

REF:

Date: 07.01.2021


## **BID FORMS FOR THE BOOK STORE**

1. Submit attached Prequalification Questionnaire along with the Technical Bid form duly signed and stamped by the company in sealed cover.
2. The Financial Bid form duly filled in should be submitted in a separate sealed envelope
3. Copies of the following documents are to be submitted along with the technical bid form:
  - a. Company CR
  - b. Certificate of Chamber of Commerce
  - c. GOSI Certificate
  - d. VAT registration certificate
  - e. ZAKAT certificate
  - f. Current client list
  - g. Years of experience in the same field

Duly filled Technical Bid and Financial Bid forms sealed in separate covers should reach the school office on or before 23.01.2021 during the school working hours at 12.00 HRS.(SATURDAY)

For any clarification contact: 013- 8142801 EXTN-241

Regards

  
Principal (Interim)



**INTERNATIONAL INDIAN SCHOOL  
DAMMAM**

**BOOK STORE CONTRACT 2021-22**

**PREQUALIFICATION QUESTIONNAIRE**

**WITH**

**TECHNICAL B I D F O R M**

**AND**

**FINANICAL B I D F O R M**



## I. INTRODUCTION

It is the policy of the International Indian School, Dammam (IIS, Dammam) to pre-qualify General Services Contractors/Suppliers before including them in the International Indian School's Approved List of Contractors/Suppliers.

The objective of the Pre qualification exercise is to evaluate the Contractors/Suppliers capabilities to provide a effective, reliable and trouble free Services/Supply for the specified period as per the specifications and requirements.

By completing and submitting the Contractors/Suppliers Pre qualification Questionnaire you would provide the required information about your Company needed for the Pre qualification. Upon receiving the completed Pre qualification Questionnaire, IIS, Dammam 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 this Pre qualification process will be treated as "confidential" by the International Indian School, Dammam.

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

## INSTRUCTIONS

1. Answer all the questions and provide complete information and attach necessary documentation, clearly marked to the relevant section and question number.
2. All answers shall be preferably typed or legibly written.
3. If the space provided for a particular question is not enough, you may include your answer in an attachment sheet (s).
4. Questions that are not applicable to your Company may be marked "N/A" (Not Applicable).
5. Complete the "General Services Contractors/Suppliers Pre qualification Questionnaire" and submit them in a folder in duplicate with all the required documents to the following address:

The Chairman, International Indian School, P.O. Box 3320, Khobar – 31952, Saudi Arabia.

6. If you need any clarification, please contact The Admin Officer, on school telephone 8142801 Extn: 241 and Fax: 814 2806.



## ORGANIZATIONAL INFORMATION

1. What is the nature of ownership of your Company, (i.e. proprietary, limited, partnership, subsidiary or joint venture, etc.)? Please provide a copy of the Commercial Registration / license of your firm.
2. Do you have other subsidiaries, joint ventures or are a part of a parent company? If so, please describe the type of business briefly.
3. Is your operation run as a separate cost center?
  - a) Please provide a Bank Reference and authorization to discuss your financial capability with your bank. You will have to give a Bank Guarantee of at least 50% of the total bid at the time of signing the contract.
  - b) Please provide a copy of the annual audited financial statement for the last two years. Please also provide authenticated details of retained earnings, copy of Commercial Registration (CR) Certificate and Certificate of Registration with Chamber of Commerce, License Copy of Ministry of Information, Kingdom Of Saudi Arabia, to import from India to sell in K.S.A

## GENERAL INFORMATION .

1. Please provide the history of your Company, mention any current or proposed developments and generally describe your operation.
2. Please describe your facilities briefly and attach a sketch of your location and facilities.
  - (a) Please provide the organizational chart of your Company and indicate the number of employees in each functional group.
  - (b) List down briefly the academic and experience qualification of the key personnel, including the executives and heads of the functional groups.

## OPERATIONAL INFORMATION

1. Provide a list of your major Clients. Customers with type of service provided, details, reference, contact name, address and telephone numbers.
2. If you subcontract, what are your criteria in selecting your sub-contractors? Describe your procedure briefly.
3. If you sub contract, who is your agent in India supplying NCERT Text Books.

Do your sub-contractors to sub-contractors include complete technical and quality requirements?

Describe your supervision & control activities that ensure the effectiveness of the operation.



## II. EARNEST MONEY DEPOSIT

A bid bond from bank or cheque of SR. 10,000/- along with the bid. Unsuccessful bidders will be refunded the same. No cash money will be accepted.

