



**INTERNATIONAL INDIAN SCHOOL JEDDAH
SAUDI ARABIA**

www.iisjed.org

Re E-Tender for Supplying of Stationery Items - International Indian School - Jeddah.

E-Tender No.: REF/IISJ/ESTATE/Stationery/2026

Date of Publishing: 11/08/2026

Last date for submission of bids: 18/08/2026

International Indian School, Jeddah

P.O. Box: 14861,

Jeddah - 21434

Kingdom of Saudi Arabia.



REF/IISJ/ESTATE//STATIONERY /2026
International Indian School Jeddah

Dated: 11.08.2026

NOTICE INVITING E - TENDER

1. International Indian School Jeddah, invites E - Tender under bid system from registered Suppliers for supplying of Stationery Items to International Indian School - Jeddah.
2. Interested Parties may quote for supplying of Stationery items with the requirement decided by the School.
3. The quotation may be submitted through tenders@iisjed.org up to 18/08/2026 . **Please ensure that the quotation is attested by the Chamber of Commerce.** Also send all valid documents e.g. CR, VAT Certificate, National address and Bank IBAN Letter etc.
4. The Competent Authority reserves the right to reject any or all the bids, or cancel the tender, without assigning any reason and the decision of the competent authority of the School shall be final and binding.
5. **Quotation for "Stationery Items 2026 " should be written on subject.**



REF/IISJ/ESTATE/ STATIONERY /2026
International Indian School Jeddah

Dated: 11.08.2026

NOTICE INVITING E - TENDER

The International Indian School Jeddah invites e-quotations from registered suppliers for the supply of Stationery Items as per the specifications and requirements mentioned below:

SL No	Particulars	Unit	Quantity
1	BALL PEN BLACK (Cello)	EA	120
2	BALL PEN BLUE (Cello)	EA	600
3	BALL PEN Red (Cello)	EA	5000
4	Roco BOX FILES WITH CLIPS A4 -3"	EA	600
5	Brown Envelop A3	EA	3000
6	Brown Envelop A4	EA	5000
7	Brown Envelop 35.9 CM x 50.8CM	EA	500
8	White Envelop, Size: A5 size OR 115 X 225mm	EA	5000
9	ROCO Calculator Printing Roll, 57mm (Carton)	Cartoon	1
10	CELLO TAPE Brown 2.5"	EA	300
11	MASKING TAPE(PAPER TAPE) 2.5"	Roll	200
12	Roco CORRECTION PENS - Item No.RQ27003 Japan (Pcs.)	EA	500
13	Roco ERASER (Rubber) (Pcs.)	EA	100
14	GLUE STICK UHU (Pcs) 21Gms	EA	500
15	Glue Liquid 250 ML Bottle	EA	100
16	Roco Rubber band (PKT)	EA	600
17	Roco HIGHLIGHTERS (Packets) - 4 IN 1	PKT	200
18	Roco HIGHLIGHTERS Pieces) Yellow Color	Pieces	100
19	MANILA FILES (Pcs.) Legal Size	EA	2000
20	PERMANENT MARKERS DIFFERENT COLOURS (1X4) /PKT	PKT/4	50
21	Roco ONE SIDE TRANSPARENT FOLDER A4	EA	400
22	FABER - CASTLE PENCIL BOXES With Eraser (1X12)	Packet	200
23	PLASTIC TRANSPARENT FOLDER L shaped (pcs.)	EA	200
24	Roco SHARPNER, RQ 18050	EA	100
25	STAPLER PIN No.26/6 (Rexel) Pcs Box (1X500)	Box	300
26	Roco STAPLERS, S -206	EA	100
27	UNI-BALL EYE FINE PEN BLACK, JAPAN	EA	120
28	UNI-BALL EYE FINE PEN BLUE, JAPAN	EA	360
29	UNI-BALL EYE FINE PEN GREEN, JAPAN	EA	96
30	UNI-BALL EYE FINE PEN RED, JAPAN	EA	24
31	USB 32 GB	EA	60
32	AAA2 Battery Duracell (PKT 1X2)	PKT	100
33	AA2 Battery Duracell (PKT 1X2)	PKT	200
34	Wool Thread white color (70 Gms/ 145 meter)	EA	200
35	Sticky Label A4 size PKT (1X100)	PKT	100
36	Roco Record book,	EA	200
37	Color Paper, 80GSM, A4 (Mix of different Colors)	PKT	50



38	Scissors Stainless Steel, Size 218mm/8.6"	EA	100
39	Graph Paper (PKT 1 X 10 X 10)	PKT	100
40	ROCO Jump clip/ PAPER CLIP BOX	EA	100
41	Board Pin	PKT	50
42	Safety Pin Multi size	PKT	20
43	Fastener (80mm) Leg Length 2" for Manilla file	Box	50
44	Punch Machine with double hole Medium size	EA	50
45	Electrical Stapler	EA	5
46	Calculator Casio 12 digits	EA	36
47	Pen port round shaped	EA	20
48	Notice Board/ Bulletin Board (90 X 120 cm)	EA	60
49	White Board magnetic (90 X 120)	EA	20
50	White Board magnetic (180 X 120)	EA	30
51	Roco Double sided Tape 1.5"	EA	30
52	White Board magnetic (240X 120)	EA	30

Kindly ensure that your quotation is attested by the Chamber of Commerce and submitted by deadline.



International Indian school – Jeddah
(Format for Financial Biding)

SL No	Particulars	Unit	Quantity	Unit Price	Total Price
1	BALL PEN BLACK (Cello)	EA	120		
2	BALL PEN BLUE (Cello)	EA	600		
3	BALL PEN Red (Cello)	EA	5000		
4	Roco BOX FILES WITH CLIPS A4 -3"	EA	600		
5	Brown Envelop A3	EA	3000		
6	Brown Envelop A4	EA	5000		
7	Brown Envelop 35.9 CM x 50.8CM	EA	500		
8	White Envelop, Size: A5 size OR 115 X 225mm	EA	5000		
9	ROCO Calculator Printing Roll, 57mm (Carton)	Cartoon	1		
10	CELLO TAPE Brown 2.5"	EA	300		
11	MASKING TAPE(PAPER TAPE) 2.5"	Roll	200		
12	Roco CORRECTION PENS - Item No.RQ27003 Japan (Pcs.)	EA	500		
13	Roco ERASER (Rubber) (Pcs.)	EA	100		
14	GLUE STICK UHU (Pcs) 21Gms	EA	500		
15	Glue Liquid 250 ML Bottle	EA	100		
16	Roco Rubber band (PKT)	EA	600		
17	Roco HIGHLIGHTERS (Packets) - 4 IN 1	PKT	200		
18	Roco HIGHLIGHTERS Pieces) Yellow Color	Pieces	100		
19	MANILA FILES (Pcs.) Legal Size	EA	2000		
20	PERMANENT MARKERS DIFFERENT COLOURS (1X4) /PKT	PKT/4	50		
21	Roco ONE SIDE TRANSPARENT FOLDER A4	EA	400		
22	FABER - CASTLE PENCIL BOXES With Eraser (1X12)	Packet	200		
23	PLASTIC TRANSPARENT FOLDER L shaped (pcs.)	EA	200		
24	Roco SHARPNER, RQ 18050	EA	100		
25	STAPLER PIN No.26/6 (Rexel) Pcs Box (1X500)	Box	300		
26	Roco STAPLERS, S -206	EA	100		
27	UNI-BALL EYE FINE PEN BLACK, JAPAN	EA	120		
28	UNI-BALL EYE FINE PEN BLUE, JAPAN	EA	360		
29	UNI-BALL EYE FINE PEN GREEN, JAPAN	EA	96		
30	UNI-BALL EYE FINE PEN RED, JAPAN	EA	24		
31	USB 32 GB	EA	60		
32	AAA2 Battery Duracell (PKT 1X2)	PKT	100		
33	AA2 Battery Duracell (PKT 1X2)	PKT	200		
34	Wool Thread white color (70 Gms/ 145 meter)	EA	200		
35	Sticky Label A4 size PKT (1X100)	PKT	100		
36	Roco Record book,	EA	200		
37	Color Paper, 80GSM, A4 (Mix of different Colors)	PKT	50		
38	Scissors Stainless Steel, Size 218mm/8.6"	EA	100		

Continued.....



39	Graph Paper (PKT 1 X 10 X 10)	PKT	100		
40	ROCO Jump clip/ PAPER CLIP BOX	EA	100		
41	Board Pin	PKT	50		
42	Safety Pin Multi size	PKT	20		
43	Fastener (80mm) Leg Length 2" for Manilla file	Box	50		
44	Punch Machine with double hole Medium size	EA	50		
45	Electrical Stapler	EA	5		
46	Calculator Casio 12 digits	EA	36		
47	Pen port round shaped	EA	20		
48	Notice Board/ Bulletin Board (90 X 120 cm)	EA	60		
49	White Board magnetic (90 X 120)	EA	20		
50	White Board magnetic (180 X 120)	EA	30		
51	Roco Double sided Tape 1.5"	EA	30		
52	White Board magnetic (240X 120)	EA	30		
Total					
VAT					
Grand total					

(A) Other terms and conditions if any....



CONTACT DETAILS
FORM

Name of the Bidding Firm	
Name of the owner(s) & Nationality	
Name of the Authorized Signatory	
Nationality	
E-Mail ID	
Telephone No. & Mobile No	
Registration(CR) No.	
Service tax (VAT Certificate) no.	
Registered Office & Address (National Address)	
Bank Details (IBAN):	