

**INTERNATIONAL INDIAN SCHOOL**  
**JEDDAH**  
**KSA**

**INVITATION FOR QUOTATION**  
**TEXT BOOK OUTLET CONTRACT**  
**FOR AY 2025-2026**

**LAST DATE FOR BID SUBMISSION:**  
**NOVEMBER 25, 2024 (MONDAY)**



# 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  
AFFILIATION NO. 5730001, SCHOOL CODE - 90072  
MINISTRY OF EDUCATION - K.S.A - LICENCE NO. 045 / J, C.C.No. 136593  
P.O. Box 14861 JEDDAH 21434, SAUDI ARABIA  
Boys' Section - Tel. +966 12 6751536 / 6711934 / 6712097  
Girls' Section - Tel. +966 12 6721607 / 6718345  
Girls' Section I & II - Tel. +966 12 6737752, KG-SECTION - Tel. +966 12 6747737



# 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  
وزارة التعليم - ترخيص رقم - ج/٠٤٥، رقم العضوية: ١٣٦٥٩٣  
ص.ب: ١٤٨٦١ جدة ٢١٤٣٤، المملكة العربية السعودية  
ت: قسم البنين: +٩٦٦ ١٢ ٦٧٥١٥٣٦ / ٦٧١٢٠٩٧ / ٦٧١١٩٣٤  
ت: قسم البنات: +٩٦٦ ١٢ ٦٧٢١٦٠٧ / ٦٧١٨٣٤٥  
ت: قسم البنات للصف الأول والثاني: +٩٦٦ ١٢ ٦٧٣٧٥٢، روضة وتمهيدي - +٩٦٦ ١٢ ٦٧٤٧٧٢٧

## Sub: Tender Notice for Procurement of Textbooks for Academic Session 2025-26

Ref. IISJ/ADMIN/Bookstore/2025-2026

Date: November 6, 2024

E-bids are invited for supply of textbooks for the students from KG to class XII for the **Academic Session 2025-26** from well-reputed Publishers/Firms/Companies/Group/Consortiums etc. possessing adequate experience in the relevant field of supplying textbooks to CBSE-affiliated schools in Saudi Arabia. Each bidder shall submit financial bids in the standard Application Form attached with this notice. At first instance, bids shall be opened, and credentials of all Bidders may be evaluated through physical inspection on their stated sites/ addresses as per the prescribed technical evaluation criteria if the school so desires. The procurement and supply of books as per approved list will be the responsibility of the bidder through school sales counter to be made available for a period of one month w.e.f. the operational date. The rates shall be inclusive of all costs at school counter. The firms shall not be blacklisted by any Government Department, Public Schools.

E-bids shall be sent through email: [tenders@iisjed.org](mailto:tenders@iisjed.org) on **25 November, 2024 between 4:00 pm to 5:00 pm**. The tenderer shall provide the sent receipt in case mail is not delivered within the stipulated time. The quotation in sealed envelope (separately for Financial & Technical Bids) is also required to be submitted to the office of the Administrative Officer on or before 5:00 pm on November 25, 2024. Late bids shall not be entertained. International Indian School Jeddah shall not be responsible for any cost or expense incurred by Bidders in connection with the preparation or submission of Bids.

**NB:** The prospective bidder is required to sign and stamp each document attached with this tender notice against having agreed to all terms & conditions.

(Syed Ghazanfar Mumtaz)  
Administrative Officer



(Dr. Mohammad Imran)  
Principal

(Kindly read the Terms & Conditions before submitting the quotation below)

### General Terms & Conditions

1. The agreement for the sale of books will be for the **Academic Year-2025-26**.
2. The books must be sold strictly as per the approved book list provided by the school.
3. The regular outlet (specified period) for the sale of books will be provided in the Boys' Section. However, on the result day, the sales counter may be opened in the Girls' Section also.
4. The contract period for sale of books in the school is for 30 days starting from the operational date.
5. The supplier will make its own arrangement of sufficient manpower for proper distribution of books within 15 days from the commencement of **new Academic Year 2025-26**.
6. The books must be sold in sets and in piecemeal also as per requirement of the students.
7. The supplier must attach the copy of CR and license to operate the bookstore.
8. A joint venture letter from the local store which is already running in Jeddah with Chamber of Commerce attestation or the New online tenant agreement copy to open a new store in Jeddah to be submitted along with Technical submission, if Tenderer's original location is outside Jeddah.
9. Quotation must be submitted as per the pro forma through email: [tenders@iisjed.org](mailto:tenders@iisjed.org) on 25 November 2024 between 4:00 pm to 5:00 pm and also in the sealed envelope latest by **5:00 PM on November 25, 2024**.
10. Booklist shall be provided to the successful tenderer.
11. The price of the books sold at regular sales outlet in Jeddah should be the same as sold in the school.
12. The bookshop shall attach the copy of supply order/work order of at least 3-5 CBSE affiliated schools with an intake of more than 1000 students or more.
13. The Refundable caution deposit of SAR 100,000/- cheque addressed to International Indian School Jeddah shall be collected upon signing of the contract, which will be returned after successful completion of the book distribution.
14. The Tenderer shall submit the copy of Purchase Order for all the provided book list to International Indian School Jeddah within 30 days from the contract signing.
15. Any clarifications related to the tender can be sent to [tenders@iisjed.org](mailto:tenders@iisjed.org) for International Indian School Jeddah response.



