

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 2019-2020

27th January 2020

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) Kindly send your tenders to tenders@indianschool.bh (in a password protected work file) not later than 10 am , **02nd February 2020**. **Do not give the password in the mail** .We will contact you for the password details later.
- b) The tender subject must be marked “TENDER FOR PRINTING OF ISB ANNUAL MAGAZINE 2019-2020” and addressed to the Hon. Secretary of The Indian School.
- c) **Your quotation must be valid for 30 days from the closing date.**
- d) Tenders mailed 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: 13000
- No of Pages : 240
- Dimension : 21.0 x 29.7cm (A4 Size)
- GSM : As per ISB magazine 2017 (Sample available in office for verification)
- Type : Glossy full colour
- 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 –

- **05th May 2020**