

The Indian School
KINGDOM OF BAHRAIN



Estd. 1950

ISO 9001: 2015 Certified Institution

المدرسة الهندية
مملكة البحرين



Affiliated to the Central Board of Secondary Education, Delhi (Affiliation No. 5230001) Approved by the Ministry of Education Kingdom of Bahrain

Tender

For

Printing of ISB School Diary 2018-19

20th January 2018

INSTRUCTIONS TO TENDERERS

The Tenderer is to read carefully the instructions set out below and no claim will be entertained on the grounds of failure to read or comply with these instructions or for any alleged misunderstanding of their importance.

1. Delivery of Tenders-

- a) Tenders must be delivered in a properly sealed envelope and with no external inscription or mark of identification other than “**TENDER FOR PRINTING OF ISB SCHOOL DIARY 2018-19**” and the **Closing date** on the top left hand corner of the envelope.
- b) The sealed envelope shall be deposited, in the tender box placed in 1st Floor, Executive Committee Room, Administration Block, Isa Town Campus, Indian School Bahrain, not later than 10AM, **28th January 2018**.
- c) Your quotation must be valid for 30 days from the closing date.
- d) Tenders delivered after the date and time stated above will not be considered.
- e) Please give few references of same kind of works already executed.

2. Specifications –

PRINTING OF ISB STUDENT’S DIARY 2018-19 – ISA TOWN

S No	Descriptions	Quantity
1	ISB Student’s Diary 2018-19 Size: 23.5 x 16.5 cm (closed) Pages: 180 colour (80 gsm) + Cover (4 pages) Printing: Cover 4 colour + lamination Materials: Cover 350 gsm glossy Inside: 80 gsm wood free Artwork Binding: Perfect binding (As per the sample) Delivery of the Diary should be on or before 20th March 2018	8500

PRINTING OF ISB STUDENT’S DIARY 2018-19 – RIFFA

S No	Descriptions	Quantity
1	ISB Student’s Diary 2018-19 Size: 23.5 x 16.5 cm (closed) Pages: 152 colour (80 gsm) + Cover (4 pages) Printing: Cover 4 colour + lamination Materials: Cover 350 gsm glossy Inside: 80 gsm wood free Artwork Binding: Perfect binding (As per the sample) Delivery of the Diary should be on or before 20th March 2018	5250

- **Samples must be checked by all participating tenderers before quoting.**

3. Services also Required –

- Designing the entire school diary including the cover pages with inputs from the school. (2 separate designs for Isa Town campus & Riffa campus)
- Placement of advertisements.
- Scanning and page layout of 3rd language articles.
- Typing of Arabic text and layout
- Delivery of printed material to the school in the ISA and Riffa campuses

4. Special Clause-

- ISB reserve the right to change quantity /or cancel any item.

5. Date of Delivery –

- **20th March 2018**