

*The Indian School*

KINGDOM OF BAHRAIN

Estd. 1950



المدرسة الهندية

مملكة البحرين

ISO 9001: 2008 Certified Institution

**Tender**

**For**

**Printing of ISB Annual Magazine 2016-17**

**15<sup>th</sup> June 2017**

## **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 ANNUAL MAGAZINE 2016-17” 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 **10 am , 22nd June 2017**
- 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 –**

Pl find below the details required about the ISB Magazine

- Copies required : 13500
- No of Pages : 240
- Dimension : 29.5 an 21 cm
- GSM : As per the last year magazine ( sample available with office for verification)
- Type : glossy
- 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 –**

- **15<sup>th</sup> September 2017**