****

**Tender**

**For**

**Printing Materials-ISB Mega Fair -2016**

**13th February 2016**

#### 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**
2. Tenders must be delivered in a properly sealed envelope and with no external inscription or mark of identification other than “TENDER FOR PRINTING MATERIALS- ISB MEGA FAIR -2016” on the top left hand corner of the envelope.
3. 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 10 am , **13th February 2016.**
4. Tenders delivered after the date and time stated above will not be considered.
5. **Specifications –**

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| Item | Description | Quantity |
| Flyers -A 5 size (option 1) | double side, multi-color , gsm -150, paper - glossy | 50,000 |
| Flyers -A 5 size (option 2) | Single side , multi-color , gsm 135, paper - glossy | 50,000 |
| Appeal Form A4 | 2 Pages both sides , gsm-300, paper - matt , 1 side glossy lamination with centre perforation, Size- A3 open i.e A4 close , multi-color | 1500 |
| Raffle tickets (30,000 books @10 tickets each ) | Glossy finish with security thread, gsm- 135, 3 perforation, 4 numbering , size 31cm X 12 cm , multi-color | 300,000 |
| Stickers | One side glue , Multi color , Size-A5 Oval shape , Glossy finish | 500 |
| 100 page book A4 size Multi color | Souvenir, 150gsm with perfect binding | 1,500 |
| 150 page book A4 size Multi color | Souvenir, 150gsm with perfect binding | 1500 |
| Poster | gsm-170, size -A2, paper - glossy , multi-color | 250 |

1. **Scope of work –**

* Print and supply the following items for the ISB Mega Fair 2016.

1. **Special Clause-**

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