

INTERNATIONAL INDIAN SCHOOL JEDDAH

SHORT TENDER NOTICE

REF: IISJ/ADM-04/185/2024

Date: January, 23rd 2024

Sealed Tenders are invited from the intending Registered Authorized Dealers, Renowned Firms & Distributors/Dealers for supply of School Uniform, Shoes & Socks to the students of KG Section of IIS Jeddah for the academic session 2024-2025. The last date of submission of tender paper is on or before 04-02-2024 by 05:00 PM to the office and in person or by post addressing to the Administrative Officer of International Indian School Jeddah.

The undersigned reserves the right to accept, reject or modify the tender wholly or partially without assigning any reason thereof.

Tender paper along with details can be downloaded from the School website (iisjed.org) and submitted along with all documents before the last date of submission.

TENDER DOCUMENTS

IMPORTANT INFORMATION TO THE BIDDERS

01	Availability of Tenders	www.iisjed.org
02	Date & Time for submission of the Tender documents by Speed Post/Regd. Post/in person	Last date: 04-02-2024 by 05:00 PM
03	(i) Technical Bid (ii) Financial Bid of eligible Tenderer (iii) Venue	(i) Date: 31-01-2024 with samples (ii) Financial bids of technically successful Bidders will be opened after acceptance of the samples (iii) Conference Hall of International Indian School Jeddah
04	Supply of all intended materials	The materials are to be supplied within one month from the date of placement of order failing which order will be automatically cancelled.



GENERAL INSTRUCTION FOR BIDDERS

1. Procedure

- a. The Bid has been invited under two bid systems, i.e **“Technical Bid”** and **“Financial Bid”**. The interested Bidders are advised to submit two separate sealed envelopes super scribing **“Technical Bid”** and **“Financial Bid”**.
- b. **Technical Bid and Financial Bid:** -
The Bidders have to fill up the Technical Bid Form (Format-A) (Copy enclosed) and submit it with a separate envelope with all self-attested documents. Similarly, the Financial Bid Form has to be filled up as per prescribed form (Format-B) (Copy enclosed) and to be submitted in separate envelope.
- c. The Tender should be addressed to the Administrative Officer and subscribed as **“Tender for Supply of School Uniform”**.

2. The Bidder shall submit the following documents along with the Tender papers: -

The interested Bidders are to enclose self-attested photocopy of the following valid documents in the **Technical Bid envelope**.

- Copy of VAT
- Commercial Registration Certificate.
- Bank Account statement copy of concerned firm.
- Declaration as per Format-C (copy enclosed).
- Experience in supply of School uniform to any School.



3. The terms and conditions of the Tender shall be as follows: -

- i. The rates inclusive of all taxes for each item should be quoted with specific Brand of the company. The bidders must bring the sample at the time of opening of tender.
- ii. One bidder has to produce one sample only for verification during opening of tender. Production of multiple samples during the opening of tenders by any bidder liable for rejection.
- iii. The bidders who meet the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. The technically disqualified bidders will not be entertained in the financial bid.
- iv. The decision of Procurement Committee on selection / rejection of bidders would be final basing on the tender submitted by the bidders and the quality of items to be supplied by them.
- v. The Committee shall not be bound to accept the lowest rate, but the acceptance of the tender shall be based on the best quality of the materials / Samples submitted. The finally accepted bidders shall strictly confirm to the approved rates and sample while supplying.
- vi. In case the supply of articles is found to be of poor/sub-standard quality contrary to the approved sample, the supply order will be cancelled and steps may be taken for black-listing the firm. It is also applicable to them who are unable to supply the same.
- vii. All the procured items should be supplied within 01 (one) month from the date of placement of order. All materials should be delivered in full and good conditions and in no case part supply will be accepted. The Successful Unit/Firm should submit Commercial Registration certificate during time of submission of Invoice Bill.
- viii. The Committee reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- ix. The Tenderer should quote rate for all items given in the tender schedule in order. Part tender is not acceptable.
- x. The Tenderer should submit one sample and one quoted rate.
- xi. All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without the use of abbreviations. It shall be submitted in English.

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[Handwritten signature]



- xii. The rate should be clearly mentioned on the tender paper both in figure & words and duly signed by the tenderer concerned; otherwise the tender is liable to be rejected.
- xiii. The rates quoted shall be valid for a period of one year counted from the last date of receipt of the bids or submission of tenders.
- xiv. The rate inclusive of all taxes and transportation to the International Indian School, Jeddah premises.
- xv. The selected bidder has to collect measurement of the Uniform / shoes & Sock.
- xvi. All documents should be duly signed by the authorized person of the bidder in each page as a token of acceptance of all terms and conditions of the Bid.

4. Submission and opening of Tender

- Samples are mandatory, without samples tender will not be accepted.
- The interested bidder may submit the tender document completely in all respect along with required documents and other requisite documents on or before 04-02-2024 by 05:00 PM to the Administrative Office of International Indian School Jeddah or in person.
- The authority has every right to extend the dateline for submission of tender.
- The bid received by the authority after the prescribed time and dateline for submission of bids will not be opened and considered. Thus, the same is deemed to be rejected.



FORMAT – “A”
APPLICATION-TECHNICAL BID

1.	Name of the Bidder	
2.	Name of the Proprietor	
3.	Full address of the Registered Office	
4.	Full address of Operating/Branch Office	
5.	Name & Telephone No. of authorized Officer	
6	VAT No.	
7	Commercial Registration Certificate	Yes/No
8	Bank Account Statement copy	Yes/No
9	Declaration as per Format – C	Yes/No
10	Experience in supply of School uniform	Yes/No

Place
Date

Bidders Official Signature
Name & Designation with Rubber
Stamp/Official seal of the firm.





FORMAT – “B”

APPLICATION FOR FINANCIAL BID

1. Uniform Materials for Students

Class	ITEMS (School uniform for Boys & Girls)	Tentative Requirement	Brand / Company Name (if any)	Quoted Price inclusive all taxes & transportation (per pair/piece in SAR)
LKG	Track suit (polyester) with sublimé print	484 pairs		
UKG	Track suit (polyester) with sublimé print	752 pairs		



FORMAT – “C”

DECLARATION

1. I _____ Son/Daughter/Wife of _____
Proprietor/Authorized Signatory of the Bidders mentioned above are
competent to sign this declaration and execute this Tender document.
2. I have carefully read and understood all the items and conditions of the
Tender and undertake to abide by them.
3. The information/Documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I/We am/are well
aware of the fact that furnishing of any false information/fabricated document
would lead to rejection of my Tender at any stage besides liabilities towards
prosession under appropriate law.
4. I also Certify that our firm has not been black-listed by
Govt/Board/Corporation/Autonomous body.
5. This is also certified that neither I nor organization will indulge in any corrupt
practices so far as this bidding is concerned.

Place

Date

Bidders Official Signature

Name & Designation with Rubber

Stamp/Official seal of the firm.



