

INTERNATIONAL INDIAN SCHOOL DAMMAM



BID FORMS FOR THE BOOK STORE CONTRACT 2027-28

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 with all the required documents. The folder to be dropped in the School Bid Box. [Unity Campus]



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 **SAR 100,000** 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, if any.

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.
4. Do your sub-contractors to sub-contractors include complete technical and quality requirements?
5. 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 [Unity Campus Bid Box] on or before **5th November 2026**. [*School Workings hours up to are 7.30 am to 2.30 pm and on Saturdays from 8 am to 12 pm. School is closed on all Fridays*]

Under no circumstances the school will accept any bid received after the above specified time and date.

IV. TECHNICAL PROPOSAL

The Technical Proposal given below is to be duly filled by the Contractor and submit along with the Pre - qualification Form. If required, extra pages can be added.

1	Name of the Organization	
2	Contact Address	
3	Mobile & Fax Nos	
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

Special Note:

BELOW DOCUMENTS ARE MANDATORY ALONG WITH THE OFFER. FAILURE TO SUBMIT DOCUMENTS WITH OFFER WILL LEAD TO DISQUALIFICATION.

1. COMPANY PREQUALIFICATION DOCUMENTS

- Commercial Registration [CR] certificate.
- Chamber of Commerce certificate.
- National Address.
- VAT Certificate.
- BAN [Business activity number] Certificate.



TERMS AND CONDITIONS:

Book Vendor Requirements and Compliance

1. Approved Text book agencies who can directly deliver books to the school only need to participate.
2. As mentioned previously, Vendors must submit valid **Commercial Registration (CR) and license documents** prior to the procurement of books and operation of the bookstore.

Vendor selection will be based on:

- Book exchange rate offered.
 - Royalty amount paid to schools for facility use.
 - Bank guarantee or security deposit provided.
 - Commitment to supply the required book quantity on time.
3. Vendors must provide proof of purchase orders for the full book supply within 30 days of contract signing.
 4. A bank guarantee amount of SAR 100,000/- must be submitted before the contract is signed and will be refunded upon successful distribution completion. Failure to deliver books on time will result in penalties, including confiscation of the security deposit or encashment of the full bank guarantee.
 5. Vendors must ensure sufficient manpower for efficient book distribution.
 6. The supplier must arrange sufficient manpower for the proper distribution of books starting from 10th March 2025, ensuring that most book sales are completed well before the start of the academic year. Any pending textbook sales must be completed by 15th May 2025.

Book Sale Guidelines

7. Vendors must pay the school an annual rent for the facility usage. To be filled in the Bid Form given below.
8. Book sales should follow the approved price list. The list must also include the price of School notebooks and Stationery.
9. Parents should have the option to pay via POS (card) or cash.
10. Vendors must issue printed invoices for purchases, including VAT.

School Facility Usage

11. Schools will provide a regular outlet on the premises for book sales for a specified and approved period.
12. Vendors must sell books as **sets or individually** to meet students' requirements. Students must not be forced to buy the entire set if not needed.
13. Books must be available for sale at least 15 days before the commencement of the academic year.


21/10/2026
SUNIL PETER
Principal





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

I. Sale of Books through Book Store provided by the School

Yearly Rent payable to the school:

a) SR.....

(Saudi Riyals)

b) Cost Ratio for selling Books through the Book Store provided by the school. 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 initially for one (1) year from
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 School Book Store – two (2) counters
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 proceedings for any of the foregoing.
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 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. Bidder shall arrange proper disposal arrangement of books to avoid any rush or overcrowding and ensure the availability of sufficient disposal points.

Name in Print and Signature of the bidder

Date.....

(SEAL)

INTERNATIONAL INDIAN SCHOOL DAMMAM

ACADEMIC YEAR 2027-2028

Estimated number of text books sets class wise

CLASS	Estimated number of sets
NURSERY	200
LKG	700
UKG	750
1	1075
2	1185
3	1330
4	1350
5	1400
6	1360
7	1320
8	1175
9	1050
10	970
11	900
12	850
Total	15,615


21/10/2026

SUNIL PETER
PRINCIPAL