# 1. APPLICATION FOR TEMPORARY BOOK STORE IN SCHOOL CAMPUS

- 1. Name of the Establishment : \_\_\_\_\_
- 2. CR No. : \_\_\_\_\_
- 3. Address : \_\_\_\_\_  
\_\_\_\_\_
- 4. Year of Establishment : \_\_\_\_\_
- 5. No. of Outlets in Jeddah : \_\_\_\_\_
- 6. No. of Outlets in Kingdom (specify the cities): \_\_\_\_\_
- 7. Name of the Distributor dealing with : \_\_\_\_\_
- 8. Name of the representative : \_\_\_\_\_
- 9. Contact Address : \_\_\_\_\_  
\_\_\_\_\_
- 10. Contact Number : \_\_\_\_\_

Name of the Owner/Representative of the firm : \_\_\_\_\_

Signature : \_\_\_\_\_

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

Office Seal



## 2. TECHNICAL BID FORM

The Technical Bid Form given below is to be duly filled by the Contractor and submit it in separate sealed envelope duly super scribed on it "Technical Bid".

### TECHNICAL BID

- 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 Turnover during the last year : \_\_\_\_\_
  - 7 Past experience - mention the Current School Text Books supplying contracts in Saudi Arabia : \_\_\_\_\_
  - 8 Does the vendor have any existing year (2024-25) contract with any CBSE affiliated Schools in the kingdom with an intake of 50000 plus students (if yes, please attach a copy of Work Order)
  - 9 Last 3 years (2022, 2023, 2024) VAT & Zakat returns filing. Please attach proof
  - 10 Please specify if you have any distributor in India licensed to supply book to KSA. (Please attach a letter of consent from supplier).
- You are requested to submit copies of the following valid commercial documents of your company along with the TECHNICAL BID FORM.

- Company CR
- Certificate of Chamber of Commerce
- License for relevant commercial activity
- GOSI Certificate
- VAT Registration Certificate
- Zakat & Tax Certificate
- Current Client List with address & contact number
- Years of Experience in the field

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, Jeddah has the right to take any action, as deem fit against our firm, including termination of the contract.

**Note:** Technical Bid Form should be submitted in separate sealed cover clearly super scribing on the envelope "TECHNICAL BID - BOOK STORE CONTRACT"]

Office Seal

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

Signature : \_\_\_\_\_

Title : \_\_\_\_\_

Name of the Company : \_\_\_\_\_



### 3. FINANCIAL BID FORM

(To print & submit on the bidders Letter Head)

We, \_\_\_\_\_ hereby agree that we shall supply the prescribed NCERT/CBSE and other textbooks as per book list released by International Indian School, Jeddah according to agreed terms and conditions and the rates given below.

- 1 Sale of books through Book Store provided by the School.
  - a. Cost Ratio/Conversion Rate for selling Books through the Book Store provided by the school:  
SAR \_\_\_\_\_ = INR 100/-
- 2 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.
- 3 The duration of the contract will be initially from **February 20, 2025 to February 19, 2026**.
- 4 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.
- 5 We are bound to assign sufficient staff for the sale of books etc. through the School Book Store.
- 6 We confirm that we are not insolvent in receivership, bankrupt 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.
- 7 We confirm that neither we nor our directors or officers have been convicted of any criminal offence related to their professional conduct of the making of false 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.
- 8 We do hereby confirm that we take the complete responsibility of the contractual terms and conditions.
- 9 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.
- 10 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.
- 11 Our staff is bound to follow the discipline, safety measures, cleanliness, hygiene etc. as required by the school.
- 12 **Financial Bid should be submitted in separate sealed cover clearly super scribing on the envelope "FINANCIAL BID - BOOK STORE CONTRACT"**

Name in Print and Signature of the Bidder

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

(SEAL)

