



# INTERNATIONAL INDIAN SCHOOL - JEDDAH

المدرسة الهندية العالمية - جدة

Ref: IISJED/ADM-04/329/2025-26

Date: 03<sup>rd</sup> February 2026

## TENDER NOTICE

### *Request for Quotation for provision of Drivers on Contract Basis*

International Indian School Jeddah (IISJ) invites quotations from reputed, licensed, and authorized manpower/service contracting companies for providing qualified and experienced drivers for driving the Institution's vehicles. The details of the required services are as follows:

- **Nature of Service:** Supply of 2 (Two) Drivers on Contract Basis.
- **Duty Hours per Driver:** 08 to 09 hours per day.
- **Working Days:** 06 days per week.
- **Required Qualifications:**
  - Drivers must be of Indian Nationality and hold valid Heavy vehicle Saudi driving license.
  - Drivers must be Medically fit, legally employed and sponsored under the bidding company.
  - Only companies holding valid manpower/service licenses will be considered.
  - All quotations must be accompanied by relevant and valid supporting documents/certificates including the list of clientele.

The interested organizations must submit their quotations strictly in accordance with the above requirements and applicable terms and conditions. Quotations will be evaluated based on compliance with requirements, legal validity, and best value offered.

#### NB:

(A) Quotations duly attested by the Chamber of Commerce, in accordance with Annexure A & B (enclosed), shall be submitted by email to: [tenders@iisjed.org](mailto:tenders@iisjed.org)

(B) The last date for submission of quotations is: **12<sup>th</sup> February 2026.**

(C) The subject line of the email should clearly mention: **"Quotation for Drivers"**

  
Dr. Mohammad Imran  
Principal



UNDER THE PATRONAGE OF EMBASSY OF INDIA, RIYADH  
AFFILIATION NO. 5730001, SCHOOL CODE - 90072  
MINISTRY OF EDUCATION - K.S.A - LICENCE NO. 045 / J, C.C.No. 136593  
P.O. Box 14861 JEDDAH 21434, SAUDI ARABIA  
Boys' Section - Tel. +966 54 4435168  
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Girls' Section I & II - Tel. +966 12 6737752, KG-SECTION - Tel. +966 12 6747737

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تابعة للمجلس المركزي للتعليم الثانوي ، نيودلهي  
الانتماء رقم. ٥٧٣٠٠٠١ رمز المدرسة - ٩٠٠٧٢  
وزارة التعليم - ترخيص رقم: ج/٤٥ رقم العضوية في الغرفة التجارية، ١٣٦٥٩٣  
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المدرسة الهندية العالمية - جدة

## Annexure – A

### Bid Form for Supply of Drivers

Name of Establishment/Person:

.....

CR/ID Number:

.....

Address:

.....

.....

.....

Email Address:

.....

Contact Number:

.....

Name of the Representative: .....

Signature: .....

Seal of the Firm: .....

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## Annexure – B

### APPLICATION FOR FINANCIAL BID

#### 1. Supply of Drivers on contract Basis

S. N o.	Description of Requirement	Requirement	Total Working Hours	Total Working Days	Monthly Salary quoted for each driver	Total Quoted Price inclusive all taxes
1	Indian heavy vehicle drivers with valid Iqama	2	8 to 9 hours	6 Days/week		

All costs, liabilities, and statutory obligations related to the engagement of drivers shall be solely borne by the bidding company, including but not limited to:

- Iqama issuance, renewal, profession change, and related fees.
- Work permit and government charges.
- Medical insurance.
- GOSI contributions (if applicable).
- Immediate Replacement during leave, absence, emergency or unsatisfactory performance.
- All traffic fines, penalties, violations, and any legal consequences arising from traffic offenses committed by the drivers while on duty.
- Any other benefits, costs, or obligations as per Saudi Labor Law and applicable regulations.

No additional financial liability whatsoever shall accrue to the client beyond the quoted contract value.

**NOTE: The Quotation Bids should be duly attested by the Chamber of Commerce.**

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