

The Indian School
KINGDOM OF BAHRAIN
ISO 9001:2015 Institution



المدرسة الهندية
مملكة البحرين
ISO 9001:2015 المؤسسة

Tender

For

Printing of ISB Annual Magazine 2024

10th February 2024

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 MAGAZINE 2024”** 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, 20.02.2024**.
- c) **Your quotation must be valid for 30 days from the closing date.**
- d) Tenders received 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 –

Pl find below the details required about the ISB Magazine

- Copies required: 12500
- No of Pages : 220 pages + cover
- Dimension : 21.0 x 29.7cm (A4 Size closed , A3 open)
- 4 color
- GSM : Cover 350 gsm art glossy + glossy lamination on one side , Text 90 gsm art glossy.
- Type : Glossy full colour
- Binding : Perfect Bound
- Number of dummies for correction and approval: TWO both in colour.

3. Services also Required –

- Designing the entire magazine including the cover pages with inputs from the school
- placement of photos
- photos should be adjusted to be clear
- 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 –

- **25th march 2024**