## III. BID CLOSING DATE:

Duly filled Bid Form should reach the school office on or before 23.01.2021 at 12.00 Noon ( SATURDAY) Under any circumstances the school will not accept any bid received after the above specified time and date.

8.00 A.M. TO 2.30 P.M. ( SUNDAY TO THURSDAY)

8.00 A.M TO 12.00 Noon (SATURDAY)



# BOOK STORE CONTRACT 2021-22

## TECHNICAL BID FORM

The Technical Bid Form given below is to be duly filled by the Contractor and submitted in separate sealed cover clearly super scribing on the Envelope " TECHNICAL BID – BOOK STORE CONTRACT" . If required, extra pages can be added.

1	Name of the Organization (In Capital Letters)	
2	Contact Address (In Capital Letters)	
3	Telephone & Fax Numbers	
4	E-Mail Address	
5	Name of the person who is authorized person to sign the contract	
6	Turnover during the last year	
7	Past experience – mention the Current School Text Books supplying contracts in Saudi Arabia	

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

Signature

Office Seal

Title:

Date:

Name of the Company:



## DOCUMENT REQUIREMENT

Your Prequalification Documents should also include all the following documents. Please checkmark the appropriate box whether the documents are attached or not. If any of the required documents is not submitted, then explain the reason.

1	Commercial Registration Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
2	Zakat Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
3	VAT Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
4	Chamber of Commerce Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
5	GOSI Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
6	Saudiazation Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
7	Any License (Please specify-----)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
8	Audited Financial Statement - Year 2019	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
9	Audited Financial Statement - Year 2018	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
10	Company Organization Chart	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
11	List of Past 3 Years Similar Experience	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
12	List of Ongoing Similar Services/Book store	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
13	Latest Company Profile	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
14	Operational Personnel List / CVs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
15	Manpower Details in Position-wise	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
16.	List of Major Clients & Contact details	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____

### 1. GENERAL QUISTIONAIRE (Please attach separate sheet if required)

1. Do you have other subsidiaries, joint ventures or are a part of a parent company? – Yes / No  
(If so If so, please describe the type of business briefly)
2. Please provide a Bank Reference and Authorization to discuss your financial capability with your bank

Please providethe history of your Company, mention any current or proposed developments and generally describe your operation.

Please describe your facilities briefly and attach a sketch of your location and facilities.



5. Describe briefly the procedure of maintaining / sort out issues in case of other unforeseen incidents.
6. Describe your procedure and measures that ensure that the services are satisfactory?
7. If you subcontract, what are your criteria in selecting your sub-contractors? Describe your procedure briefly.
8. How long have you been doing such kind of services to various clients in this field

The completed contractor Prequalification Summary form, **together with all the relevant supporting documents**, shall be submitted to the Chairman, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2801, Ex -241 Fax : 013 814 2806, Email : [iisdammam@hotmail.com](mailto:iisdammam@hotmail.com)

### **AUTHORIZED SIGNATURE**

We certify that all the information provided in Attachments/ Sections listed above are true and correct, and we fully understand that any information found to be incorrect or incomplete could result in the disqualification of our company in participating in the above mentioned service contract.

Service Provider Name :

Authorized Signature :

Name :

Position :

Date :





# FINANCIAL B I D F O R M

(To print & submit in the bidders Letter Head and submitted in separate sealed cover clearly super scribing on the Envelope “ FINANCIAL BID – (BOOK STORE CONTRACT” )

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

**1 Sale of Books through School for 15 Days:  
Rent payable to the school (For 15 Days) :**

a) SR.....

(Saudi Riyals .....

b) Cost Ratio for selling Books :

SR. .... = INR 100/-

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. The duration of the Contract will be from 1st March,2021 to 31<sup>st</sup> January 2022.
3. 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.
4. We are bound to assign sufficient staff for the sale of books etc. through the Space provided by School two (2) counters (Girls & Boys Section).
5. We confirm that we are not insolvent in receivership, bankrupt or being woundup, 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 proceedings for any of the forgoing.

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 of 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 are bound to follow the discipline, safety measures, cleanliness, hygiene etc. as required by the school.
11. FINANCIAL BID FORM should be submitted in a separate sealed cover clearly super scribing on the Envelope " FINANCIAL BID – "BOOK STORE CONTRACT"

**Name in Print and Signature of the bidder:**

Name : \_\_\_\_\_

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

Date.....

(SEAL)



**1. Validity**

This bid shall remain valid for a period of one hundred twenty (120) calendar days following the bid closing date.

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**(Name in Print of Authorized Signatory)**

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**(Signature)**

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**(Designation & Title)**

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**(Name of Company)**

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**(Date)**

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**(Official Seal of the Company)**

