

IISM/CONT/001/2025-26

Date: 24/12/2024

**INTERNATIONAL INDIAN SCHOOL
MAJMAAH KSA
REQUEST FOR QUOTATION
BOOK STORE CONTRACT
FOR AY 2025 - 2026**

**TECHNICAL BID FORM
AND
FINANCIAL BID FORM**

Bid Closing Date: 12/1/2025 (tentative)

I. INTRODUCTION

Sealed Quotation invited for supply of textbook for students from KG to class X for the Academic Session 2025-26 from well-reputed published /Firms/ Companies/ Group/ Consortiums etc. possessing adequate experience in the relevant field of supplying textbooks CBSE-Affiliated schools in Saudi Arabia.

The bidder shall submit financials bids in Standard Application Form attached with this notice. At first instance, bids shall be opened, and the credentials of all bidders may be evaluated through physical inspection of their stated sites/addresses as per the prescribed technical evaluation criteria if the school so desires.

All Commercial bids shall be sought under two categories i.e. Technical Bids (Page-4 and 5) and Financial Bids (Page-6 and 7). The financial bids shall only be open 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 Majmaah, School reserves the right to accept or reject the bid without assigning any reason.

The objective of the Pre-qualification exercise is to evaluate the Contractors/Suppliers for the specified period as per the specifications and requirements. **The firm shall not be blacklisted by any Government Department,**

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

The quotation in sealed envelopes (separately for Financial & Technical Bids) is required to be submitted to the office of the principal before 1:30 pm on 12th Jan 2025. e-bid can also be sent through e-mail: iismajmaah@gmail.com latest by 12th Jan 2025

Late bids will not be entertained. International Indian School Al Majma'ah will not be responsible for any cost or expense incurred by the bidder in connection with the preparation or submission of Bids.

NB: The prospective bidder is required to sign and stamp on each page of the document attached with this tender notice for having been agreed to all the terms & conditions.

PRINCIPAL

(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, 2025 to 28th February, 2026.
2. The books must be sold strictly as per the approved book list provided by the school.
3. The sale of the books should be in accordance with the approved price list.
4. The supplier should provide printed invoice for purchase of textbooks.
5. The books must be sold in sets and in piecemeal also as per requirement of the students.
6. The contract period for sale of books in the school will be from 15th March 2025 to 15th May 2025.
7. The supplier will make sure that all the textbooks are distributed together.
8. The supplier will make its own arrangement of sufficient manpower for proper distribution of books from 15th March 2025 so that most sales should finish before start of academic year (beginning 14th April 2025). Pending text book sales if any should be completed before 15th May 2025.
9. The vendor shall retain a few sets of books with in the school for late admission students.
10. Booklist shall be provided to the successful tenderer.
11. The supplier must attach the copy of CR and license to operate the bookstore.
12. Quotation must be submitted as per the pro forma through email: iismajmaah@gmail.com on or before 12 Jan 2025 with time limit of 1:30 p.m. and in a sealed envelope latest by 1:30 p.m.
13. The refundable caution deposit of SAR 50,000/- cheque addressed to International Indian School, Majmaah shall be collected upon signing of the contract, which will be returned after successful completion of the book distribution.
14. ~~15.~~ The book supplier shall attach the copy of supply order/work order from at least 3 three CBSE affiliated schools with an intake of 1000 students or more.

15. If failing to provide the books on time shall result in penalty and confiscation of the security deposit / encashment of the bank guarantee.
16. The Tenderer shall submit the copy of Purchase Order for all the textbooks to International Indian School Al Majmaah within 30 days from the contract signing.
17. Company would be bound to assign sufficient staff for the sale of books.
18. You should provide Electronic Invoice to the school with the acknowledgement from parents.
19. Tendering / bidding will be open only to suppliers in KSA.
20. For any clarification related to the tender please contact iismajmaah@gmail.com

APPLICATION FOR TEMPORARY-BOOKSTORE NI SCHOOL CAMPUS

1 Name of the Establishment : _____

2. CR No. : _____

3. Address : _____

4. Year of Establishment : _____

5. No. of Outlets in Majmaah : _____

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. Contract 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 along with the pre-qualification form.

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 in SAR	:	
7	Past experience – mention the Current School text Books supplying contracts in Saudi Arabia.	:	
8	Provide a list of your major clients. Customers with type of service provided, details, reference, contact name, address and telephone numbers, e.g. SABIC etc.	:	
09	If you sub contract, who is your agent in India supplying NCERT Text Books?	:	
10	Do your sub-contractors include complete technical and quality requirements?	:	
11	Describe your supervision and control activities that ensure the effectiveness of the operation.	:	

12	Does the vendor have any existing year (2023-24) contract with any CBSE affiliated schools in the kingdom with an intake of 20,000 plus students (If yes, please attach a copy of Work Order)	
13	Last 3 years (2022, 2023, 2024) VAT & Zakat returns filing. Please attach proof.	
14	Please specify if you have any distributor in India licensed to supply books to KSA. (Please attach a letter of consent from supplier of supply books for your firm).	

Submit copies of valid commercial documents of your company along with the TECHNICAL BID FORM as mentioned in Appendix I (page-7).

Technical Bid Form to be submitted in separate sealed cover clearly super scribing on the envelope "TECHNICAL BID – BOOK STORE CONTRACT 2025-26"

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 addresses & Contact No.
- 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, Majmaah 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

3. 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, Majmaah as per the prescribed and agreed list of books, terms and conditions and the rates are given below.

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

a. The discount applied on MRP will be _____%(Except the NCERT books).

b. Cost Ratio/Conversion Rate for selling books through the bookstore provided by the school:

SAR _____ = INR 100/- as per #1a. (As per approved price list)

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. The duration of the contract will be initially from March 15, 2025 to May 15, 2025.
4. We are bound to assign sufficient staff for the sale of books etc. through the School Book Store.
5. 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.

6. 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 statements or misrepresentations as to their qualifications to enter into a contract within a period of two or have not been otherwise disqualified pursuant to administrative suspension or disbarment proceedings.
7. We do hereby confirm that we take the complete responsibility of the contractual terms and conditions.
8. 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.
9. 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.
10. Our staff is bound to follow the discipline, safety measures, cleanliness, hygiene etc. as required by the school.
11. **Financial Bid to be submitted in separate sealed cover clearly superscribing on the envelope "FINANCIAL BID – BOOK STORE CONTRACT 2025-26"**

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 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	SAUDIAZATION CERTIFICATE		
07	COMPANY LICENSE (SAME FIELD)		
08	LIST OF PAST 5 YEARS SIMILAR EXPERIENCE		
09	COMPANY PROFILE		
10	LIST OF MAJOR CLIENTS DETAILS		