IISB/TB/RFQ/2026-27

Date: 25-11-2026 (Wednesday)

# INTERNATIONAL INDIAN SCHOOL BURAIDAH
# AL QASSIM - KSA

# INVITATION FOR QUOTATION
# TEXTBOOKS CONTRACT
# FOR AY 2027-28

## LAST DATE FOR BID SUMISSION:
## 10th December 2026(Thursday)



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

## General Terms & Conditions

1. The agreement for the sales of books will be for the **Academic Year 2027-28**.
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 parents should be able to purchase books using card (PoS) as well as cash purchase.
5. The Supplier should provide printed invoice for purchase of textbooks.
6. The regular outlet (specified period) for the sale of books will be provided in the school premises.
7. The contract period for sale of books in the school will be from 15th March 2027 to 13th May 2027.
8. The supplier will make sure that all the textbooks are distributed together.
9. The supplier will make its own arrangement of sufficient manpower for proper distribution of books from 15th March 2027 so that most sale should finish before start of academic year begins on 4th April 2027. Pending textbooks sale, if any, should be completed before 13th May 2027.
10. The vendor shall retain a few sets of books with the school for students take admission on a later date.
11. The books must be sold in sets and in piecemeal also as per requirement of the students.
12. The supplier must attach the copy of CR and license to operate the bookstore.
13. Quotation must be submitted as per the pro forma through email: principal@iisburaidah.org on or before 10th December 2027 with time limit of 1:30 p.m. and in a sealed envelope latest by 1:30 p.m. on 10th December 2027.
14. Booklist will be provided to the successful tenderer.
15. The book supplier shall attach the copy of supply order/work order from at least 3 CBSE affiliated schools with an intake of 1000 students or more.
16. A Bank Guarantee of SAR. 50,000/- must be submitted to the International Indian School Buraidah at the time of signing of the contract, which will be returned after successful completion of the book distribution within the stipulated period.
17. The Tenderer shall submit the copy of Purchase Order for all the textbooks to International Indian School Buraidah within 30 days from the contract signing.
18. For any clarification related to the tender please contact principal@iisburaidah.org or 016 3264480

INTERNATIONAL INDIAN SCHOOL BURAIDAH • SAUDI ARABIA • BURAIDAH

## APPLICATION FOR TEMPORARY BOOKSTORE IN SCHOOL CAMPUS

1. Name of the Establishment : _____
2. CR No. : _____
3. Address : _____

_____

_____

4. Year of Establishment : _____
5. No. of Outlets in Buraidah : _____
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 to be submitted in separate sealed envelope duly superscribed on it "Technical Bid".

**TECHNICAL BID**

1. Name of the Organization (Write in capital letter) : _____
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 last year : _____
7. Past Experience – mention the Current school textbooks supplying contracts in Saudi Arabia : _____
8. Does the vendor have any existing year (2026-27) 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)
9. Last 3 years (2023, 2024, 2025) VAT & Zakat returns filing. Please attach proof.
10. Please specify if you have any distributor in India licensed to supply books 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.

- 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 the incorrect at any point of time during the execution of the contract, International Indian School Buraidah has the right to take any action as deem for 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 – BOOKSTORE CONTRACT"**

Office Seal

Signature : _____

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 booklist released by International Indian School Buraidah according to agreed terms & conditions and the rates given below.

1. Sale of books through Bookstore provided by the school.
    a. Cost Ratio/Conversion Rate for selling books through the bookstore provided by the school:
    SAR _____ = INR 100/- as per (As per approved price list)
    b. Royalty/Space Utilization charges for Sale of Books in school premises: SAR _____.
2. We are bound to sell the textbooks and other items prescribed by the school during the full tenure of the contract to the entire satisfaction of the school authorities and parents.
3. The duration of the contract will be initially from 15th March 2027 to 13th May 2027.
4. We do hereby confirm that we have necessary professional and technical competence, financials 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 bookstore.
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 2 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 & conditions.
9. We are bound to protect and safeguard all materials, equipment facilities of the school during the period of 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–BOOKSTORE CONTRACT"**

Name in Print and Signature of the Bidder

Date: _____

INTERNATIONAL INDIAN SCHOOL BURAIDAH
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(SEAL)