

TENDER FOR PRINTING OF ISB SCHOOL DIARY/TABLE CALENDAR 2026-2027

Date: 22.12.2025

INSTRUCTIONS TO TENDERERS

Tenderers are advised to read the instructions carefully. No claim shall be entertained on the grounds of failure to read, understand, or comply with these instructions.

1. Submission of Tenders

- Tenders must be submitted in a properly sealed envelope without any external inscription or identifying mark other than the following, to be written on the top left-hand corner: “TENDER FOR PRINTING OF ISB SCHOOL DIARY/ TABLE CALENDAR 2026–2027”
- Closing Date: 31 December 2025
- The sealed envelope shall be deposited in the tender box placed on the 1st Floor, Executive Committee Room, Administration Block, Isa Town Campus, Indian School Bahrain, no later than 10:00am on 31 December 2025.
- The quotation must remain valid for 30 days from the closing date.
- Tenders received after the specified date and time will not be considered.
- Tenderers must provide references of similar work previously executed.

A. ISB STUDENT DIARY 2026–2027 ISA TOWN CAMPUS

2. Specifications

- ISB Student Diary 2026–2027
- 9000 copies
- Size: 23.5 × 16.5 cm (closed)
- Pages: 160 pages, 80 gsm wood-free
- Cover : 4 pages (350gsm glossy)
- Advertisement : 8 pages (150 gsm, art matt)
- Printing: 4-colour cover with lamination
- Materials:
- Binding: Perfect binding (as per sample provided)
- Artwork: To be provided by the tenderer with school inputs
- **Delivery Deadline: On or before 26 March 2026**

B. ISB STUDENT'S DIARY 2026–2027 RIFFA CAMPUS

- 5000 copies
 - Size: 23.5 × 16.5 cm (closed)
 - Pages:136 (80 gsm wood-free)
 - Cover: 4 pages,350gsm glossy
 - Advertisemnt : 8 pages (150 gsm, art matt)
 - Printing: 4-colour cover with lamination
 - Advertisement pages: as per sample
 - Binding: Perfect binding (as per sample provided)
 - Artwork: To be provided by the tenderer with school inputs
 - **Delivery Deadline: On or before 26 March 2026**
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- Note: All participating tenderers must check the samples before submitting quotations.

C: DESK CALENDAR 2026-2027 ISA TOWN CAMPUS

Specifications

- **500 copies**
- Size: Leaf: 14.5 cm H × 20.5 cm W
- Stand: 16 cm H × 20.5 cm W (closed)
- Extent: Calendar Leafs: 8 nos. + stand Paper
- Calendar Leafs: 300 gsm art glossy
- Stand: 1000 gsm grey board covered with 170 gsm art matt paper + matt lamination
- Colour Leafs: 4×4 colour printing
- Stand: 4×0 colour printing + one-side matt lamination
- Binding: Wiro binding
- **Delivery Deadline: On or before 26 March 2026**

D: DESK CALENDAR 2026-2027 RIFFA CAMPUS

Specifications

- **250 copies**
- Size: Leaf: 14.5 cm H × 20.5 cm W
- Stand: 16 cm H × 20.5 cm W (closed)
- Extent: Calendar Leafs: 8 nos. + stand Paper
- Calendar Leafs: 300 gsm art glossy

- Stand: 1000 gsm grey board covered with 170 gsm art matt paper + matt lamination
- Colour Leafs: 4×4 colour printing
- Stand: 4×0 colour printing + one-side matt lamination
- Binding: Wiro binding
- **Delivery Deadline: On or before 26 March 2026**

3. Required Services

The selected tenderer shall be responsible for:

- Designing and printing the entire school diary, including cover pages, based on inputs from the school. (*Two separate designs—one each for Isa Town and Riffa campuses.*)
- Placement of advertisements (if applicable).
- Delivery of the printed diaries to both **Isa Town** and **Riffa** campuses.

4. Special Clause

- The Indian School Bahrain (ISB) reserves the right to modify the quantity or cancel any item included in the tender.

5. Delivery Date

- **The complete delivery of all diaries must be made on or before 26 March 2026.**