



International Indian Public School
Riyadh
Affiliated to C.B.S.E. New Delhi - Affiliation No 5730010
Under Supervision of Saudi Ministry of Education - Licence No. 6/J
VAT No. 310481587700003

المدرسة الهندية العالمية العامة
الرياض
معمتمة من مجلس المركزى لتعليم الثانوى نيو دلهى - رقم ٥٧٣٠٠١٠
تحت اشراف وزارة التربية والتعليم بالمملكة العربية السعودية - ترخيص رقم ٦ ج



IIPSR/TB/2025-26/03

Date: 28/11/2024 (Thursday)

INTERNATIONAL INDIAN PUBLIC SCHOOL

RIYADH

KSA

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

LAST DATE FOR THE BID SUBMISSION:

DECEMBER 10, 2024 (TUESDAY)

1





International Indian Public School
Riyadh
Affiliated to C.B.S.E. New Delhi - Affiliation No 5730010
Under Supervision of Saudi Ministry of Education - Licence No. 6/J
VAT No. 310481587700003

المدرسة الهندية العالمية العامة

الرياض
معمدة من مجلس المركزى لتعليم الثانوي نيو دلهي - رقم ٥٧٣٠٠١٠
تحت اشراف وزارة التربية والتعليم بالمملكة العربية السعودية - ترخيص رقم ٦ ج
وزارة التعليم
Ministry of Education



Date:28/11/2024

IIPS/TB/25-26/03

Sub: Tender Notice for Procurement of textbooks for Academic Session 2025-2026

E-bids are invited for supply of textbooks for the students from KG to Class XII for the Academic Session 2025-2026 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 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-week 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 having Financial & technical bids should be submitted to the Email Id principal@iipsr.edu.sa on or before 10 December 2024. The Quotation in sealed envelope (separately for financial & Technical Bids) is also required to be submitted to the principal office on or before 2:00 p.m on December 10, 2024. Late bids shall not be entertained. International Indian Public School- Riyadh shall not be responsible for any cost or expense incurred by bidders in connection with the preparation or submission of bids.

Note: The Prospective bidder is required to sign and stamp each document attached with this tender notice against having agreed to all terms and conditions.

Santhosh Prabhakaran

Principal (Interim)



(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 2025-2026
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
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 2025-2026
6. The books must be sold in sets and in piece meal as per requirement of the students.
7. The supplier must attach the copy of CR and license to operate the bookstore.
8. Quotation must be submitted as per the Pro forma through email: principal@iipsr.edu.sa on 10th December 2024, before 2.00 p.m in the sealed envelope.
9. Booklist shall be provided to the successful tenderer.
10. 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.
11. The Refundable caution deposit of S.R 50000/- cheque addressed to International Indian Public School Riyadh shall be collected upon signing of the contract, which will be returned after successful completion of the book distribution.
12. The Tenderer shall submit the copy of Purchase Order for all the provided book list to International Indian Public School Riyadh within 30 days from the contract signing.
13. The vendor having its own bookshop in Riyadh will be preferred.
14. The price of the books sold at regular sales outlet in Riyadh should be the same as sold in the school.
15. Any Clarifications related to the tender can be sent to principal@iipsr.edu.sa for International Indian Public School- Riyadh 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 Riyadh : _____
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 BOOK STORE CONTRACT".

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 contract in Saudi Arabia : _____
8. Does the vendor have any existing year (2024-2025) 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 to supply books for your firm)

You are requested to submit copies of the following valid commercial documents of your company along with the TECHNICAL BID FORM.

- | | |
|--|---------------------------------|
| 1. Company CR | 2. Vat Registration Certificate |
| 3. Certificate of Chamber of Commerce | 4. Zakat & Tax Certificate |
| 5. License for relevant Commercial activity | 6. GOSI certificate |
| 7. Current client list with address & contact number | |
| 8. 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 Public School, Riyadh 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"

Signature :

Official Seal

Title :

Name of the Company :

Date: _____



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 Public School, Riyadh 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/-
 - b. Royalty/ Space utilization charges for sale of Books in school premises: SAR _____
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 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 Book Store for the sale of Books etc. shall be 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)

