with our supervisor's instructions and ensure to get it inspected after completion of work.
7	The contractor shall ensure that all employees working under him in the school have the required legal documents like valid labour cards as per the regulations of the Ministry of Manpower and they are covered with needful insurance.
8	The contractor to deploy competent and trained personal to carry out the required work.
9	The contractor is liable to make good all defects or other faults in the sub contract works at his own expenses and if any equipment is damaged due to negligence / mishandling the new equipment needs to be replaced
10	Contractor shall attend to the call & carry out repair works within 24 hours upon receiving complaint , if not school will get the repair done by others and recover the same from his payment.
11	Payment Terms Equal Monthly Instalment