IISJ/CONT/RFQ/003/2026-27
Date: 18/11/2026 (Wednesday)

INTERNATIONAL INDIAN SCHOOL
AL-JUBAIL
KSA

REQUEST FOR QUOTATION

BOOK STORE CONTRACT

FOR AY 2027 - 2028

TECHNICAL BID FORM

AND

FINANCIAL BID FORM

Bid Closing Date: 30/11/2026(Monday)

المدرسة العالمية الهندية
ج ٥
الجبيل ٣١٩٥١
المملكة العربية السعودية
Al-Jubail 31951
K.S.A
INTERNATIONAL INDIAN SCHOOL

I. INTRODUCTION

Sealed Quotation invited for supply of textbook for students from KG to class XII for the Academic Session 2027-28 from well-reputed published /Firms/ Companies/ Group/ Consortiums etc. possessing adequate experience in the relevant field of supplying textbooks, to CBSE-Affiliated schools in Saudi Arabia.

All Commercial bids shall be sought under two categories i.e. Technical Bids (Pages-4 and 5) and Financial Bids (Pages-6 and 7). The financial bids shall only be opened after the technical bids have been found valid. All the information provided for this Technical Bid Form process will be treated as "confidential" by the International Indian School, Al-Jubail. School reserves the right to accept or reject the bid without assigning any reason.

The firm should have not been blacklisted by any Government Department or Public School.

The procurement and supply of books as per approved list will be the responsibility of the bidder through school sales counters.

II. BID CLOSING DATE

Duly filled in Bid Form should reach the school office on or before 30/11/2026 (Monday) during working hours (7:30am to 2:30pm Sunday to Thursday and on Saturday 8:30am to 11:30am)

Under any circumstances the school will not accept any bid after the above specified time and date.

ADMIN OFFICER (INTERIM)
IIS JUBAIL, KSA

18/11/26.

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(Kindly read the terms and conditions before submitting the quotation below)

General terms and conditions

1. The duration of the contract will be for one year **from 01st March, 2027 to 28th February, 2028.**

2. The books must be sold strictly as per the approved book list provided by the school.

3. The books must be sold in sets and in piecemeal also as per requirement of the students.

4. Booklist shall be provided to the successful tenderer by the school.

5. The refundable **caution deposit of SAR 75,000/- cheque** addressed to International Indian School, Al Jubail shall be collected upon signing of the contract, which will be returned after successful completion of the book distribution.

6. If failing to provide the books on time shall result in penalty and confiscation of the security deposit / encashment of the bank guarantee.

7. Company would be bound to assign sufficient staff for the sale of books etc. through the company owned designated bookstore.

8. You should provide Electronic Invoice to the school with the acknowledgement from parents.

9. Tendering / bidding will be open only to suppliers in KSA.

1. TECHNICAL BID FORM

The Technical Bid Form given below is to be duly filled by the Contractor.

TECHNICAL BID

1	Name of the Organization **(In Capital letters)**	:	
2	Contact Address **(In capital letters)**	:	
3	Telephone Nos.	:	
4	Fax Nos.		
5	E-Mail Address	:	
6	Name of the person who is authorized to sign the contract.	:	
7	Turnover during the last year in SAR	:	
8	Past experience – mention the name of the schools in the kingdom with whom you had book contract and the year of contract.	:	
9	Do you have any running contract with any school in the Kingdom? If yes, then please specify the name, address and contact details of the school.	:	
10	If you sub contract, who is your agent in India supplying NCERT Text Books?	:	
11	Do your sub-contractors fulfill complete technical and quality requirements?	:	
12	Describe your supervision and control activities that ensure the effectiveness of the operation.	:	

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Submit copies of valid commercial documents of your company along with the TECHNICAL BID FORM as mentioned in Appendix I (page-8).

Technical Bid Form to be submitted in separate sealed cover clearly superscribing on the envelope "TECHNICAL BID – BOOK STORE CONTRACT 2027-28"

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
Title

Office Seal
Date: _____

Name of the Company



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2. FINANCIAL BID FORM

(To print & submit in the bidders Letter Head)

We, ... hereby agree that we shall supply the NCERT Books for CBSE, New Delhi Course and other text books from reputed Indian Publishers to the International Indian School, Al-Jubail as per the prescribed and agreed list of books, terms and conditions and the rates given below.

I. Sale of books through Book Store provided by the School.

a. Yearly royalty / Space Utilization Charges / Rent for sale of books in the school premises: SR _____

(Saudi riyals _____)

b. Cost Ratio for selling Books Through the Book Store provided by the school.

SR. _____=INR 100/-

1. We are bound to sell the Text Books and other items prescribed by the school during the full tenure of the contract to the entire satisfaction of the school authorities.
2. We do hereby confirm that we have necessary professional and technical competence, financial resources, equipment, manpower, physical facilities, managerial capacity, experience and reputation to perform the work.
3. We are bound to assign sufficient staff for the sale of books etc. through the School Book Store.
4. We confirm that we are not insolvent in receivership, bankruptcy or being wound up, our affairs are not being administered by court or a judicial officer, our business' activities have not been suspended and they are not the subject of legal proceeding for the forgoing.
5. We confirm that we have not, and our Directors or Officers have not been convicted of any criminal offence related to their professional conduct of the making of false

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statements or misrepresentations as to their qualifications to enter into a contract within a period of two years or have not been otherwise disqualified pursuant to administrative suspension of disbarment proceedings.

6. We do hereby confirm that we take the complete responsibility of the contractual terms and conditions.

7. We are bound to protect and safeguard all materials, equipment facilities of the school during the period of the contract from any damage, theft etc.

8. Our staff being deputed to the School Bookstore for the sale of Books etc. Shall strictly follow the instructions and guidelines given by the School authorities.

9. Our staff is bound to follow the discipline, safety measures, cleanliness, hygiene etc. as required by the school.

10. **Financial Bid to be submitted in separate sealed cover clearly superscribing on the envelope "FINANCIAL BID – BOOK STORE CONTRACT 2027-28"**

_____

Name in Print and Signature of the bidder

Date: _____

(SEAL)



Appendix – I

DOCUMENTS REQUIRED WITH TECHNICAL BID

You are requested to submit copies of the following Commercial documents of your company along with 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		

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