

**Tender For Printing of ISB School Diary 2023-24**  
**06.02.2023**

**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 2023-24**” 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 1<sup>st</sup> Floor, Executive Committee Room, Administration Block, Isa Town Campus, Indian School Bahrain, not later than 10AM, **13.02.2023**.
- 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 2023-2024 – ISA TOWN**

S No	Descriptions	Quantity
1	<p>ISB Student’s Diary 2023-2024</p> <p>Size: 23.5 x 16.5 cm (closed) Pages: 160 colour (80 gsm, page numbers ) + Cover (4 pages) + Advertisement page (6 page numbers) Printing: Cover 4 colour + lamination Materials: Cover 350 gsm glossy Inside: 80 gsm wood free + Advertisement page gsm as per sample Artwork Binding: Perfect binding (As per the sample)</p> <p><b>Delivery of the Diary should be on or before 15<sup>th</sup> March 2023.</b></p>	8000

**PRINTING OF ISB STUDENT’S DIARY 2023-2024 – RIFFA**

S No	Descriptions	Quantity
1	<p>ISB Student’s Diary 2023 - 2024</p> <p>Size: 23.5 x 16.5 cm (closed) Pages: 136 colour (80 gsm) + Cover (4 pages) + Advertisement page (6 pages) Printing: Cover 4 colour + lamination Materials: Cover 350 gsm glossy Inside: 80 gsm wood free + Advertisement page gsm as per sample Artwork Binding: Perfect binding (As per the sample)</p> <p><b>Delivery of the Diary should be on or before 15<sup>th</sup> March 2023</b></p>	5000

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

**3. Services also Required –**

- Designing and printing the entire school diary including the cover pages with inputs from the school. (2 separate designs for Isa Town & Riffa campuses)
- Placement of advertisements (if any)
- Delivery of printed material to the school in the Isa and Riffa campuses

**4. Special Clause-**

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

**5. Date of Delivery –**

- **15<sup>th</sup> March 2023**