

IISB/CONT/2023-24

INTERNATIONAL INDIAN SCHOOL BURAIDAH
AL-QASSIM, KSA

**BOOKSTORE CONTRACT
FOR ACADEMIC YEAR 2023-24**

TECHNICAL BID FORM

&

FINANCIAL BID FORM



I. INTRODUCTION:

It is policy of International Indian School Buraidah (IIS Buraidah) to prequalify general services, contractors/suppliers before including them in the International Indian School's approved list of contractors/suppliers.

The objective of the prequalification exercise is to evaluate the contractors/suppliers for the specified period as per the specifications and requirements.

All commercial bids shall be sought under two categories i.e. Technical Bids and Financial Bids. The financial bids shall only be opened after the technical bids have been found to be valid.

By completing and submitting the contractors/suppliers Technical Bid form, the company would provide the required information about the company. Upon receiving the Technical Bid forms, IIS Buraidah will review and evaluate it thoroughly and it may be followed by a visit to your company for further assessment.

All the information provided for the Technical Bid form process will be treated as 'confidential' by International Indian School Buraidah.

School reserves the right to accept or reject the bid without assigning any reason.

Instructions:

1. The duration of the contract will be initially from 1st March 2023 to 28th February 2024.
2. Company should be bound to assign sufficient staff for the sale of books etc though the company owned designated bookstore.
3. The books shall be sold to parents only at the agreed rate with the school. The company will collect the amount in cash or through card from the parents and issue the invoice.
4. The school will provide the space for selling the books for a fixed period of time.
5. After the sale period is over, the company may provide a few sets of books for each class to the school and collect the amount at the end of the academic year from the school.
6. The lowest bidder quoted for the set of textbooks (class wise) will be considered for further process of finalization.



II. BID DISCLOSING DATE:

Duly filled in Bid Form should reach the school office on or before 7th February 2023 during working hours (8:00 a.m. to 2:00 p.m., Sunday to Thursday).

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



Principal
IIS Buraidah
Al Qassim, KSA



I. TECHNICAL BID FORM

The Technical Bid form given below is to be duly filled by the contractor and to be submitted 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 No.	
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 textbooks supplying contracts in Saudi Arabia	

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 Certificate
- Current client list
- Years of experience in the field



Operational Information:

1. Provide a list of your major clients, customers with type of service provided, details, reference, contact name, address and telephone numbers. Eg: SABIC, etc.
2. If you sub contract, what are your criteria in selecting your sub-contractors? Describe your procedure briefly.
3. Do your sub-contractors include complete technical and quality requirements?
4. Describe your supervision and control activities that ensure the effectiveness of the operation.

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 Buraidah 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 – BOOKSTORE CONTRACT'.

Signature

Office Seal

Title

Name of the Company

Date:



