



IISJ/ADMIN/RFQ_ALL /TC&BrwEnv_130626/027/2026-27

Date: 13/06/2026

LETTER OF ENQUIRY

SCHOOL TRANSFER CERTIFICATE AND BROWN ENVELOPE

We would like to request you to send us the quotation for **Transfer certificates and Brown Envelope** for our school administration with the following specifications. Please quote the competing price and delivery time for the following.

Sl no	Description of Materials	OPTIONS	
		Unit	Quantity
01	Transfer Certificates Size: 21cm x 21cm, 120 GSM, 3 color 1 pds = (50 x2 colors) 100 copies (As per the attached sample)	Booklet	100
		Booklet	200
02	Brown Envelope Size: 14*10 Inch GSM: 120 GSM 1 box: 250 Envelopes COLOR: BROWN	Box	100

Note: 1. Sample of the above mentioned items is attached with the letter.

Vendor Requirements

The following documents/details should be submitted along with the quotation:

- Company Profile
- Commercial Registration (CR)
- VAT Certificate
- ZATCA Certificate
- GOSI Certificate
- Warranty Details
- Delivery / Completion Time
- Prior experience in the relevant field (No of Years)





Notes:

1. *Sealed & closed Quotation should reach to the principal office during office hours on or before 18th June 2026 (7:30 am to 02:30 pm).*

2. *Quotation should be addressed in the name of Principal IIS Jubail clearly superscribing on the envelope **“QUOTATION FOR PRINTING OF TRANSFER CERTIFICATES AND BROWN ENVELOPE”***

3. *For more details, please contact, Tel – 013 3624130 Ext – 226/267/242, Mob – 055 502 1095*

Thanks & regards,

*Reh
13/6/26*

ADMIN OFFICER(I)
IIS - AL JUBAIL, KSA





INTERNATIONAL INDIAN SCHOOL AL-JUBAIL

P.O BOX 1188 - AL-JUBAIL 31951

PHONE: 013 362 4130 - FAX: 013 361 1018 - KINGDOM OF SAUDI ARABIA

Affiliated to Central Board of Secondary Education, New Delhi, School No. 72564

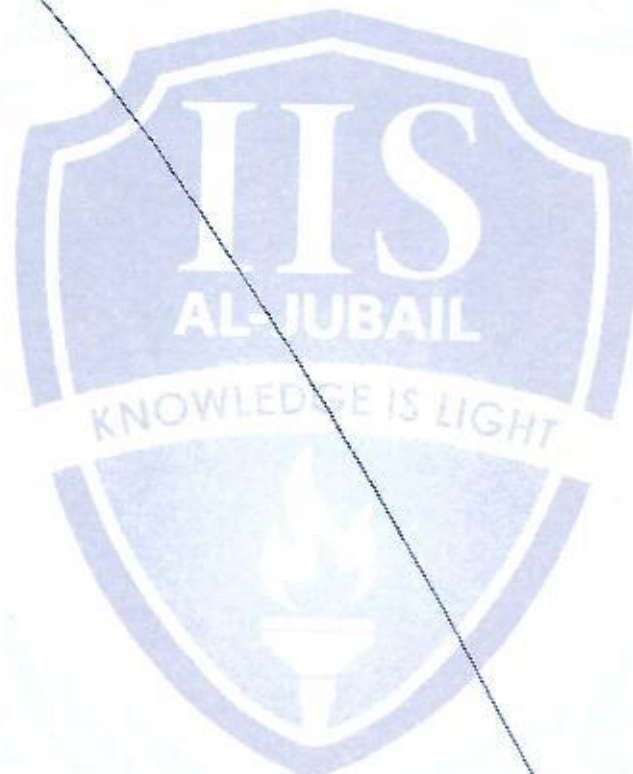
Website: www.iisjubail.org - E-mail: info@iisjubail.org - C.B.S.E. Affiliation No. 5730007

Ministry of Education K.S.A Lic No: Jeem-5

TRANSFER CERTIFICATE

T.C. No.

Admission No.



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ORIGINAL

CHECKED BY

CLASS TEACHER

PRINCIPAL



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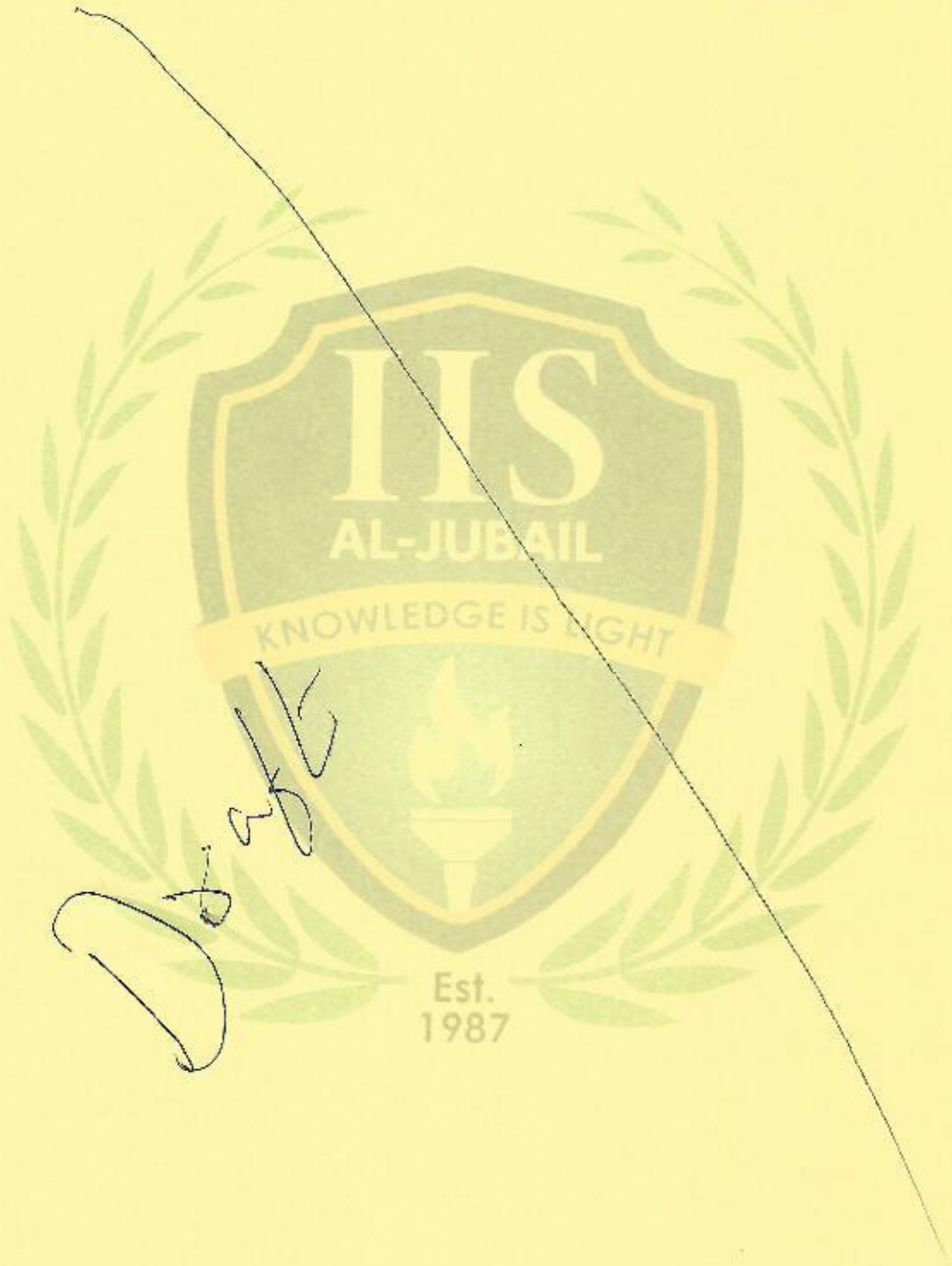
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